

# Admission & Registration Policy

XCL Education Malaysia



<b>Approved by:</b>	[Anthony Partington]	<b>Date:</b> [1 Aug 2024]
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<b>Last reviewed on:</b>	[1 Mar 2024]
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## Introduction

### Aim

XCL Education Malaysia is dedicated to creating a diverse and harmonious learning environment across all our schools. We aim to foster academic excellence, personal growth, and social development for every student. The objective of our admission and registration policy is to establish a fair, transparent, and inclusive process for admitting students to our schools. We strive to provide equal opportunities to all applicants while complying with legal and regulatory requirements.

### Key Principles

- **Equal Access to Quality Education**

Our primary goal is to ensure that every child, regardless of their background, has an equal opportunity to access quality education within our school system.

- **Inclusivity and Diversity**

We embrace and celebrate diversity, striving to maintain an inclusive student body that reflects the broader community. We value and respect differences in culture, religion, ethnicity, and socio-economic background, fostering an environment where all students feel welcomed and valued.

- **Legal and Regulatory Compliance**

We adhere to all applicable laws, regulations, and guidelines governing the admission and registration process, ensuring fairness and transparency.

- **Streamlined Procedures**

To ensure efficiency and consistency, we have established clear guidelines and procedures for the admission and registration process. These streamlined processes enable us to handle applications promptly and maintain a standardized approach that treats all applicants equitably.

- **Optimal Learning Environment**

We strive to maintain appropriate class sizes and student-teacher ratios, creating an optimal learning environment that facilitates student engagement and academic success. By doing so, we maximize the potential for each student to thrive and reach their full potential.

### Scope

This document is applicable to all schools within XCL Education Malaysia (XCL MY).

## Policies

### Definition

Status	Description/Criteria
Applicant	<ul style="list-style-type: none"> <li>• Admission Form is received together with the Application Fee.</li> </ul>
Registrant	<ul style="list-style-type: none"> <li>• Registration Fee is paid, and thereafter the Assessment for Admission is conducted.</li> </ul>
Joiner	<ul style="list-style-type: none"> <li>• Deposit is paid upon acceptance by the school.</li> </ul>
Enrolment	<ul style="list-style-type: none"> <li>• Tuition Fee is paid.</li> </ul>

Type of Fee	Description
Application	<ul style="list-style-type: none"> <li>• Initial payment made when submitting the Admission Form to start the admission process. At this stage, <i>the child's status is that of an Applicant.</i></li> <li>• A seat is temporarily reserved for the specific year group and academic year applied for.</li> <li>• This is non-refundable and non-transferable, whether to another applicant/student, year group, academic year or school.</li> <li>• In the event the parent cancels the application or withdraws their child from school, this fee is paid again for subsequent future applications. The amount paid is in accordance with the fee applicable at the point of reapplication.</li> </ul>

- Registration**
- This fee is typically paid prior to the Assessment for Admission to facilitate preparation, materials, and review. Upon payment of this fee, the Applicant’s status is changed to that of a **Registrant**.
  - Once the assessment is administered, this fee is non-refundable and non-transferable, whether to another applicant/student, year group, academic year or school.
  - In the event the Principal takes the decision to reject applications that do not meet the entry criteria, this fee is refundable in full.

- Deposit**
- Refers to the amount paid as security for due observance of the terms and conditions of the school.
  - The deposit is to be paid typically within 2 weeks\* of the date the Offer for Admission letter is issued.
  - Upon payment of the deposit, the seat is confirmed, and the Registrant’s status is changed to that of a **Joiner**.

\*Deposit payment due dates:

Date Offer of Admission letter is issued	Deposit due within
Up to 4 months before the school start date	2 weeks
3 months before the school start date	1 week
1 month before the school start date	1-3 days

- Tuition**
- Tuition Fee is to be paid before, or at the latest, on the first day of school, and the Joiner’s status is changed to that of an **Enrolment** i.e. a fully enrolled student.
  - Tuition Fee is prorated for mid-term enrolments. Calculation for proration is in accordance with the school’s fee policy.

- Other term fees**
- Other term fees are to be paid together with the Tuition Fee.
  - For mid-term enrolments, any applicable proration of fees is in accordance with the school’s fee policy.

