



Admissions Policy

Guiding Statement For The Admissions Policy

To promote a genuine love of learning and encourage creative, critical and reflective thinking for every student to attain the best academic achievement within each student's capabilities.

Singapore Education System Context

Government schools in Singapore are governed by the Ministry of Education (MOE). Nearly all Singaporean students are required to attend MOE schools, with exceptions approved by the government if a student has returned to Singapore after being educated for a substantial period of time in an overseas curriculum. In 2005 the MOE allowed the establishment of *Privately Funded Schools* which receive no government funding and are not governed by the MOE. They can enrol Singaporean students without an exemption from the MOE. There are three of these designated schools in Singapore of which ACS (International) is one. These schools must follow the Singapore Bilingual Policy which requires all Singaporean and Permanent Resident students to study a Mother Tongue Language (MTL) with Chinese, Malay and Tamil being the official mother tongue languages. Other languages can be approved through application to the MOE. Failure to meet the required MTL standard for Singaporeans and Permanent Residents has implications for their entry to and their graduation from Singaporean universities.

Students can apply to the MOE to be exempted from achieving the required standard in MTL. The main reasons for approval being significant special needs or students who have been educated for a substantial period of time outside of Singapore. It should be noted that exemptions from MTL are rarely given.

ACS (International)'s Approach to Education

ACS (International) is an academically selective school that offers a blend of the academic rigour of a Singapore school, with the liberal education approach of an international school.

ACS (International)'s approach is to promote a genuine love of learning and encourage creative, critical and reflective thinking in order to attain the best academic achievement within each student's capabilities. The school achieves this through providing high quality learning that develops learners who are able to apply, evaluate, reflect, inquire, and generate ideas that enrich the community. As an academically selective school our expectation of admitted students is that they perform at their highest levels in the curriculums that we offer (IGCSE and IBDP). Therefore, the school has the expectation that students will develop their intellectual ability and motivation to perform at their peak, and that teachers will provide a challenging educational environment for all learners. This approach helps to inform decision making in relation to admissions, student progression, subjects offered, and the level of support offered to students.

Prepared By	Approved By	Review and Revised	Reviewed by	Next Review
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ACS (International) Approach to Student Admissions

ACS (international) adopts an equal opportunity policy aimed at achieving balanced intakes which are reflective of the school's ethos, traditions, philosophy and values. Successful applicants should be those who have a genuine and intrinsic love of learning; and are able to assimilate into all aspects of school life. ACS (international) also strives to maintain a balanced cultural diversity in an international setting for students to learn in a multi-national and multi-cultural environment.

The approach to student admissions is designed to provide a fair process of selective entry that takes into account the learning attitudes, academic abilities and dispositions of the child while also giving due consideration to the school environment. The Admissions Criteria has been formulated over many years of experience as to what qualities a student needs to possess in order to have a strong chance of success at ACS (International). The Admissions Criteria provides the guidance required to admit students that will grow and flourish under the school's approach to education. It also provides suitable measures to ensure that students who would not be successful under our approach are not admitted. This is an important barrier to admission as there can be significant academic and financial implications if a child is admitted into an environment that is not suitable for their learning dispositions or their learning needs.

Admissions Criteria

Given the context of ACS (International) and its approach to education, there are a number of criteria that are given consideration for admissions decisions, which include:

Nationality

All Privately Funded Schools are required to have Singapore students as 50% to 65% of their total enrolment. ACS (International) is required to meet this range, and so the nationality of a student is an enrolment criterion. The school also ensures that places are given to a broad range of nationalities.

Language

In keeping with the MOE schools, the instructional language of ACS (International) is English. Therefore, a student's ability to understand and learn in English is assessed during the admissions process. In general, only students who have demonstrated the required English levels may be offered a place in the academic mainstream. In cases where a student's English language proficiency is not at the required standard for entry into the academic mainstream, they may be offered a place in a bridging course which provides them with additional English lessons. While English is the instructional language at the school, the school encourages students to continue to develop their native languages and values the richness that this brings to the school community.

Academic Ability

The school assesses a student's academic ability using a range of indicators including the school's own entry examinations in:

- English for all levels.
- Mathematics for all levels.
- Science (for mainstream Years 3 and 5 only)

- Non-Verbal reasoning test for all year levels
- An Oral interview conducted by a senior member of staff for all year levels.

For Singaporean students the MOE national/external examinations may be used as a substitute to the school's own admissions tests (depending of point of entry) with students requiring:

Year 1

- An aggregate of 20 or less with Express stream eligibility.
- Applicants must also achieve a minimum AL5 grade in English, Mathematics and Science.

Year 5

- L1R5 aggregate computation of 18 or below.
- A1, A2 or B3 grade required to take an IB subject at HL.
- The school does not deduct Bonus Points for participation in CCA, VIA or Higher Mother Tongue programmes for admission purposes.
- Students must have studied English, Science, Mathematics and a Humanities subject.

