



## Admissions Policy

Date reviewed	Reviewer	Next review date
September 2025	Head of Admissions	September 2027

### 1. Introduction and Rationale

Kolej Tuanku Ja'afar (KTJ) encourages applications from students with as diverse a range of backgrounds as possible. This enriches the school community and is vital in preparing students for tomorrow's world. KTJ is committed to equal treatment for all, regardless of a candidate's gender, ethnicity, religion, disability or social background.

In considering applications for entry to KTJ, the School will always take account of whether it feels the applicant will benefit from the education we offer and is able to thrive at the School. We will not offer a place where we feel we cannot meet the educational needs of a child, but in such circumstances, we will provide feedback to families so that they understand the rationale behind our decision. Further details on the assessment of applicants are set out below.

KTJ will consider applications into all year groups, except Form 5 (Year 11) and Upper Sixth (Year 13). The offer of a place is subject to one being available. In making decisions, the School carefully considers its balance of day and boarding students in the Secondary School, of local and international students throughout the School, and the size of classes and year groups. In particular, the School limits the number of day places in Forms 1-5 to ensure that its boarding ethos remains strong. Our Sixth Form is predominantly boarding, but we do consider offering day places when extenuating circumstances make it a suitable option.

The School will always consider applications from students with special requirements, including those requiring additional learning support and those with English as an Additional Language (EAL). The School makes excellent provision for SEND (Special Educational Needs and Disabilities) and EAL students. The offer of a place will, however, always be subject to KTJ being able to fully meet the needs of the applicant. The School does not have the resources to support those with severe SEND and its site is not suitable for those with certain disabilities.

The level of English required for entry is dependent upon the proposed year of entry. Those applying for later year groups in the School will require a higher level of English. In assessing the level of English, the School may ask applicants to undertake writing and speaking assessments. In some cases, the School may suggest that a candidate joins a lower year group than the one proposed, in order to give them more time to develop their language skills. Advancement into later years of the School may be subject to satisfactory progress in attaining the required language skills. Where this is the case, the School will always make this explicit to the parents at the time an offer is made.

It is essential that parents are open and honest with the School when making an application for their child. It is a requirement that parents alert the School to any SEND. In some cases, the School will ask parents and/or the child to meet with specialist members of staff prior to making a decision on a place.



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All students at KTJ and their parents are expected to be supportive of our approach to learning, which is published on the respective Primary and Secondary School sections of our website. They are also expected to be attuned with the School's commitment to the Council of International Schools' Code of Ethics.

Like all schools, KTJ restricts the age range of students within each year group. A document outlining what this age range is for each year group is available on request from the Admissions Office.

### 2. Application

- 2.1 Parents are encouraged to visit the School with their child to meet staff and take a tour prior to making an application for a place. Parents are asked to contact the Admissions Office in advance to arrange a suitable date and time. Where this is not possible, alternative arrangements can be made to arrange an online appointment with a member of the Admissions Team.
- 2.2 Applications for enrolment may be submitted at any time. All applications must be made by the parents or guardians of the prospective student. Under no circumstances can prospective students themselves make an application. Normally, the School requires both parents to be supportive of the decision to apply for a place for their child at KTJ. Except where a court order prevents it or one parent has passed away, the School will require both parents to take equal and shared responsibility for the payment of school fees, even if there is an agreement between parents that one party will cover all costs.
- 2.3 Primary School applicants can be admitted into KTJ at any point during the academic year, though it is best for students to join at the beginning of a term (August, January or April).
- 2.4 Applications to the Secondary School will only be considered for Forms 1-4 (Years 7-10) and Lower Sixth (Year 12). Those applying to join the Lower Sixth must do so before the beginning of Term 1 in August, or before Term 2 in January, if applying for the 18-month A Level course. Students applying for Form 4 will generally only be admitted until midway through Term 1 (October/November). Applicants for the other Secondary School year groups can generally be considered for entry at a range of points in the year, though it is best for students to join at the beginning of the academic year in August.
- 2.5 An application can be submitted using the Open Apply online application portal available on our website ([click here](#)), along with payment of a non-refundable application fee. This fee covers the cost of processing an application.

### 3. Documentation

- 3.1 In order to consider an application for entry, the School requires verified copies of the following documents:



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<b>Documentation</b>	<b>Year of entry</b>
Completed application form, signed by both parents/guardians (except in the circumstances outlined above)	All
Identification of both parents/guardians and the child	All
Latest report from current or most recent school (certified English translation required, where this is not in English)	All, except Early Years, Reception and Year 1
Reference from current or most recent school (certified English translation required, where this is not in English)	Where requested
Actual or forecast grades for IGCSE, SPM or equivalent	Lower Sixth

- 3.2 The reference from the current or most recent school must be signed or verified by the Head of the relevant section of that school or by its Principal.
- 3.3 The School reserves the right to request documentation which demonstrates parents' ability to meet their financial obligations to KTJ as part of its admissions process. It may also consult with a student's current or most recent school to ascertain whether there are any outstanding debts, behavioural or attitudinal issues, or safeguarding concerns.
- 3.4 Where any reports or assessments of educational psychologists or other relevant professionals exist, parents must submit these at the time of making an application. This includes anything which might have an impact on the School's ability to care for the child or to ensure their wellbeing. A failure to disclose information at this stage will be considered a breach of the admissions requirements and could jeopardise a child's future place at the School.
- 3.5 No application will be considered until all documentation requested by the School is received. It is the responsibility of parents to liaise with their child's current or most recent school and to ensure that they provide the relevant documentation.

### 4. Assessment

- 4.1 All applicants will undertake assessments to help us determine whether the School is able to meet their educational needs. The type of assessment will depend on the year group to which the applicant is applying.