- Parent**
- The term "parent" refers to the child's biological parents and/or legal guardians who possess the authority to complete the Admission Form and enrol their child in the school. These individuals are responsible for the child's welfare and decision-making regarding their education.

- Child**
- The term "child" encompasses an individual who is either a biological offspring or has been legally adopted. This definition encompasses the relationship between the child and their parent(s) or legal guardian(s), establishing their status within the context of this policy.

## Eligibility

### 1. Admission Criteria

As a minimum, the school shall:

- Define in writing the assessment criteria for admission.
- Ensure that each candidate is considered fairly and, when necessary, his/her needs assessed in the context of both the candidate's ability to progress within the curriculum.

- Confirm the School’s ability to meet the needs of the candidate and the support services available within the School's approved budget at the candidate's year group;
- Ensure that there is available space in the appropriate age group for the candidate.

## 2. Age Requirements

The school admits students based on age requirements and year groups as defined by the Ministry of Education and the XCL Malaysia leadership. Applicants must meet the minimum age requirement for the respective year group as stated in the two tables below.

### International Schools

International Schools		
Year Group	Age	Description
FS1	3 – 4 years	Turns 3 on or before 31 <sup>st</sup> August when in FS1
FS2	4 – 5 years	Turns 4 on or before 31 <sup>st</sup> August when in FS2
Year 1	5 – 6 years	Turns 5 on or before 31 <sup>st</sup> August when in Year 1
Year 2	6 – 7 years	Turns 6 on or before 31 <sup>st</sup> August when in Year 2
Year 3	7 – 8 years	Turns 7 on or before 31 <sup>st</sup> August when in Year 3
Year 4	8 – 9 years	Turns 8 on or before 31 <sup>st</sup> August when in Year 4
Year 5	9 – 10 years	Turns 9 on or before 31 <sup>st</sup> August when in Year 5
Year 6	10 – 11 years	Turns 10 on or before 31 <sup>st</sup> August when in Year 6
Year 7	11 – 12 years	Turns 11 on or before 31 <sup>st</sup> August when in Year 7
Year 8	12 – 13 years	Turns 12 on or before 31 <sup>st</sup> August when in Year 8
Year 9	13 – 14 years	Turns 13 on or before 31 <sup>st</sup> August when in Year 9
Year 10	14 – 15 years	Turns 14 on or before 31 <sup>st</sup> August when in Year 10
Year 11	15 – 16 years	Turns 15 on or before 31 <sup>st</sup> August when in Year 11
Year 12	16 – 18 years	Turns 16 on or before 31 <sup>st</sup> August when in Year 12
Year 13	17 – 19 years	Turns 17 on or before 31 <sup>st</sup> August when in Year 13

The August 31st cut-off date and grade placement reflect what is believed to be the most appropriate classification for the social, emotional, and academic well-being of students attending the school. Therefore, to ensure the most appropriate learning environment for all students in the school, as noted earlier, the school rarely allows exceptions to the above grade placement.

### Exceptions to Year Group Placement

1. Placements **One Year Above** the Appropriate Year Group:
  - a) The only exceptions that may be made are for students transferring from another British curriculum school where:

- The student has already completed a full academic year in an advanced year group; and
  - The student’s report from their previous school demonstrates age-related expected progress or better for the advanced year group; and
  - The student has demonstrated exceptional cognitive ability in the appropriate Admission Assessment for the advanced year; and
  - The student’s report from their previous school and appropriate Admission Assessment indicates exceptional emotional maturity and well-developed social skills for the advanced year group.
- b) Prior consultation with and written approval from the **Director of Academics** is required for all year group upgrades.
2. Placements **One Year Below** the Appropriate Year Group:
- a) A student may repeat an academic year at the request of parents and agreement of the Principal and if this is set as a condition of acceptance. Again, this should not be regarded as the norm and the school maintains that students are best taught with those of the appropriate chronological age.
- b) A student whose age qualifies them to enter Year 11 may be considered to be placed in Year 10 in the following circumstances:
- i. The student has been studying in a curriculum other than the British curriculum; and
  - ii. The said curriculum was conducted entirely in a language other than English.
- c) Prior consultation with and written approval from the **Executive/Campus Principal** is required for such year group downgrades.
3. **Additional Conditions** for Exceptional Placements:
- a) The placement **must not exceed one (1) grade** above or below the student’s appropriate year group; and
- b) **International students** must also obtain approval from the Ministry of Education, Malaysia:
- i. For placement outside their appropriate year group; and
  - ii. To apply for a student pass issued by the Immigration Department of Malaysia.

