

ADMISSIONS POLICY

Introduction

Epsom College in Malaysia (ECiM) is a 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, Head of Prep School, Deputy Head (Academic), Deputy Head (Pastoral), Assistant Head (Sixth Form) or Assistant Head (Boarding).

1. Visiting

Prospective parents and their children are most welcome to visit the College. We conduct campus tours and entrance tests from Mondays to Fridays from 9.00 am to 5.00 pm (not including Malaysia and Negeri Sembilan public holidays), and on Saturdays from 9.00am to 12.30pm. Please contact our Admissions team, who will always be pleased to assist you:

- admissions@epsomcollege.edu.my
- (+6) 06 2404 188

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, an Application for Admission Form must be completed and an application fee paid (*please note that submission of an incomplete form and/or insufficient documents upon registration may lead to an application being delayed*). The Admissions Procedure is as detailed below. 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 Acceptance Form and pay the Enrolment Fee in acceptance of the place. Once a pupil has a confirmed place at the College, the Assistant Head (Boarding) 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, Head of Prep School, Deputy Head (Academic), Deputy Head (Pastoral), Assistant Head (Sixth Form), Assistant Head (Boarding). 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 schools. 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 <https://docs.google.com/spreadsheets/d/1HrpgFUCqecybwXc5JlxytHcME-uAneV0yDmm1Y0Xytl/edit#gid=392600309> pupil's current school and, in some cases, an admissions interview with one/some of the following: the Headmaster, Head of Prep School, Deputy Head (Academic), Deputy Head (Pastoral), Assistant Head (Sixth Form) or Assistant Head (Boarding).

Entry into the Sixth Form (Year 12) 2 year programme of A Level commencing in August 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 March to April or 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 B in English and Maths. Candidates cannot normally be considered for scholarships unless they are able to come to the College for interviews and assessments.

Point's 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, Performing Arts and Sports. For Academic Scholarships the entry points are Years 7, 9 and 12 only. For Performing Arts 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, music and drama), 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 Financial Means Assessment 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 24 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 Pupil Pass Information**, for further details.

8. Headmaster's Discretion

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

9. Data Protection

The personal data and sensitive personal data (both as defined under the Personal Data Protection Act 2010 ("PDPA")), of pupils, parents, guardians and such other individuals appointed by the parents and/or guardians in relation to the needs and/or well-being of the pupil (collectively referred to as "our data subjects"), including but not limited to names, dates of birth, addresses, contact details, personal status (including a person's gender identity), nationality, religion, ethnicity, next of kin, medical data (including information about the person's physical or mental health or condition), financial data, and CCTV, photos and video recordings etc., collected by the College can be retained, used, disclosed and/or

processed, by the teachers and/or other staff of the College, internally (for example, by teachers and/or other staff who use this information regularly in the course of their duties and/or by teachers and/or other staff who need to have it close at hand, for example in case of any injury to the pupil) and externally, where required by law and/or in exchanging of information between academic institutions and/or in relation to third party service providers of the College and/or by reason of the application of the European Union's General Data Protection Regulation. The data may be retained/stored, including but not limited to, in computers, servers, mobile phones, hard drives, USB thumb drives, other storage devices, data bases and/or as part of a manual filing system of the College.

10. Re-enrolment fee

For children who have left Epsom College in Malaysia and wish to returned, below are the re-enrolment charges:

Within the first year	Enrolment fee - waived
Within two (2) years	RM 10,000
After three (3) years or more, new application terms apply	RM 20,000

The Admissions Procedure

