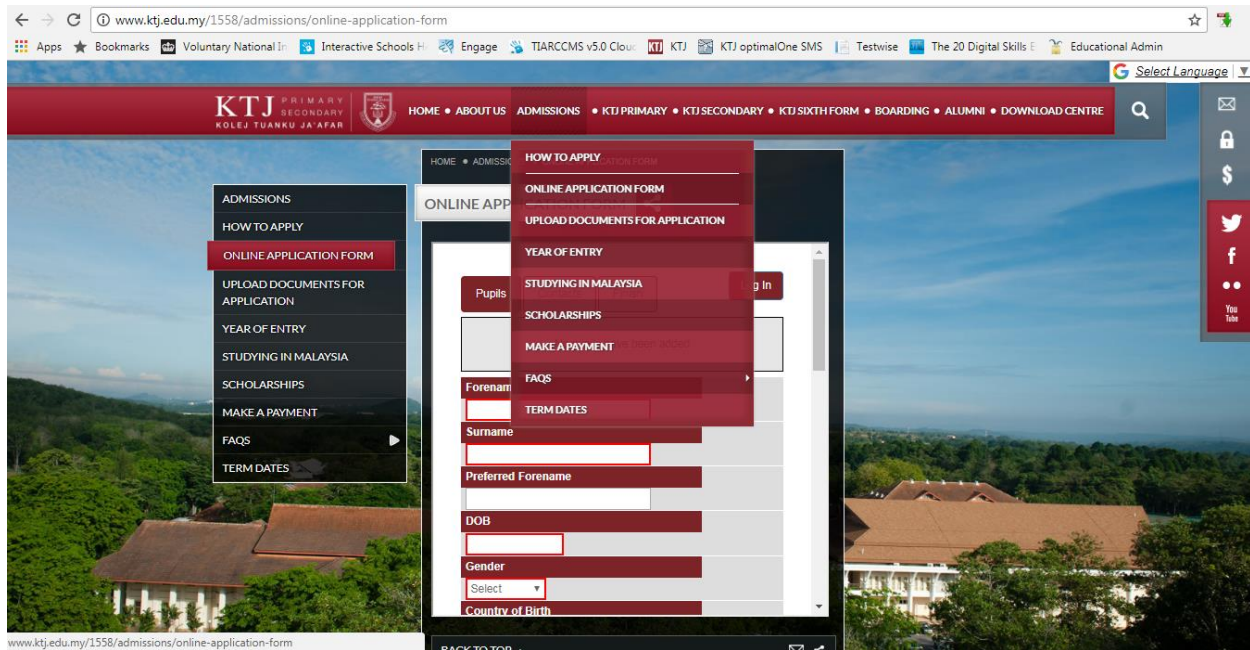


## KTJ Admissions Process Guide

### Submitting an Application

Please submit your application by completing the online form. This can be found under the Admissions section on our website [www.ktj.edu.my](http://www.ktj.edu.my) and the 'How to Apply' section will provide you with further details.



### Assessment

Academic excellence is placed at the heart of what we do. We can therefore only make offers to students who we believe will be sufficiently able to access the curriculum and get the most out of their time at KTJ.

**Primary School:** The child is given a full tour of the school, in particular the classroom that they will be enrolled into. As well as ensuring that each child feels comfortable and welcomed before the more formal part of the admissions process, the tour allows us to informally assess the student's ability to communicate clearly in English at a level that is appropriate for their chronological age.

- 1) **Key Stage 1 and Early Years** students will have an informal assessment with the Admissions Executive and will be asked to produce a piece of writing, where appropriate.
- 2) **Key Stage 2** students will be asked to sit for a CAT 4 assessment, which covers Maths, English and Non-verbal reasoning and will be asked to produce a piece of writing.
- 3) **Secondary Schools:**

**Forms 1 – 4:** All students are offered a tour of the school. We will then ask the student to sit for our online assessments which cover English, mathematics and non-verbal reasoning. They take approximately 2



hours to complete and are done in the Registrar's office. Depending on the student's level of English, we will do a follow up 30 minute written assignment and/or a verbal conversation with a member of our English Additional Language (EAL) team for 10 minutes. This will allow us to place students appropriately into the correct English language class. All of this is taken into consideration alongside the student's previous school report.