Note: Proficiency in the English language or a diagnosis of Special Educational Needs (SEN) are not valid reasons for placing a student outside their designated year group. Instead, the school is responsible for providing the necessary targeted support that the student requires.

These conditions ensure that any deviation from the standard academic progression is carefully regulated and that the educational and legal requirements are met. This approach helps maintain the integrity of the educational process and supports the student's overall well-being and development.

**Private National Schools**

Private National Schools	
Year Group	Age Requirement
Primary 1	Aged 6 as of 1 January in the year when in Primary 1
Primary 2	Aged 7 as of 1 January in the year when in Primary 2
Primary 3	Aged 8 as of 1 January in the year when in Primary 3
Primary 4	Aged 9 as of 1 January in the year when in Primary 4

Primary 5	Aged 10 as of 1 January in the year when in Primary 5
Primary 6	Aged 11 as of 1 January in the year when in Primary 6
Secondary 1	Aged 12 as of 1 January in the year when in Secondary 1
Secondary 2	Aged 13 as of 1 January in the year when in Secondary 2
Secondary 3	Aged 14 as of 1 January in the year when in Secondary 3
Secondary 4	Aged 15 as of 1 January in the year when in Secondary 4
Secondary 5	Aged 16 as of 1 January in the year when in Secondary 5

Age requirements for private national schools are set by the Ministry of Education (MoE).

Reference: MoE Circular KP(BS)8591/Jld.XIV(10) and Schedule 1 and 2, dated 7 May 1998.

To be read with the following circulars:

- KP(BS)8591/Jld.XVII(3) dated 22 March 2001.
- KP(BS/PSR)8502/03/005/Jld.22(10) dated 5 March 2003.
- KP(BPSH-SPSR)401/03/001Jld.2(12) dated 23 August 2011.

Note:

Any deviation from the standard age cohort requires prior approval from the MoE (staff may refer to the Registry team at the Central Office for further information).

### 3. Academic Criteria

Prospective applicants must meet the school's academic standards applicable to their respective year group. The admission process may take into account previous academic records and assessments to assess the candidate's suitability.

### 4. Students with Special Educational Needs

The school is dedicated to providing support for students with special educational needs, whenever possible. Parents of such students should provide relevant documentation and engage in a collaborative process with the school's support team.

### 5. Language Proficiency

Students whose first language is not the language of instruction may be required to demonstrate adequate proficiency in the language through assessments or interviews.

### 6. Conduct and Character

The school expects students to uphold its code of conduct and exhibit positive character traits. Any disciplinary or behavioral matters may be considered during the admission process.

### 7. International Students

All international students must hold valid documentation for studying at the school, which can be either a Student Pass or a Permission to Study endorsement, as required by the Immigration Department of Malaysia. This documentation must remain valid throughout the duration of their studies at the school.

### 8. Class Size

The optimal and maximum class sizes at each school are determined based on their capacity and ability to provide an effective learning environment.

## 9. Student Placement

To ensure a balanced and inclusive learning environment, student placement is conducted considering factors such as gender, nationality, abilities, educational needs, and language proficiency. It is important to note that while we strive to accommodate requests for students to be placed with their friends or students from a specific country, we cannot guarantee such arrangements due to the need for maintaining a diverse and balanced classroom composition.

Furthermore, students from the same family, including twins, will not be placed in the same class. Similarly, we avoid placing children in the class where their parent teaches or supports, as it helps prevent any potential conflicts of interest.

Decisions regarding year/class allocation and admission that have been previously made will generally remain unchanged. This approach minimises disruptions to a child's learning experience and honours the commitments made to the concerned family at the time of admission.

## Discount Scheme

### 1. Sibling discount

The school gives priority to siblings for admission, but it is the responsibility of parents to inform the school about any siblings they wish to be considered for entry. The availability of sibling discounts will be governed by the school's sibling discount policy. The sibling discount is non-transferable and does not apply to siblings enrolled at different campuses.

### 2. Staff discount

Staff should enquire with the Admissions team of the school they intend to enrol their child into, regarding their eligibility and the school's policy on staff discounts.

