

SSU KL Admissions Guide for Parents			
<i>This guide is underpinned by our Schools critical characteristics:</i>			
<ul style="list-style-type: none"> • <i>Character Education</i> • <i>Global citizenship skills</i> 			
Effective Date	2nd October 2023	Review Date	September 31st 2024
Responsible Department(s): Principal / SLT SSU KL			

ADMISSION TO USCI SCHOOLS

Admission to any of the UCSI schools is determined by a number of factors.

Applicants are admitted based on the student’s **ability to succeed socially and academically** in our dynamic learning environment as well as demonstrating a **good work ethic, a history of school-appropriate behaviour**, and a **desire to attend the school** as determined at the interview. To be successful at UCSI Schools – Sekolah Sri UCSI Kuala Lumpur, students must be willing to work hard and be committed to our programme. Teachers provide the support necessary for students to become confident, independent learners. Additionally, we expect parents to be supportive of and involved in their child’s education. It is the student, however, who is responsible for putting forth the effort to meet the school’s academic expectations.

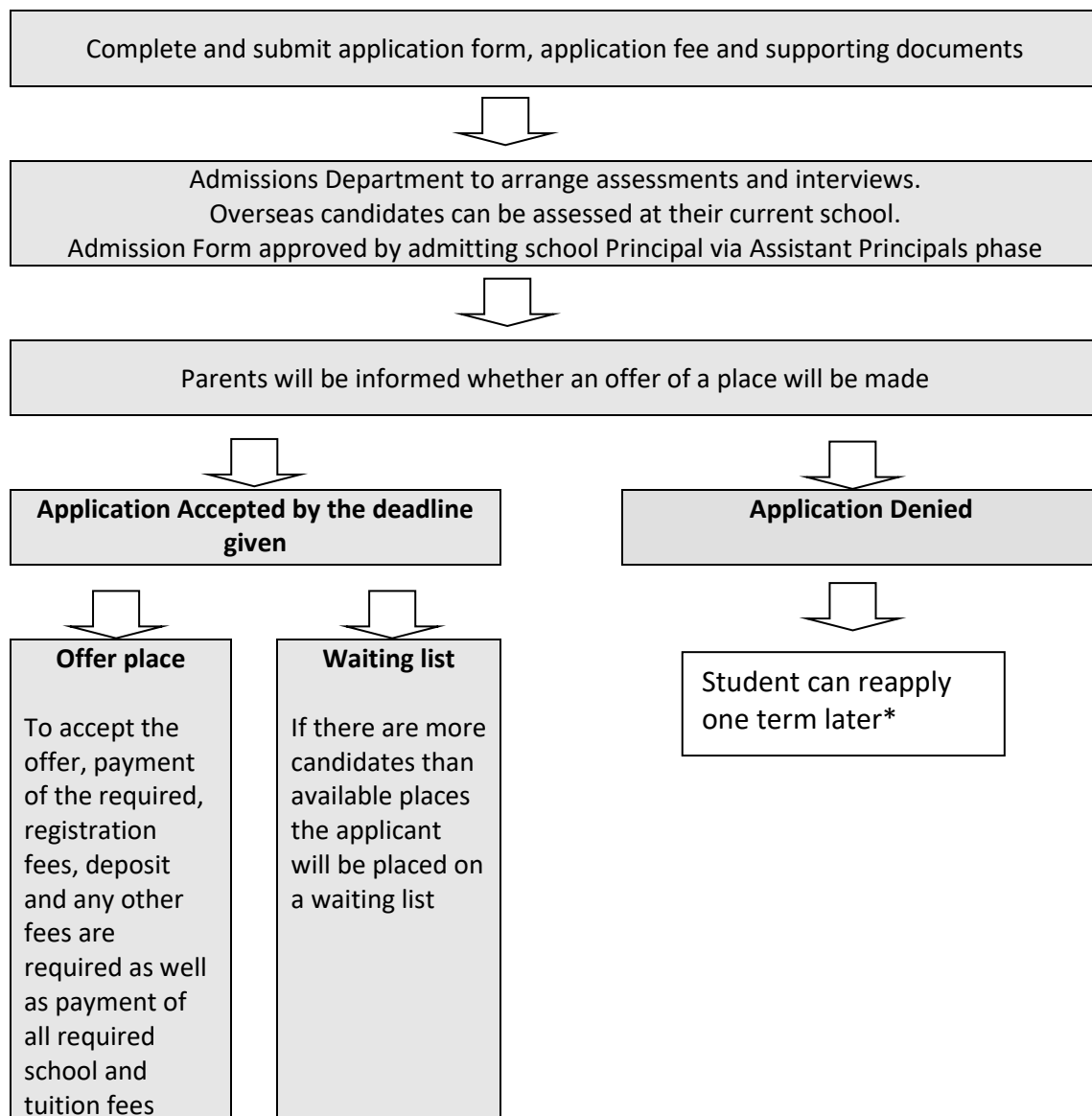
UCSI expects students and parents to understand and support the different school’s aim to serve a diverse population. Our students come from a variety of racial, ethnic, cultural, and socioeconomic backgrounds. The administration, teachers, students, and parents are always working to maintain an environment that is welcoming for all students.

