



Admissions Policy

The purpose of the Admission Policy is to set out and explain the Admissions procedures at Kinabalu International School (KIS) and the criteria that we will use when deciding whether or not to offer places at the school. KIS aims to provide an excellent education by challenging all students to become global citizens. This policy applies equally to all applicants at all entry points in the school.

KIS is an inclusive school of all nationalities and religions. All offers of places at Kinabalu International School are made at the discretion of the Principal based on recommendation by the relevant Head of School. By making an application for a place at the school for their child, parents are deemed to have accepted the terms of this policy.

For the purposes of this Policy, the term 'parent' will also apply to guardians, carers or other persons with legal responsibility for the child. Parents who appoint guardians must also complete the Guardianship policy for KIS. As part of our safeguarding procedures, KIS has the right to request for additional family information to support the application.

Principles and Values

At Kinabalu International School we are dedicated to providing an excellent education in a caring, respectful environment, challenging students to achieve their full potential as successful global citizens.

The school encourages students to do their very best in the classroom and beyond. Our aim is to admit students who will be able to benefit from our wide range of academic and extra-curricular opportunities, who will thrive in the vibrant, international environment that we offer and who will be able to make a positive contribution to our community.

The Admissions Process, including the assessment of students, is designed to reflect our mission by offering a personal approach, as well as supporting parents to determine whether KIS is the right school for their child.

We consider a broad range of information, including reports and references from an applicant's previous school and information gained from meeting a student, in making our decisions. We are not a selective school, so while we review the scores achieved in assessments (where applicable), they are not used exclusively to determine admission.



Admissions Process

Scope of Admission Process

The Admission Process includes the actual Application Process itself and all associated procedures. The Admission Process begins when initial contact is made by a parent registering an interest on behalf of their child(ren), and ends on the first day when a successful applicant attends school as a student at KIS.

During that time responsibility for the new student passes to the Head of School (Primary / Secondary) and the teaching team.

The Admissions Team comprises the Head of Marketing and Admissions, the Admissions Officer and the Heads of School. The Head of Individual Needs may be involved in the Admission process. The Heads of School will make the final recommendation to the Principal regarding the acceptance of a student.

The Application Process

We encourage parents to visit the school before making an application by arranging an appointment with our Admissions Officer.

The majority of students start school at the beginning of Term 1 (August), with subsequent key entry points being the start of Term 2 (January) and the start of Term 3 (April). However, enrolment is possible all year-round, with the exception of entry into Key Stages 4 and 5 (Years 10 to 13).

Applications to Year 10 and Year 12 are only usually possible for Term 1 (August) entry. Places are only offered in Year 11 and Year 13 in the most exceptional of cases, with each case considered on an individual basis. If a student wishes to gain admissions to Year 11 / Year 13 they must have completed Year 10 / Year 12 at the previous school with comparable subjects and exam boards.

Students entering Reception to Foundation 2, must be fully toilet trained before commencing school at KIS.

Progression from the Primary school into the Secondary school is automatic.

Students progressing from Year 11 to Year 12 will be expected to achieve at least 5 A* - C grades in their IGCSE or equivalent examinations. Individual subjects may require students to have successfully completed an IGCSE or equivalent in that subject prior to entry.



Children of KIS staff wishing to enter the school must follow the stated Admissions Process.

Submitting an Application

Applications must be made on the official Application Form, which is available on the KIS website or in hard copy from the Admissions Officer.

When submitting an application to KIS, you are signing a legal document confirming all details given are true and correct at the time of application. Should the school later discover any false declarations, KIS reserves the right to review the status the child's placement.

We require:

- A copy of a valid passport and birth certificate for the applicant
- A copy of a valid passport or NRIC for both parents
- A copy of the last two year's school reports in English (or certified English translation)
- A copy of IGCSE / SPM or equivalent exam results for A Level applications
- One recent passport-sized photograph of the student and parents
- Details of any additional reports that help us to learn about the applicant's needs and abilities, e.g. English as an Additional Language support, Individual Education Programme, assessments by educational psychologist etc.

The Admissions Process will not commence until all requested materials have been received and the Application Fee per child has been received.

Applications from Students Requiring Individual Needs Support

Special Educational Needs

KIS is an inclusive school for most mild educational and behavioural needs. The school employs a number of specialised staff for individual needs to support learning inside and outside of the classroom. The department is most effective when cooperating with parents for the child's educational needs.