### 3. The school reserves the right to modify the terms and conditions of the discount scheme at any time without prior notice or subsequent liability.

## Appeals

1. Parents have the right to appeal an admissions decision if they believe there were procedural errors or unfairness in the decision-making process.
2. The school will have an established appeals process that allows for a fair and thorough review of each appeal.
3. The school will communicate the outcome of the appeal to the parents/guardians within a reasonable timeframe. The Principal's decision is final.

## Oversubscription

1. If a year group is oversubscribed, the application will be placed on a waiting list, and no payment will be collected until a vacancy becomes available.
2. The vacant seat is offered to those on the waiting list on a first-come-first-served basis. When the vacant seat is offered, the parent is given 3 working days to submit the Admission Form, complete set of supporting documents and full payment of the Application Fee. Failure to do so will result in the seat being offered to the next child on the waiting list, and the process continues accordingly.



## Disclosures

1. Parents must promptly disclose any known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties (SEND). Failure to disclose such information may jeopardise the child's safety or cause harm to others, and it may result in the withdrawal of the school place with a reasonable financial settlement.
2. All proposals for financial settlement related to the withdrawal must be escalated to the XCL MY Head of Registry for review and verification. The XCL MY Head of Registry will obtain the final approval from the XCL MY Country CEO and CFO, whose decision is final.

## Processes

### Application

1. Parents are required to complete and sign the official Admission Form and Personal Data Privacy Notice, which can be obtained from the school's website or Admissions Team.
2. The Admission Form should include relevant personal details, academic background, extracurricular activities, and any additional information required by the school.
3. Along with the completed Admission Form, parents/guardians must submit supporting documents and pay the non-refundable and non-transferable Application Fee within the specified timeframe. Supporting documents include:
  - Applicant's birth certificate (in Malay/English) and MyKID/MyKAD (Malaysian) or passport (non-Malaysian)
  - MyKAD/MyKAD (Malaysian) or passport (non-Malaysian) of both parents
  - Applicant's academic records for the past year

Additional documents may be requested by the school to facilitate the admission process.
4. The Admissions team verifies that the year group and academic year applied for align with the age requirements specified under the Eligibility section of this document.

### Assessment for Admission

1. The Admissions team schedules and administers the appropriate Assessment for Admission as soon as the Admission Form is received:
  - Immediate intake: Assessment is to be conducted within 3-5 working days upon receipt of the Admission Form.
  - Future intakes: Assessment may be conducted up to a year before the intake enrolled for.
2. The Registration Fee must be paid before the applicant takes the assessment. The Registration Fee is refundable only if the Principal decides to reject applications that do not meet the school's entry criteria.
 

*Refer to Appendix 1 at the end of this document for Assessment for Admission processes at international schools.*

*Refer to the respective schools for Assessment for Admission processes at private national schools.*
3. An exception to item 2 (whereby the Registration Fee must be paid before the assessment is administered) is made for **non-Malaysian students enrolling via school-appointed student recruitment agents**. For these students, the Assessment for Admission may be conducted **after the Application Fee is paid**. The Registration Fee and Deposit shall then be paid upon the issuance of the Offer for Admission letter.

#### Definitions:

- a. Non-Malaysian students refer to non-Malaysian passport holders. These students may be currently residing in or outside Malaysia.
- b. School-appointed student recruitment agent refers to agents appointed by XCL MY group and are authorised to recruit international students. These agents may be located within or outside Malaysia.

*Refer to Appendix 2 for the approval for exception given by the XCL MY CEO via an email dated 19 February 2024.*

*Refer to the Admissions team for the latest list of school-appointed agents authorised to recruit international students for XCL MY schools.*

### Offer of Admission

1. **Automatic** offer of admission is granted without the Principal's review only when the following criteria are met:
  - The applicant does not have any educational needs; and
  - The applicant has obtained the minimum scores required in the assessment.
2. The Registry team must issue the Offer of Admission letter within 3 working days of the assessment and send it to parents via email. The letter should clearly state:
  - The offer of admission to the appropriate year group and academic year; and
  - The requirements for enrolment confirmation, which must be submitted to the school within *2 weeks\** from the date of the Offer of Admission letter:
    1. A duly signed Acceptance of Admission letter; and
    2. Full payment of the Deposit.