The decision to offer a place to a prospective student is taken by the individual school Principals to whom the student has applied. The Principal is supported by the Assistant Principals (SLT) of each school phase, Admissions and the group admin teams. **Admission is based on academic evaluations and assessments, Malay & English proficiency, past school records, student interviews, previous teacher /School recommendations, and any diagnostic testing that will help the school Principal understand any special learning needs an applicant may have.** Year-level placement will be determined by the birth date of the applicant, academic ability, or any individual circumstance. **The Principal's decision as to whether a school place is offered and which year level to place a student is final.**

Each school aims to provide a broad and balanced mix of nationality, ethnicity and gender and seeks to ensure that no single nationality dominates. **There is no specific quota set for this, but we do reserve the right to limit specific families (or add them to the waiting list) to maintain a balance of nationalities.**

In addition, the number of students requiring support for Malay or English as an additional language should be, in the opinion of the school Principal, realistic for the teachers to ensure proper learning can take place.

Admissions Process



*In certain circumstances where the student's previous academic record, behavioural record or other school reports indicate that the student will not be suited to UCSI Schools – Sekolah Sri UCSI Kuala Lumpur OR where there were irregularities in the application, the Principal can make this application rejection permanent. **The Principal's decision is final and there will be no appeal process.**

Admissions Criteria

Students wishing to enrol into a UCSI school must hold a valid form of ID (i.e., a valid passport) and at least one parent must also hold a valid form of ID - passport.

All students wishing to enrol into UCSI schools are subject to the admissions criteria set out below and students enter schools at **their appropriate year level** as per the SSU KL school system – not their current school system. It is the policy of the schools to place students in an appropriate year group as per age in **most** cases. Any exceptions are to be made by the Principal and will be based on the

student's ability to access the curriculum and/or previous schooling level. **The decision of the school Principal is final.**

(i) Students applying Primary School; Standard 1 - 2

Students entering Standard 1 - 2 should be toilet trained. All applications to Standard 1 - 2 are reviewed by the Assistant Principals Phase prior to being offered a place. Standard 1 - 2 students will only be admitted to the school once the Assistant Principals or a designated other has met with one or both child's parents.

Students entering Standard 1 – 2 are required to take the placement tests: Bahasa Melayu, English, Mathematics and Science. Students will be given a maximum of 2.5 hours to complete the tests.

Any previous school reports, observations and assessments should also be made available to the school at this time. **Refusal or incorrect documents will mean a permanent withdrawal of any offer.**

Where possible it is strongly recommended that the child spend a morning or day in Standard 1 - 2 in advance of their admission so that the school can gauge the child's level of readiness for accessing our curriculum.

Applicants not able to be assessed in person will be admitted on a **provisional basis** at the discretion of the Principal and the offer can be withdrawn at any time without notice.

