



STONYHURST
INTERNATIONAL SCHOOL
PENANG

2023/24 Admissions Policy

Name of Policy:	2023-24 Admissions Policy
Date of Policy Revision:	July 2023
Revised by:	Director of Admissions and Marketing
Approved by:	Admissions and Marketing Committee
Date approved:	July 2023
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By whom:	Director of Admissions and Marketing
Location(s) where Policy can be found:	

1. Introduction:

Stonyhurst International School is a coeducational school catering to children aged 3-18. We aim to form 'men and women for others': people who value community, who know what they stand for, and will speak up for what they believe in. One of our principal aims is for every child to feel that their contribution to school life is valued and that their special gifts are celebrated and their needs recognised.

2. Application and Pre-Application Visits:

The school prospectus and accompanying materials provide an overview of life at Stonyhurst International School. In our prospectus we have tried to convey something of the very special nature of a Stonyhurst education. However, it is not always possible to adequately reflect the vibrancy and warmth of the school community through the pages of a prospectus or indeed via our website. We would therefore invite you to visit the school. You are assured of the warmest of welcomes.

To request a prospectus and/or arrange a visit to the school, please contact the Admissions Team via e-mail at admissions@stonyhurstpenang.edu.my.

We would also encourage you to visit our website which is regularly updated to include all our latest news and events. Our website address is www.stonyhurstpenang.edu.my.

3. Structure of the School:

Education at Stonyhurst International School is a 3 –18 continuum and comprises:

- Junior School – pupils aged 3-11
- Senior School – pupils aged 11-18

4. Application Procedures and Entry Requirements:

Applications are welcomed for entry at all stages from age 3-18 and application forms can be requested from the Admissions Team. Our application procedures are age appropriate and include:

- Online assessment (CAT4 and English Proficiency Test)
- Interview
- In Class Observation
- Submission of school reports for the last one year for age appropriate year groups
- Disability assessments (if applicable)

If the assessment results are not satisfactory, prospective parents shall inform the Director of Admissions should they decide to re-apply or otherwise. Parents may re-apply for the future, with a minimum of six (6) months' gap from the last assessment, with no additional cost involved. If an offer is declined by parents in writing or by default, the Application will automatically be cancelled.

The following information provides a general guide to the entry requirements and procedures, but the School looks at each application on its individual merit. For any enquiries in relation to entry requirements / procedures please contact the Admissions team.

Entry at 3+

Pupils can join our Nursery when they turn three. Our Nursery applicants will be invited to a Stay and Play admissions session. This will be an opportunity for parents and children to play within the environment and ensure that Stonyhurst is the right setting for our youngest pupils. Teachers will take this opportunity to observe the children and talk to the families about the Nursery routines. We regret that we cannot accept children who are not potty-trained.

Entry into the Junior School

Nursery, Reception, Pre-Prep 1 and Pre-Prep 2 (Year 1 and Year 2) children may be invited for a class visit or for an admissions day, depending on the number of applicants. Both processes will replicate typical lessons at Stonyhurst as appropriate for the age group. Teachers will observe and interact with the children. They will be looking for children who illustrate they have a good learning disposition and are ready for the dynamics of the EYFS / KS1 classroom setting.

Entry into Lower Prep (Year 3) onward is based upon submission of the child's school reports from the previous one year, completion of an online entrance test and a short interview or classroom observation with the Head of Junior School.

Entry into the Senior School

Pupils from the Junior School will automatically transfer to the Senior School as a matter of course. Entry into Figures to Grammar (Years 7 to 10) from other schools is based upon submission of the pupil's school reports from the previous one year, completion of an online entrance test and a short interview with the Head of Senior School.

Entry into the Sixth Form

Future entry to the Sixth Form will be based on good performance at iGCSE (or equivalent), an interview, a satisfactory performance in the entrance examination and submission of satisfactory school reports. Applicants would normally be required to have obtained a minimum of five Grade 6 passes at iGCSE (or equivalent).