*\*This duration is shorter nearing the student's school start date.*
3. **Conditional** offer of admission: Registrants who do not meet the minimum entry criteria of the assessment and/or have educational needs undergo assessment and consultation with the school's academic leadership. Based on this review, the school's academic leadership may decide to offer either a full or conditional admission. If a conditional offer is made, the conditions will be specified in the Conditional Offer of Admission letter issued by the Registry team. The letter will be issued as described in item 2 above.

### International Students

1. Once the Registrant has been accepted by the school, parents must submit the complete documentation required by the Ministry of Education (MoE) and the Immigration Department of Malaysia to the Registry team to apply for the Student Visa.
2. The Registry team obtains a Supporting Letter from the MoE and coordinates with the appointed Student Visa agent to obtain the Personal Bond and submit the necessary documents to the Immigration Department.
3. Parents of Registrants with the Permission to Study endorsement are responsible for maintaining the validity of this endorsement.
4. The Registry team scans the valid Student Pass or Permission to Study endorsement to keep it on record and ensures that the database/student management system is updated to track its validity and plan for renewals.

### Enrolment Package

1. The Registry team will provide parents/guardians with an enrollment package containing all necessary information, including details of fees, uniform requirements, book lists, and other relevant information.

### Term Fees

1. Term fees must be paid before or on the first day of school.
2. Students joining midway through the term will pay prorated fees based on the school's Finance policy.

### Year Group Promotion

1. Before the conclusion of the Academic Year, the Registry team will transfer students to their respective year groups in the student management system.
2. Written approval from the Principal is necessary in the case of any exceptional circumstances where a student needs to be transferred to a year group other than the standard placement.

## Monitoring and Review

To ensure the effectiveness and relevance of this policy, regular monitoring and review will take place. The policy will be reviewed and updated in the following circumstances:

1. Changes in payment and refund terms: Any modifications to the terms related to payments and refunds will trigger a review of this policy to ensure it aligns with the updated requirements.
2. Changes in assessment procedures: If there are any changes in the type or methods of assessment utilized during the admission process, this policy will be reviewed to incorporate the revised assessment procedures.
3. Annual intervals: Regardless of any specific changes, this policy will undergo an annual review to evaluate its effectiveness and make necessary updates or improvements, if applicable.

Responsibility for monitoring and review rests with the XCL MY Head of Registry and the XCL MY Director of Admissions. They will oversee the implementation of this policy, assess its outcomes, and schedule periodic reviews to ensure its continued relevance and compliance with evolving standards.

## Consultation

This policy has been developed by Sharon Goh, the XCL MY Head of Registry. During the policy drafting process, existing policies and procedures were referred to and considered to ensure consistency and alignment with established guidelines.

## Appendices

### Appendix 1: Assessment for Admission into XCL MY International Schools

#### Early Years

<p><b>Early Years: Assessment</b></p>	<ol style="list-style-type: none"> <li>1. The assessment administered by the Admissions team (or SEND coordinator if declared in the Admission Form), consists of the following: <ul style="list-style-type: none"> <li>• conversation with parents;</li> <li>• questionnaire; and</li> <li>• observation of child.</li> </ul> <p>If the child is suspected to be an SEND case during observation, the child is referred to the SEND Coordinator for review.</p> </li> <li>2. The assessment should be conducted as soon as the Admission Form is received. <ul style="list-style-type: none"> <li>• For immediate intakes, the assessment is to be conducted within 3-5 working days upon receipt of the Admission Form.</li> <li>• For future intakes, the assessment is to be conducted as early as 2 terms prior to the intake enrolled for.</li> </ul> </li> <li>3. Payment: <ul style="list-style-type: none"> <li>• Application Fee and Registration Fee must be paid prior to the assessment.</li> </ul> </li> <li>4. Assessment venue: <ul style="list-style-type: none"> <li>• The assessment should be conducted in person, in a proper assessment environment in school.</li> </ul> </li> </ol>
<p><b>Early Years: Acceptance</b></p>	<ol style="list-style-type: none"> <li>1. Minimum requirements for acceptance: <ul style="list-style-type: none"> <li>• All children need to be able to access the curriculum without 1-1 support or specific learning plans/resources having to be in place.</li> <li>• All children minimally: <ul style="list-style-type: none"> <li>○ need to be toilet-trained;</li> <li>○ must be able to listen to and follow simple instructions; and</li> <li>○ eat and drink independently.</li> </ul> </li> </ul> </li> <li>2. Candidates/parents should not be told of the outcome during the interview. The outcome of the interview must first be approved by the Principal/Head of School.</li> <li>3. The outcome of the review must be finalised within the same day or the next working day. All decisions must be signed off by the Principal/Head of School. Admissions team to follow up on the decision.</li> <li>4. <b>Rejection</b> cases must be escalated to the Executive Principal/Principal for final approval. If the rejection is confirmed, forward this decision to the Registry team for the issuance of a letter to parents informing them of this status. In this instance, the Registration Fee is refunded in full.</li> </ol>
<p><b>Early Years: Offer of Admission</b></p>	<ol style="list-style-type: none"> <li>1. The notes for the interview and Head of School-approved outcome will be used as reference for the Registry team to prepare the Offer of Admission letter to parents.</li> <li>2. Parents have 2 weeks* from the date the Offer for Admission letter is issued to return the duly signed Acceptance of Admission letter and pay the Deposit.</li> </ol>