(ii) Students applying for Primary School; Standard 3-6

Students applying for admission to the Primary School undertake assessments to ensure they can access the curriculum. Students are required to take placement tests: Bahasa Melayu, English, Mathematics and Science.

Children entering the Primary School undertake baseline assessments to ensure that they can access both the Malaysian Primary National curriculum and the Cambridge iteration of the National Curriculum with reasonable ease. Children who cannot access the curriculum can become demotivated and demoralised. As a result, they do not make the progress of which they would be capable in a school better suited to their needs. **Malay and English language proficiency will also be assessed and is a requirement of entry. No exceptions will be made.**

The Admissions team will arrange a time for the student to sit the assessments and communicate this to parents. This assessment may be done at the student's current school under the supervision of a staff, under certain circumstances. Contact the admissions team for details on this.

Admissions Criteria

Placement Tests	Action
Bahasa Melayu (Above 40 marks)	Accepted
English (Above 40 marks)	
Mathematics (Above 40 marks)	
Science (Above 40 marks)	
Students applying must score 40 marks above for all subjects . Scores below 40 marks may be given a provisional acceptance from the School. Individual cases considered by the school Principal. Admission will depend upon the student agreeing to enter the intensive language programme prior to the start date and an appropriate package of other subjects being available.	

Cambridge Primary Curriculum

All Primary students will sit for Cambridge Primary Curriculum in Standard 6 for English, Mathematics and Science.

Students applying for Secondary School; Form 1 - 5

Students entering Secondary School are required to take the placement tests: Bahasa Melayu, English, Mathematics and Science. Students will be given a maximum of 2.5 hours to complete the tests. Applicants will be interviewed by the Assistant Principals initially and the Principal as required. **Refusal will mean a permanent offer withdrawal.**

Children entering the Secondary School undertake baseline assessments to ensure that they can access both the Malaysian Secondary National curriculum and the Cambridge iteration of the National Curriculum with reasonable ease. Children who cannot access the curriculum can become demotivated and demoralised. As a result, they do not make the progress of which they would be capable in a school better suited to their needs. **Malay and English language proficiency will also be assessed and is a requirement of entry. No exceptions will be made.**

The Admissions team will arrange a time for the student to sit the assessments and communicate this to parents. This assessment may be done at the student's current school under the supervision of a staff, under certain circumstances. Contact the admissions team for details on this.

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Cambridge Lower Secondary Curriculum

All Lower Secondary students will sit for Cambridge Primary Curriculum in Standard 6 for English, Mathematics and Science.

Academic Expectation

The school reserves the right to retain in the same grade/level any student who fails to meet the School's academic expectations. Subject selection in Form 4 will depend on a student's performance in Form 3 Cambridge Checkpoint and End of Year Examination. Students who wish to choose any of the Science elective subjects (Physics, Chemistry, Biology and/or Additional Mathematics) are required to show their competency levels in achieving academic results to a level of satisfaction which is a **minimum Grade B** for English, Mathematics and Science undertaken in Form 3 including the End of Year Examination. Students are not encouraged to switch packages halfway through the term as the student can face problems being allocated a space in the class or have issues catching up with the subjects. Subject selection will be done by the School.

IGCSE options selection process

While we encourage our students to sit for IGCSE however students taking IGCSE need to prove their subjects' competencies and abilities. Therefore, IGCSE is offered to only selected students in the Upper Secondary (Form 4 – 5). The Cambridge subjects offered are Biology, Chemistry, Physics, Mathematics and English. Students will sit for the IGCSE examination in Form 5.

SPM Examination

It is mandatory for all Form 5 students to sit for the SPM examination according to the examination schedule which will be stipulated by the Examination Syndicate of Malaysia.