For international students:

- Equivalent performance of Singaporeans in an international examination (eg IGCSE)

Age

Student age is a consideration with Year level placement, due to an agreement with the MOE that students should not be altered from the normal year level normal specified by the MOE.

Subjects

The subjects that students wish to study will also be considered at the time of admission. This is particularly relevant for students seeking admission to the IBDP programme. Admission is unlikely to be granted if a student meets the *Academic Ability* requirement but they are not able to formulate a suitable combination of IB subjects. This can occur when there is a mismatch between what the student has studied previously and what subjects and levels ACS (International) offers.

Behaviour

In cases where there is evidence that the student has had behaviour concerns in the past, the school will determine if ACS (International) is the right environment for them by:

- Providing an interview with either the Vice-Principal or Principal.
- Considering all factors involved e.g. bullying.
- Consulting previous or currently enrolled school.
- Consider supporting documentation, such as Educational Psychological Report.
- Considering current levels of support provided to existing students.

Special Educational Needs (SEN)

As described in the ACS (*International*) *Approach to Education* section, the school is an academically selective school with the expectation that enrolled students are able to perform at the highest levels of the curriculum that we offer. As a result of this the school is structured and resourced with the goal of creating an environment where students perform at the highest standards. Where a student has a Special Educational Need the school will determine whether the need can be catered for in the environment described above or if the need is such that the school cannot provide the level of educational support required for the student. To guide this decision process the school will:

- Provide an interview with Learning Support Officer.
- Consider supporting documentation, such as Educational Psychological Report.
- Consult previous or currently enrolled school.
- Consider past academic achievement and the level of support provided for that attainment level.
- Consideration of current levels of support required by existing students.

Siblings

Applicants with siblings who are alumni or currently at the school will be given special consideration in order to maintain the family link at the school.

Returning Singaporeans

The school acknowledges that when Singaporeans who have been overseas for a long time and return to Singapore can struggle to fit back into Ministry of Education schools and they also might not be permitted to join International schools. Therefore, the school will consider these circumstances through the Admissions process.

Methodist Affiliation

Due to ACS (*International*)'s close affiliation with the Methodist Church, special consideration is given to admitting students from Methodist members or from Ministers of the church.

Staffing

ACS Affiliation

In keeping with the MOE affiliation policy, consideration of students who have an existing affiliation with the ACS group of schools may be given the following:

- Preference in the enrolment queue.
- Conditional entry if they do not meet the Admissions criteria at the discretion of the Principal.
- Placement in a desired House if requested.

Conditional Admission

The Principal may offer of a place may be offered subject to certain conditions being met. For example, set targets that must be achieved which may include factors such as

attendance, grades and behaviour. If in the judgement of the school the conditions are not met after admission, the school reserves the right to terminate the enrolment.

Exception cases

The Principal may admit a student outside of the above criteria at their discretion.

The Appeal Process

An admissions decision can be appealed if the family believe that the above process has not been followed fairly or if they believe the assessment panel has not given due consideration to all the evidence in the application. On appeal a family is required to:

- Provide a basis for the appeal.
- Provide any additional supporting documentation supporting the basis of the appeal.

If the school accepts the basis for the appeal, the following may be required:

- A second interview of the enrolling prospective student preferably by a different member of staff from the first interview.
- An interview by specialist support staff e.g. school counsellor
- An Interview of with the family.
- The provision of additional supporting documentation that has not yet been provided.
- A requirement to obtain a Psychological assessment or similar of the child.
- An acceptance of conditional enrolment e.g. set targets that must be achieved which may include factors such as attendance, grades and behaviour.
- A requirement to undertake intensive English or Mathematics tuition before enrolment into classes
- Any other evidence that is required.

Families who appeal must be aware that the outcome of an appeal may result in the student still being declined admission into the school.

Procedures to Confirm Admission

- All applications are reviewed and approved / declined by the Principal once all documentation has been received.
- The Admissions Office sends a summary letter to all applicants – either a formal letter of offer or a polite letter of decline.
- Once the appropriate fees are collected the enrolment is confirmed (all enrolments are conditional until the fees are paid).
- Orientation and information documents are forwarded by The Admissions Office to the family.
- On the first day of school there is an initial orientation which includes a 'meet and greet', timetable explanation and allocation of a buddy by the allocated Head of House.
- All foreign students will need to obtain a valid pass – i.e., Student's Pass, Dependant's Pass, Long-Term Visit Pass with Letter of Consent to Study, or Immigration Exemption Order (i.e., those holding Diplomatic Identity Card) – in order to pursue full-time studies in a PFS.

- Applicants who have yet to obtain valid passes (e.g., in appeal stages) must **not** be enrolled.

Review Procedures

The Admission Policy will be reviewed every two years against the School's Guiding Statements and Strategic Plan to ensure that entry criteria is consistent with the school's direction.

Related Policies

- Language Policy