Any known learning disabilities, difficulties or any such related Special Educational Needs should be clearly stated in the application form, with relevant supporting information. The information will be reviewed, in consultation with the relevant staff and in conjunction with the parents and applicant where appropriate, to determine if the school will be able to support the needs of the student. It is important that parents engage co-operatively and openly in this process.



The physical limitations of the school site mean that the school is unable to cater for students with physical disabilities requiring specialist provision, including wheelchair access.

In a case where a student has been diagnosed with a learning disability / difficulty or related Special Educational Needs, but this information is not included in the Application Form or not known in advance of acceptance of the student, a meeting will be arranged between the school and the parents to discuss this issue. The school reserves the right to withdraw the place if any known Special Educational Need or learning disability / difficulty was not included in the Application Form, or if the school is unable to support the needs of a student, which have been identified following acceptance. Non-disclosure of past serious behavioural issues in previous schools may also jeopardise the student's place in the school.

English as an Additional Language

Applicants need to be sufficiently proficient in English to access the mainstream curriculum and, in some cases, a condition of entry may be additional language support outside of school, in addition to the in-school support provided. A place will be offered and a year group allocated only if the school has the appropriate resources to support the student.

There may be additional costs associated with some in-school support. If learning needs are recognised and support allocated to the child, this is part of the conditions for enrollment.

Assessments

Assessments are conducted in school, by appointment, and help to evaluate the current level of English proficiency, academic capability and the student's potential to benefit from and thrive at the school. Most assessments follow the schedule outlined below but may vary dependent on the individual child's needs.

Year Group	Assessment	Time
Early Years	A series of visits to the classroom: at least 1 session of 1 hour with parent 1 hour without parent 2 hours without parent Full morning session (can be extended)	7:50am – 9am 7:50am – 9am 7:50am – 10:00am 7:50am – 11:20am
Year 1	Full day visit to class (can be extended)	7:50am – 2:00pm
Year 2	Full day visit to class (can be extended) Meeting with Head of Primary	7:50am – 2:00pm



Years 3 – 6	Full day visit to class (can be extended) Writing, reading and math's tests and meeting with Head of Primary Online cognitive abilities test	7:50am – 2:00pm Up to 45 minutes Up to 90 minutes
Years 7 – 9	Written Mathematics test Written English test Online cognitive abilities test Interview with Head of Secondary	60 minutes 60 minutes Up to 90 minutes 20 minutes
Year 10	Written Mathematics test Written English test Online cognitive abilities test Interview with Head of Secondary	60 minutes 90 minutes Up to 90 minutes 20 minutes
Year 12	Interview with Head of Secondary Online cognitive abilities test Additional tests may be required depending on IGCSE (or equivalent) results and subject choices	30 minutes Up to 90 minutes

For applications to Primary: a child may be required to attend additional class visits if it is felt that extra observations of the child in the classroom setting are needed.

Students with English as an Additional Language (EAL) may be required to take an additional EAL test to assess more fully their language level and the level of support that may be required.

Overseas Assessments

For families based overseas, an assessment can be arranged at the child's current school at the discretion of the Admissions Officer. Overseas assessments can only be undertaken for applicants applying for entry into Years 3 – 10. For entry into Primary, a child's current teacher will be asked to complete a confidential student reference form. It is possible your child's current school may charge for the KIS tests to be taken. This is at the Parent's cost.

Assessments during School Holidays

The Applications Process can be initiated but a final decision on an application can only be made on the commencement of the new term.

Offer of a Place / Selection Criteria

Each application is carefully considered on an individual basis taking into account a range of factors including observations when meeting the child, assessment scores and the reference from their current school, where requested.

The Head of School reviews applicants using the following criteria:

- Ability to cope with the curriculum at KIS as demonstrated in admissions tests and assessments, interviews and information from previous school(s).



- Demonstration of a proficiency in English at an age-appropriate level that will enable the child to successfully access the curriculum.
- Ability to thrive within the KIS school environment, including the potential to make a positive contribution to the community as demonstrated when meeting the candidate during interviews and in the information from previous school(s).
- Is able to understand and uphold the school's mission and values.

In general, students will be placed in the correct year group according to their age on the 1st of September. However, the school reserves the right to recommend placement in an alternative year group, if this is deemed to be in the best interests of the child. Once assigned to a year group, it is expected that a student will remain with this cohort throughout their time at the school. KIS will not entertain parent requests for placements.

Only under exceptional circumstances will a student be placed in a higher year group than his/her age group. Factors that are considered for such placement include:

- the student's successful completion of the equivalent year group elsewhere
- the reports and references from the previous year demonstrating exceptional academic performance
- attainment in the KIS assessments and conduct during their interview.