Overseas Candidates

Special arrangements can be made for the assessments to be administered in an applicant's current school. **If a candidate cannot be interviewed, the application will be processed, however, the letter of acceptance will state that, as the child has not been interviewed, the offer of enrolment is provisional and can be withdrawn at any time with loss of all payments made, if the school determines it cannot meet the child's needs or if it is discovered that the application has been made with incorrect / missing / false details.**

Special Educational Needs

If a child has received previous Special Educational Needs support, or it is the judgement of either the Assistant Principals phase or the Principal, an offer of a school place will only be considered when the school receives an authorised, professional Educational Psychologists report. **The school does not offer additional education/special education provision.**

Children with behavioural difficulties will be considered on an individual basis, but any place offer is the decision of the school Principal, whose decision is final.

Waiting Lists

Placement on a waiting list is determined by the date the application and fees are received, except in cases where priority is given. Priority will be given to:

- a child of a full-time faculty member
- a qualified sibling of a current student who has completed the application process
- a child transferring from another UCSI school

If an applicant does not obtain a place during the admissions window for which they have applied, the applicant will be automatically transferred to the relevant waiting list for the following term (no general admissions will take place in term 3 for Upper Secondary classes – except in special circumstances and as a final decision of the Principal, without appeal). At the end of the academic year, an applicant's name will be transferred to the appropriate year level for the new academic year. **Waiting list positions are not disclosed to parents.**

Waiting lists are common for entry into most year levels. We always advise early application.

Acceptance and Placement Deposit

Applicants accepted for admission will receive the conditional offer letter. Upon notification of offer acceptance, parents are invited to confirm their intention and pay a (non-refundable) deposit. If payment is not made by the date specified in the letter (two weeks), the applicant's place will be forfeited and may be given to another applicant. **No student will be allowed to attend class until his or her tuition fees and deposit have been paid – as specified in the invoice.**

On leaving the school, the Deposit will be repaid, subject to our terms and conditions.

Admission Appeals

If we do not offer a student a place at the school, this will be because the student has shown through the school assessment procedure that they are unable to meet the standards required to access the curriculum. Students are permitted to re-sit the assessment tests after 1 term has passed*. **The school is not under any obligation to release the results of the assessment tests and the Principal's decision to accept or reject an application is final.**

Transfers between UIS and SSU schools within the UCSI Group

Rationale:

UCSI International and UCSI Private Schools share the same campus. Whilst they are both members of the UCSI group and share the same ethos, they offer quite different and distinctive programs.

UCSI offers different academic programs specifically for different purposes and family requirements.

- UCSI International schools offer iGCSE and the IB Diploma programs at various school sites.
- UCSI SSU schools offer academic programs aimed specifically at the domestic Malaysian market, although foreign passport holders are eligible to attend. Some IGCSE programs can be made available at the school's discretion and via agreement with their partner international school.

School transfers:

For a student to transfer between the two schools, they must meet the following requirements:

- Passport / visa eligibility
- Academic standards
- Acceptable interview with respective Head of School and/or Principal

Each school may administer entrance tests to any student who applies to transfer.

Note that:

- **Entry is not automatic** (this differs from transfer between international schools in UCSI)

Upon receipt of an enquiry from a student at the other school, the Assistant Principals Phase / Principal is required immediately to inform the other school Principal of the application. They should then review eligibility criteria and seek clarification on whether this move is appropriate/advisable for the student. **If the move is not advisable, then both schools have a responsibility to explain this to the parents.**

Starting and onboarding timeline.

Once all the required criteria on the admissions checklist are satisfactorily met, a student may be considered to be on roll at UCSI Schools – Sekolah Sri UCSI Kuala Lumpur. In order to make all necessary administration arrangements, the **minimum time from the final admissions process and a child starting school is 24 hours**. No student can start school before this period as the schools require this time to set up school systems for them. In any unforeseen circumstance where a delay in starting is required, permission from the Principal must be granted in writing.

Once a start date is agreed upon, families are responsible for ensuring all uniforms, equipment and books (unless otherwise instructed) are purchased in advance of the start date. Marketing & Admissions will assist families in planning this.

Upon starting, students will receive a school buddy who will help them in school, a locker, access to the internet and their Microsoft 365 accounts set up. They will also receive their current timetable and meet their tutor and Assistant Principals.