



## ADMISSIONS POLICY

### Introduction

Epsom College in Malaysia (ECiM) is a selective, co-educational day and boarding school. The College offers both Prep and Senior School education to students aged 3 (Nursery) to 17+ (Year 13). Boarding is available to students aged 11+ (Year 7) and above. The College offers places to applicants based on information from a range of sources: Entrance Test results for Year 3 to Year 10, iGCSE results or equivalent in the case of 16+ entrants, a reference from the pupil's current school and, for candidates whose academic standard is judged to be of a sufficiently high standard, admissions interviews by one, or some, of ECiM's senior staff: Headmaster, Second Master, Head of Prep School, Deputy Head (Development), Deputy Head (Pastoral) or Head of Sixth Form.

### 1. Visiting

Open Days are held throughout the year, most usually in November and March of the academic cycle, and details on these are available on the College website. Prospective parents and their children are most welcome to visit the College at other times. Please contact our Admissions team, who will always be pleased to assist you:

- [admissions@epsomcollege.edu.my](mailto:admissions@epsomcollege.edu.my)
- (+6) 06 2404 188 (ext. 663 or 666)

### 2. Enquiries and Registration

We welcome all parental enquiries concerning pupil placements at Epsom College (via email enquiry, form completion or parental drop-ins with pre-arranged appointment). Our aim is to always assist parents with providing as much information as possible at the enquiry stage. However, an enquiry is understood to be an expression of interest in Epsom College in Malaysia; it does not necessarily commit a parent or parents to accepting a place, nor does it commit ECiM to the offer of one.

Before a pupil can be considered for entry a Student Application Form must be completed and an application fee paid. A potential pupil will then be invited to sit for the entrance test. The College will make an offer to the pupil by means of an Offer Letter and parents will be required to sign the Confirmation of Acceptance letter and pay the Enrolment Fee in acceptance of the place. Once a pupil has a confirmed place at the College, the Deputy Head Pastoral will assign a boarding house to the pupil.

Full details of our registration, and application, process and the schedule of fees is available on the Admissions website, under our Schedule of Fees.

### **3. Entry Requirements**

Prior to entry, all families considering the College are encouraged to visit and meet a member of the Senior Leadership Team, who might include: the Headmaster, Second Master, Head of Prep School, Deputy Head (Development), Deputy Head (Pastoral) or Head of Sixth Form. Prior arrangement, and consultation, for appointments to visit the College and the respective Heads is required.

Entry to all levels of the College (except Year 11 and Year 13) can be from Preparatory Schools, Senior Independent and Government Schools as well as overseas school. All pupils, except for pupils aged 3 to 6+ (Nursery to Year 2), will be required to take the Entrance Tests, with a detailed reference from the pupil's current school and, in some cases, an admissions interview with one/some of the following: the Headmaster, Second Master, Head of Prep School, Deputy Head ((Development), Deputy Head (Pastoral) or Head of Sixth Form

Entry into the Sixth Form (Year 12) 2 year programme of A Level commencing in September can be made from candidates at both private/international schools or Government Schools, and from overseas schools. Registration should ideally be made at the beginning of Year 11 and candidates are invited to the College for an entrance test.

Entry into the Sixth Form (Year 12) 18 month programme of A Level study commencing in January, can be made from candidates at both private/international schools or government schools and from overseas schools. The 18 month programme is designed to cater for students who sit their iGCSE or SPM examinations in November. It allows for the full teaching of A Level courses and is aimed at the top academic students. Registration should be made at the beginning of Year 11 (international schools) or midway through Form 5 (for private national and government schools) and candidates are invited to the College for interview and entrance test between September to November when mock results for iGCSE and SPM are then available...

For the two year Sixth Form programme offers of places are made conditional upon a minimum of 15 (fifteen) points and above in the total subjects taken in the iGCSE/ SPM plus a minimum of grade C in English and Maths. Candidates cannot normally be considered for scholarships unless they are able to come to the College for interviews and assessments.

#### **Points reference:**

iGCSE: A\*=4, A=3, B=2, C=1

SPM: A+ or A=4, A- or B+=3, B or B- or C+=2, C or C- =1

For the 18 Month Sixth Form programme offers of places are made conditional upon a minimum of 7A\*/A grades at iGCSE or 7 A+/A grades at SPM.

### **4. Scholarships and Bursaries**

Scholarships are highly prized, but modest in value. The Scholarships fall into the following categories: Academic, Music and Sports. For Academic Scholarships the entry points are Years 7, 9 and 12 only. For Music and Sports Scholarships, entry points are Year 7 and above. All Scholarships are standardised at 15% off the tuition fee. Parents are requested to provide relevant supporting references and documents upon Scholarship application. All Scholarship applications will be subjected to the entrance test results and other appropriate assessment (academic, sports or music), before final decisions are made on any awards. The value of all Scholarships and awards may, however, be augmented by a means-tested Bursary according to the parents' financial circumstances, which will require submission of a Bursary Application Form, income statements and other documents stipulated in the form.

## 5. Equality, Diversity and Disability

The admissions process does not discriminate against any applicant on grounds of ethnic origin, religious persuasion or disability. All reasonable steps are taken to avoid putting disabled pupils at a disadvantage during the admissions process. Candidates with disabilities will be considered for entry to Epsom College in Malaysia.

Epsom College in Malaysia will always try to make any reasonable adjustments to the admissions process to enable disabled or other special needs candidates to compete for a place at the College without disadvantage. Parents are asked to contact the Registrar to discuss adjustments that are desirable to meet their child's specific needs. Candidates with special needs may be allowed extra time in entrance examinations, at the discretion of the Registrar. Documentary evidence, such as a current Educational Psychologist's/medical report, should be submitted to the College before the submission of applications.

## 6. Transition

A dedicated Transition Programme is in place to ease the transition from Prep to Senior School. Epsom College aims to make these major changes in a young person's life as smooth as possible. There is a comprehensive internal induction programme in place for all new pupils to the College.

## 7. International Students

Epsom College in Malaysia welcomes all enquiries and applications from international students, and we are proud to have twenty different nationalities in our student body at the College. All international students studying at ECiM will require a Dependant or International Student Pass from the Immigration Department of Malaysia, together with a legal/education guardian residing in Peninsular Malaysia who will assume responsibility for a pupil in the event of an emergency or disciplinary matter, and ensure supervision/transportation arrangements are in place for Exeat weekends and start/end of term breaks. Please see our Admissions website, and the **International Student Application**, for further details.

## 8. Headmaster's Discretion

In all matters relating to admissions to Epsom College in Malaysia the Headmaster's decision is final.