*Deposit payment due dates:	
<b>Date Offer of Admission letter is issued</b>	<b>Deposit due within</b>
Up to 4 months before the school start date	2 weeks
3 months before the school start date	1 week
1 month before the school start date	1-3 days

Note: Admission into EYFS guarantees progression into Year 1. Deposit is topped up where applicable.

### Years 1 – 3

<b>Years 1 – 3: Assessment</b>	<ol style="list-style-type: none"> <li>CAT4 Year 1 – Guided assessment with Admissions Advisor. CAT4 Year 2 – Computer-assessed with Admissions Advisor providing explanation. CAT4 Year 3 – Applicant sits for the test independently under the supervision of the Admissions Advisor.  No interviews are conducted unless it’s an SEND case, and this is with the SEND Coordinator or Head of Primary.</li> <li>The CAT4 (and interview for SEND cases) should be conducted as soon as the Admission Form is received. <ul style="list-style-type: none"> <li>For immediate intakes, the CAT4/interview is to be conducted within 3-5 working days upon receipt of the Admission Form.</li> <li>For future intakes, the CAT4/interview is to be conducted as early as 2 terms prior to the intake enrolled for.</li> </ul> <p>On a case-by-case basis, we may allow parents with valid reasons to bring their child for the test at a later date. Such requests are to be sent to the Admissions Head for review and approval.</p> </li> <li>Payment: <ul style="list-style-type: none"> <li>Application Fee and Registration Fee must be paid prior to the assessment.</li> </ul> </li> <li>CAT4/Interview venue: <ul style="list-style-type: none"> <li>The CAT4/interview should be conducted in a proper assessment environment in school. For any interviews with the Head of School, parents must be in attendance.</li> <li>Where not possible, the CAT4 may be conducted remotely but to be supervised by an Admissions staff.</li> </ul> <p>Note: CAT4 results determine acceptance. Any interviews conducted by the Academic SLT are to inform academic provision and must be conducted on the same day the CAT4 is conducted.</p> </li> </ol>
<b>Years 1 – 3: Automatic Acceptance</b>	<ol style="list-style-type: none"> <li>Minimum requirements for automatic acceptance: <ul style="list-style-type: none"> <li>A score of 90 and above in all domains of the CAT4; and</li> <li>There is no educational need declared (unless it is an SEND case and arrangements have been made and agreed by the School and parents for an inclusion aide/personal learning aide/shadow aide).</li> </ul> </li> </ol>