**A levels / Sixth Form:** All students are offered a tour of the school. For our Sixth Form programme, we look at the students forecast or actual IGCSE or SPM results and previous school reports to come to a decision regarding admission. No online tests are necessary for Sixth Form students.

Please note that you will need to make a prior appointment to come in to take the assessment; this can be arranged by emailing [registrar@ktj.edu.my](mailto:registrar@ktj.edu.my)

### **Outcome of Admissions Process**

Once the assessments have been completed, we will consult the head of EAL, Principal or Head of Primary to come to a final decision regarding your child. The outcome of the assessment will be one of the following:

#### **A. Offer letter sent to successful applicant (no EAL support required)**

- Once a place is confirmed, we will send out an offer letter by email, alongside your invoice and some more information about KTJ.

#### **B. Offer letter sent to successful applicant (EAL support required)**

- Once a place is confirmed, we will send out an offer letter by email, alongside your invoice and some more information about KTJ.
- Your child will be taken out of another class (such as foreign languages, humanities, electives) or given some free time each day to attend his/her EAL lessons. Once his/her English language ability is at the level required, he/she can start taking an elective, language or humanities lesson.

#### **C. Further assessment required or admission deferred**

- Before a place can be offered, it may be that further assessments are necessary for us to be sure that we can cater for your child's needs. We will keep in touch with you by email or phone to arrange the next meeting.
- It may be that we defer your child's place at KTJ as a result of the further assessments required.
- In Primary School, where admission is deferred the parents/guardian of the child will be told the reason why, asked to get the additional support the child needs to access the KTJ Primary Curriculum and invited to return for a second assessment at some stage between 1 and 3 months from the date of the initial assessment, dependent on the specific needs of the child.

#### **D. Waiting list**

- If we have no spaces available but still wish to offer your child a place at the School, we will place them on our waiting list. Our waiting list is on a first come, first served basis.

#### **E. Rejection letter sent to unsuccessful applicant**

- A place is not offered to your child and you will be sent a letter by email.
- We will be happy to explain over the phone to you, the reasons behind the decision.



### When to enroll your child

A child's maturity and English language proficiency will be considered, alongside their age.

In the Primary School, we expect children to follow the classes and ages as indicated by the KTJ class, set out below.

Typically, students that complete UPSR in Standard 6 will join Form 1 at KTJ. Those who have completed their SPM in Form 5 will join Lower Sixth Form.

We do not usually accept external students into Form 5 or the Upper Sixth as this is half-way through the GCSE or A level course.

Age	Age Range	KTJ Class August 2018	Transferring From Malaysian Stream to KTJ	USA / Australia
<b>Primary School</b>				
3+	1 Sep 2014 - 31 Aug 2015	Early Years	Kindergarten	Pre-School
4+	1 Sep 2013 - 31 Aug 2014	Early Years	Kindergarten	Pre-School
5+	1 Sep 2012 - 31 Aug 2013	Year 1	Kindergarten	Kindergarten
6+	1 Sep 2011 - 31 Aug 2012	Year 2	Kindergarten - Standard 1	Grade 1
7+	1 Sep 2010 - 31 Aug 2011	Year 3	Standard 1-2	Grade 2
8+	1 Sep 2009 - 31 Aug 2010	Year 4	Standard 2-3	Grade 3
9+	1 Sep 2008 - 31 Aug 2009	Year 5	Standard 3-4	Grade 4
10+	1 Sep 2007 - 31 Aug 2008	Year 6	Standard 4 -5	Grade 5
<b>Secondary School</b>				
11+	1 Sep 2006 - 31 Aug 2007	Form 1	Standard 5-6	Grade 6
12+	1 Sep 2005 - 31 Aug 2006	Form 2	Form 1	Grade 7
13+	1 Sep 2004 - 31 Aug 2005	Form 3	Form 1 - Form 2	Grade 8
14+	1 Sep 2003 - 31 Aug 2004	Form 4	Form 2 - Form 3	Grade 9
15+	1 Sep 2002 - 31 Aug 2003	Form 5	Form 3 - Form 4	Grade 10
16+	1 Sep 2001 - 31 Aug 2002	Lower Sixth Form	Form 4 - Form 5	Grade 11
17+	1 Sep 2000 - 31 Aug 2001	Upper Sixth Form	Form 5 SPM - Form 6 STPM	Grade 12