5. Special Circumstances:

We recognise that there may be specific circumstances which affect a child's performance in an assessment test and/or interview. These may include:

- If a child is unwell when taking the test or attending for interview
- If there are particular family circumstances such as a bereavement at the time of the assessment / interview
- If there is a relevant educational history, for example an education outside the British system
- If English is not the child's first language
- If the child has a disability or specific learning difficulty

In any such special circumstance, we may ask for additional information in order to make a fair assessment.

6. Overseas Applicants:

The School welcomes overseas pupils and has always accepted overseas applications from a wide range of countries. All overseas applicants, if they are not able to visit in person, will have an online entrance test and interview to assess their ability to access the curriculum. Where required and appropriate, English as an Additional Language (EAL) support is made available to pupils accepted from overseas.

7. Equal Opportunity:

The School is committed to equal treatment for all, regardless of race, ethnicity, religion, sexual orientation or social background. We receive and accept applications from pupils from a diverse range of backgrounds. We believe that diversity enriches our community and is vital in preparing our pupils for today's world.

We encourage applications from anyone who feels they will benefit from a Stonyhurst education and who will be willing to contribute to, and benefit from the academic life of the school, its mission and identity and tradition.

8. Sibling Policy:

Stonyhurst welcomes the opportunity to educate the brothers and sisters of current and past pupils. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different educational environment. Many siblings do join us and in recognition of the incremental financial cost to families who wish to educate more than one of their children at Stonyhurst, the Governors have agreed a sliding scale of support as shown below. This reduction of fees applies whilst the children are in attendance at the same time and will be adjusted appropriately as each sibling leaves.

Children in attendance	Percentage reduction
1 st	0%
2 nd	3%
3 rd	5%
4 th	8%

9. Application Decisions:

The School assesses each application on its own merits taking account of the relevant entry requirements and all aspects of the admissions process. If, however, the school is oversubscribed and the School has to decide between two or more candidates, who meet our admission requirements after all appropriate allowances and special consideration have been given, we may give preference to:

- A child who has a brother or sister in the school or whose parent(s) attended Stonyhurst College
- A child applying to join as a boarder (rather than a day pupil)
- A child with a particular skill, talent or aptitude

10. Waitlist:

Prospective pupils are assessed on an ongoing basis, within one month of the application being received. This assessment will ascertain whether a child should be offered a place or placed in the waitlist if a place is not immediately available. Assessments are valid for twelve months from the date of completion, although follow up assessments may be required, especially if a place is not taken up within that time. Occasionally, prospective pupils may be asked back for a follow-up assessment in order to confirm that a place can be offered.

11. Deferment / Temporary Absence:

Families who would like to request for deferment or wish for the school to reserve a space for their child due to temporary absence need to fulfil the following criteria:

- Pay one full term's tuition fee in advance (due by the start date of the term their child is absent);
- Upon the child's returning in the intended term, 75% of the advanced tuition fee paid will be applied to that term's tuition i.e., 25% will be the one-term charge for holding a place for their child. All fees must be topped up to the amount as shown in the latest fee structure in the term the child returns to school;
- Should they decide not to return, the tuition fee paid in advance will be forfeited.

* temporary absences and extensions can only be for a maximum of one term

12. Class Allocations:

Our Admissions and Academic teams work closely together to carefully assign children to their class and Line. These decisions take into account the wider context of all the pupils within the year group and Line. Therefore, we are unable to take parental requests about where to place a child.

13. Complaints:

We hope that prospective parents and pupils will not have any complaints about our Admissions process. Our Admissions Team will always welcome any feedback on their experience of our procedures. However, should they wish to raise an issue, the School's Complaints Policy is available on our website or a copy can be sent out to them on request.

14. Further Information:

Our Admissions Team is always happy to speak to prospective parents and pupils about the admissions process. Please contact them at admissions@stonyhurstpenang.edu.my. For the

most up-to-date information on what is happening at Stonyhurst International School, please visit our website at www.stonyhurstpenang.edu.my.

15. Related Policies:

- > Diversity, Equity and Inclusion Policy
- > English as an Additional Language (EAL) Policy
- > Special Educational Needs (SEN) Policy