	<p>2. Admissions team to pass the scores to the Registry team. Registry to issue the Offer of Admission letter to parents within 3 working days.</p> <p>3. Parents have 2 weeks* from the date the Offer for Admission letter is issued to return the duly signed Acceptance of Admission letter and pay the Deposit.</p> <p><i>*Deposit payment due dates:</i></p> <table border="1" data-bbox="386 461 1281 629"> <thead> <tr> <th>Date Offer of Admission letter is issued</th> <th>Deposit due within</th> </tr> </thead> <tbody> <tr> <td>Up to 4 months before the school start date</td> <td>2 weeks</td> </tr> <tr> <td>3 months before the school start date</td> <td>1 week</td> </tr> <tr> <td>1 month before the school start date</td> <td>1-3 days</td> </tr> </tbody> </table>	Date Offer of Admission letter is issued	Deposit due within	Up to 4 months before the school start date	2 weeks	3 months before the school start date	1 week	1 month before the school start date	1-3 days
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<p><b>Years 1 – 3:</b> <b>Review with an academic SLT (in person)</b></p>	<p>1. The academic SLT will meet the candidate and parent in these circumstances:</p> <ul style="list-style-type: none"> <li>• A score of below 90 in any of the domains; and/or</li> <li>• Parents declared an educational need (even if the candidate scored 90 in all domains).</li> </ul> <p>2. The review must be conducted within a week after the CAT4 is conducted.</p> <p>3. Candidates/parents should not be told of the outcome during the review. The outcome of the review must first be approved by the Principal/Head of School.</p> <p>4. The outcome of the review must be finalised within the same day or the next working day. All decisions must be signed off by the Principal/Head of School. Admissions team to follow up on the decision.</p> <p>5. Admissions team to pass the interview notes and Principal/Head of School-approved outcome to the Registry team for filing and as reference to issue the appropriate letter to parents. Registry to send the full/conditional Offer of Admission letter to parents within 3 working days.</p> <p>6. Parents have 2 weeks* from the date the Offer for Admission letter is issued to return the duly signed Acceptance of Admission letter and pay the Deposit.</p> <p><i>*Deposit payment due dates:</i></p> <table border="1" data-bbox="386 1335 1281 1503"> <thead> <tr> <th>Date Offer of Admission letter is issued</th> <th>Deposit due within</th> </tr> </thead> <tbody> <tr> <td>Up to 4 months before the school start date</td> <td>2 weeks</td> </tr> <tr> <td>3 months before the school start date</td> <td>1 week</td> </tr> <tr> <td>1 month before the school start date</td> <td>1-3 days</td> </tr> </tbody> </table> <p>7. <b>Rejection</b> cases must be escalated to the Executive Principal/Principal for final approval. If the rejection is confirmed, forward this decision to the Registry team for the issuance of a letter to parents informing them of this status. In this instance, the Registration Fee is refunded in full.</p>	Date Offer of Admission letter is issued	Deposit due within	Up to 4 months before the school start date	2 weeks	3 months before the school start date	1 week	1 month before the school start date	1-3 days
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1 month before the school start date	1-3 days								