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<b>Year Group</b>	<b>Type of Assessment</b>
Early Years	Informal assessment, usually conducted during a trial session
Years 1-2	Informal speaking and writing activity, usually conducted during a trial session; current or most recent school report, where available
Years 3-6	Cognitive ability test (CAT4); writing assessment; current or most recent school report; additional English testing (if required)
Forms 1-4 (Years 7-10)	Cognitive ability test (CAT4); additional English testing (if required); current or most recent school report; interview (if required)
Lower Sixth (Year 12)	Actual or forecast grades for IGCSE, SPM or equivalent; additional English testing (if required); current or most recent school report; Cognitive ability test (CAT4) or ALIS test (if required); interview (if required)

- 4.2 One of the purposes of the speaking, writing and cognitive ability tests is to assess the level of English of applicants. See the School's EAL Policy for further details.
- 4.3 The results of any tests conducted are for internal use only. They are used to assess the suitability of an applicant for a place at the School and to provide information to academic staff on how to best support them on entry. The School does not routinely release the results of these assessments.
- 4.4 Applicants for the Lower Sixth are expected to have actual or forecast grades of at least four A grades (core) and two B grades at IGCSE, SPM or equivalent. The actual or forecast A grades should be core subjects or subjects that are similar to those that can be taken at A Level at KTJ. For further details see page 2 of our [A Level Subject Choices Booklet](#).
- 4.5 The School reserves the right to request further information which will be included in the assessment of an application. This is typically where the standard documentation does not provide enough information for the School to determine whether it can meet an applicant's needs.
- 4.6 The application is reviewed taking into consideration all the assessment data and availability of places. The opinions of academic staff will often be sought in making these decisions. Due to the high demand for places at KTJ, not all applicants who meet the requirements for entry can be



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offered a place. Where a candidate meets all the requirements, but no place is available, they may be offered a place on a waiting list.

### 5. Transition Between Phases

- 5.1 There is no assessment requirement for current KTJ students to move from the Primary School to the Secondary School, but parents should be aware there is no automatic right of entry to the Secondary School for KTJ Primary School students. If the School feels that it is unable to offer the required support to a Primary School student in the Secondary School, it will alert parents to this fact well in advance (usually during Year 5).
- 5.2 All KTJ students are required to sit a cognitive ability test during Year 6, if they wish to proceed to the Secondary School. The results are used to provide academic staff with information on how they can best support students in the Secondary. The results are not released to students or parents.
- 5.3 Unless parents have been alerted to it as part of an offer, there is no assessment requirement for movement from Form 3 to Forms 4-5 (IGCSE years). Where a requirement has been stated, it will usually be in place to ensure a student has a sufficient level of English to succeed at IGCSE.
- 5.4 Some students with EAL and learning support needs are required to select a reduced subject load at IGCSE to allow them to access extra support. There are specific entry requirements for some IGCSEs, such as English literature, additional mathematics and music. Full details can be found in the IGCSE Handbook, published on the School's website. Academic staff make the final decisions about how many and which courses a student can take at IGCSE.
- 5.5 Academic staff carefully consider the suitability of each KTJ student for entry to the KTJ Sixth Form, and each year there are a few students for whom we feel our Sixth Form is not the right option. This is due to the academic rigour of our A Level courses and the pace at which subjects are taught, as well as the demands beyond the curriculum. In such cases, the School will write to parents during the course of Form 5 either stating that we cannot offer a Sixth Form place to their child or that a place is conditional on their child achieving particular grades at IGCSE. The School generally requires a B grade at IGCSE for a student to continue with the study of the subject at A Level. Where a student is proposing to take up new subjects at A Level, other grade requirements may be put in place. Full details regarding requirements for A Level courses can be found in the [A Level Subject Choices Booklet](#).

### 6. Decision

- 6.1 The decision as to whether to offer a place at the School usually rests with the relevant Head of School (Primary or Secondary). The final admissions decision rests with the Principal.
- 6.2 The School aims to process all admissions applications within two weeks of receipt of all documentation and assessment data, and to convey the outcome to parents within this time. Where documentation is outstanding, no decision will be made.



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- 6.3 As outlined above, where no place is available, but the applicant meets criteria for entry, they may be offered a place on the waiting list.
- 6.4 An applicant may be accepted on specific conditions.
- 6.5 An offer is made in trust that all relevant information has been correctly disclosed at the application stage. Failure to do so could result in the withdrawal of the child's place in the School.

### 7. Acceptance

- 7.1 Parents are required to respond to the offer letter and notify the School of their acceptance. Once made, an offer stands for two weeks. Should the School receive no formal communication from the parents within this time frame, it will consider the offer of a place rejected and will withdraw it.
- 7.2 To confirm their child's place at KTJ, parents must make payment of the deposit and admittance fee. The admittance fee is non-refundable, even if parents change their minds and a student does not take up an offer of a place.
- 7.3 The acceptance of the offer must be made prior to the child's commencement in the School. The first term's fees must be paid prior to a student's first day in the School.
- 7.4 Students in receipt of an offer must join the School on the date specified in the offer letter. Where a student is not able to join by the specified date, the offer may be withdrawn. The School cannot take responsibility for delays caused by the issuance of visas.
- 7.5 Once admitted to the School, the deposit is only subject to refund if parents give notice of one full term of their intention to withdraw their child. In refunding a deposit, the School will first subtract any outstanding debts owed to it.

### 8. Policy Review

This policy is reviewed at least biennially to ensure that it meets the needs of the School and its students and that it is in line with our vision, mission and values, as well as the CIS Code of Ethics. In undertaking this review, the School will seek input from relevant staff.