In rare circumstances it may be necessary for a student to be placed in a lower year group than his/her age group. Factors that are considered for such placement include:

- English language capabilities
- performance in the KIS assessments and interview
- previous school reports and references

Following a thorough review of all relevant admissions information, a recommendation is then made to the Principal for final approval.

Outcome of Admissions Process

The outcome will be one of the following:

- a. Letter of Offer sent to successful applicant
 - i. If the assessment has identified that Individual Needs Support is required (either support for English as an Additional Language or Special Educational Needs Support), this will be detailed in the Letter of Offer
- b. Further assessment required
 - i. Before a place can be offered, it may be that further assessments are necessary for the school to be sure that we can cater for the child's needs.



- II. It may be that we defer the child's place at KIS as a result of further assessments required. A parent will be told the reason why and invited to return for a further assessment at some stage between 1 to 3 months from the date of the initial assessment, depending on the specific needs of the child.
- c. Waiting list
- I. If we have no spaces available but still wish to offer the child a place at the school, we will place them on the waiting list.
- d. Letter sent to unsuccessful applicant
- I. A place is not offered to the child and parents will be sent a letter by email. We will be available to explain by phone to parents the reasons behind the decision.

The admission of a student is at the absolute discretion of the School.

Following receipt of a Letter of Offer parents are required to confirm acceptance of an offer within 7 days.

Waiting List

Where the number of applicants meeting the above criteria exceeds the number of places available, places will be allocated taking into account the following criteria (in order of importance):

- Pool A – Students who have a parent employed at the School
- Pool B – Students whose siblings are studying at KIS
- Pool C – Students for whom English is their first language
- Pool D – Students with English as an additional language but who are fluent in English
- Pool E – Students with English as an additional language who are not fluent in English

The class sizes are set as follows:

- Reception: 6 students to 1 adult
- Foundation 1: 8 students to 1 adult
- Foundation 2: 10 students to 1 adult
- Years 1 - 6: 22 students per class
- Years 7 - 11: 24 students per class
- Years 12 - 13: 18 students per subject

These numbers are provided as a guide only. Circumstances may require changes to these numbers in particular years.



Continuing Application Procedures

If an applicant is not judged to be suitable for admission to the school at the time of application as a result of the assessments undertaken, the application will be deemed to have been 'closed'. A new application may be made for a subsequent year (on the payment of the appropriate application fee) and the applicant will once again be assessed according to the criteria as set out in this Policy.

Where an applicant has been judged to be suitable for admission to the school but has not been allocated a place due to there being more candidates than there are available places, the school will continue to consider the application to be 'live', if the parent wishes, and will keep the applicant's name on a waiting list in case a place becomes available later in that school year. If no place can be offered during that year, the applicant will then be reconsidered for a place at the next standard admission point along with candidates who have applied for admission at that point. The school will request updated school reports and the applicant may be invited to re-sit the assessments.

If a family decides not to accept the offer of a place at the school the application will be deemed to be 'closed'. If the family subsequently decide to reapply for a place at the school within the same school year the applicant will be offered a place, subject to availability in the year group. If a family decides to reapply for a place in a subsequent academic year, this will be considered a 'new' application and the applicant will be required to submit a new Application Form and supporting information, pay the application fee and complete the assessment process.

Deferrals

An applicant who has been accepted or waitlisted can choose to defer his or her place to the following term, provided that the school receives notification within three weeks of the first day of the new term. An invoice will then be then be raised for payment of the subsequent term's school fees and payment will need to be made to secure the place. Deferrals are not available for applications in Years 10 - 13.

Deferrals to the next academic year are not accepted.

Student Visas

All international students are expected to have the relevant visa to allow them to study in Malaysia. KIS does not provide a student pass application service for international students joining the school. We are able to issue a letter of certification that the child is a registered student of the school, or sign a Personal Bond (subject to a refundable deposit) prescribed under Regulation 19 of the Immigration Regulations 1963.



Data Protection

The Admissions Team will request and process personal applicant and family data in accordance with the requirements of the Personal Data Protection Act 2010. The collected data will be used for the purpose of registering the applicant's interest in applying for a place at Kinabalu International School and collecting information required by the school to enable applicant selection and if successful, the offer of a school place. Data will be held securely and will not be retained by the school for any longer than is necessary for this purpose. KIS will not disclose any data to third parties.