 Mutiara International Grammar School	Ref: MIGS/PM3.1	Effective Date: 3 rd November 2010	Next Review: November 2011
Manual Title	Mutiara International Grammar School Policy Manual - Core		
Policy Area	Student Admissions		
Mandatory within	Whole School		

3.1 STUDENT ADMISSIONS

Preamble

Mutiara International Grammar School welcomes applications from students of all nationalities who would benefit from our educational programme and whose parents share the aims of the school's Vision, Mission and Clients' Charter. Applications for entry are considered at any time throughout the year. In all cases an application form must be completed and submitted along with the application fee before further action can be taken.


Eligibility

Applicants from the ages of 4 to 16 are eligible for admission. Children must be at least four years old and toilet-trained before September 1st of the year of entry to Reception. If a non-Malaysian, at least one parent of the prospective students must have a valid work permit, MM2 visa or other permission to reside and/or work in Malaysia.

Priority admissions are given in this order to:

1. Expatriate/International Students
2. Siblings of students already on roll
3. Students who excel in sports
4. Children of MIGS' alumni
5. Malaysians

However, the acceptance of a student is never automatic; each child must fulfil the entry criteria in his or her own right. Malaysians must satisfy the requirements of, and receive approval from, the Malaysian Ministry of Education before they can be accepted.

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Entrance Requirements

While students of a relatively wide range of ability will be considered, acceptance will depend on the school's estimation about the individual's ability to benefit from an academically demanding education based on the National Curriculum of England leading to IGCSE examinations. A *conditional place* may be offered to applicants whose entry assessment is border-line if it is thought that they might benefit from the programme. Conditions applicable to these students will be stipulated at the time of an offer of a place and in these cases, the parents and school agree in writing to take a trial period during which the child's attainment and progress are closely monitored. Regular and specific feedback is given to parents for an agreed period, after which the child's position in the school will be reviewed according to the admissions procedures.


All applicants must be able to work in English and, have sufficient English to access the particular level of entry. It is desirable that the children are exposed to the English language outside the school. It is highly desirable that at least one parent or guardian is fluent in English.

Admission into Year 11 will only be considered for the first term of the academic year.

Applicants with special educational needs are unable to be considered. Physically disabled applicants will be considered on a case-by-case basis to ensure the school can accommodate their needs.

Entrance Process

The Admissions' Coordinators administer the whole admissions process and are responsible for the collation and distribution of documents. The Admissions' Coordinators also introduce prospective parents to the school and to the Head of School. S/he undertakes ongoing communications between the parents and the school until the child's entry.

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The Head of Operations ensures that the school’s legal obligations are satisfied before a student is admitted. The Head of School is responsible for overseeing the efficient and effective processes of interview, screening, testing and the final recommendation. The Entrance Selection Board makes the final decision on admissions in all cases.

A prospective student will be finally admitted upon completion of all entrance requirements. These include: meeting the entry criteria - including screening or testing - set out for each section of the school, completing all internal and external official documentation and the payment of all financial obligations. There are times when there is a high demand for places and a year group is full. In such cases, should a child qualify for entry, he or she may be placed on a waiting list. Entrance Tests may only be taken when there is space available and the waiting list operates strictly according to the date of receipt of the application and the order of priority given above.