**Years 4 – 13**

<p><b>Years 4 – 13:</b> <b>Assessment</b></p>	<p>1. GL Assessments <b>CAT4 Digital</b> are administered by the Admissions team for applicants applying to Years 4 – 13.</p> <p>2. The CAT4 should be conducted as soon as the Admission Form is received.</p> <ul style="list-style-type: none"> <li>• For immediate intakes, the CAT4 is to be conducted within 3-5 working days upon receipt of the Application for Admission form.</li> </ul>
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	<ul style="list-style-type: none"> <li>For future intakes, the CAT4 is to be conducted as early as 1 academic year prior to the intake enrolled for.</li> </ul> <p>On a case-by-case basis, we may allow parents with valid reasons to bring their child for the test at a later date. Such requests are to be sent to the Admissions Head for review and approval.</p> <p>3. Payment:</p> <ul style="list-style-type: none"> <li>Application Fee and Registration Fee must be paid prior to the assessment.</li> </ul> <p>4. CAT4 assessment venue:</p> <ul style="list-style-type: none"> <li>The CAT4 should be conducted in a proper assessment environment in school.</li> <li>Where not possible, the CAT4 may be conducted remotely but to be supervised by an Admissions staff.</li> </ul> <p>Note: CAT4 results determine acceptance. Any interviews conducted by the Academic SLT are to inform academic provision and must be conducted on the same day the CAT4 is conducted.</p>								
<p><b>Years 4 – 13:</b> <b>Automatic Acceptance</b></p>	<ol style="list-style-type: none"> <li>Minimum requirements for automatic acceptance: <ul style="list-style-type: none"> <li>A score of 90 and above in all domains of the CAT4; and</li> <li>There is no educational need declared (unless it is an SEND case and arrangements have been made and agreed by the School and parents for an inclusion aide/personal learning aide/shadow aide).</li> </ul> </li> <li>Admissions team to pass the scores to the Registry team. Registry to issue the Offer of Admission letter to parents within 3 working days.</li> <li>Parents have <i>2 weeks*</i> from the date the Offer for Admission letter is issued to return the duly signed Acceptance of Admission letter and pay the Deposit.</li> </ol> <p>*Deposit payment due dates:</p> <table border="1" data-bbox="386 1265 1281 1435"> <thead> <tr> <th>Date Offer of Admission letter is issued</th> <th>Deposit due within</th> </tr> </thead> <tbody> <tr> <td>Up to 4 months before the school start date</td> <td>2 weeks</td> </tr> <tr> <td>3 months before the school start date</td> <td>1 week</td> </tr> <tr> <td>1 month before the school start date</td> <td>1-3 days</td> </tr> </tbody> </table>	Date Offer of Admission letter is issued	Deposit due within	Up to 4 months before the school start date	2 weeks	3 months before the school start date	1 week	1 month before the school start date	1-3 days
Date Offer of Admission letter is issued	Deposit due within								
Up to 4 months before the school start date	2 weeks								
3 months before the school start date	1 week								
1 month before the school start date	1-3 days								
<p><b>Years 4 – 13:</b> <b>Review with an academic SLT (in person)</b></p>	<ol style="list-style-type: none"> <li>The academic SLT will meet the candidate and parent in these circumstances: <ul style="list-style-type: none"> <li>A score of below 90 in any of the domains; and/or</li> <li>Parents declared an educational need (even if the candidate scored 90 in all domains).</li> </ul> </li> <li>The review must be conducted within a week after the CAT4 is conducted.</li> <li>Candidates/parents should not be told of the outcome during the review. The outcome of the review must first be approved by the Principal/Head of School.</li> <li>The outcome of the review must be finalised within the same day or the next working day. All decisions must be signed off by the Principal/Head of School. Admissions team to follow up on the decision.</li> <li>Admissions team to pass the interview notes and Principal/Head of School-approved outcome to the Registry team for filing and as reference to issue the appropriate letter to</li> </ol>								



parents. Registry to send the full/conditional Offer of Admission letter to parents within 3 working days.

- 6. Parents have 2 weeks\* from the date the Offer for Admission letter is issued to return the duly signed Acceptance of Admission letter and pay the Deposit.

*\*Deposit payment due dates:*

Date Offer of Admission letter is issued	Deposit due within
Up to 4 months before the school start date	2 weeks
3 months before the school start date	1 week
1 month before the school start date	1-3 days

- 7. **Rejection** cases must be escalated to the Executive Principal/Principal for final approval. If the rejection is confirmed, forward this decision to the Registry team for the issuance of a letter to parents informing them of this status. In this instance, the Registration Fee is refunded in full.





SRI KDU Schools

R·E·A·L Schools



## Appendix 2: Approval from the XCL MY CEO on “Admission Fees through an International Student Recruitment Agent”

Re: Admissions fees through an international student recruitment agent General\All Employees (unrestricted)

You forwarded this message on Tue 20/2/2024 9:12 AM



Anthony Partington

To: Arvindar Kaur (SISJ Staff); Wong Sin Yi; Kogilavaanii A/P Mageisparan; Choon Tatt Lee (Staff); Gladwin Chong Chin Soon; Mavis Goh Siau Ping; Mon 19/2/2024 11:28 PM

Siow Kim Yow; Sharon Goh Su Lin; Tony Shadwell; Shirley Tang Choy Wan

Cc: Cassie Fleming (SISJ Staff); Trevor Spence; Duncan Russell Alan Grice (Staff); Janice Foo Yen Lee; Michael Chan Chee Chew;

Cheli Tamilselvam A/L Nadarajah; Rhys Thomas (Staff); April Peters(SIKG Staff); Callie Lim; Shirley Tang Choy Wan 1

For the avoidance of doubt, “international agent” encompasses all agents who facilitate the recruitment of international students (foreign passport holders) whether the agent is based in another country or Malaysia.

Best wishes

Anthony

Anthony Partington  
Chief Executive Officer

**From:** Anthony Partington

**Sent:** Monday, February 19, 2024 10:54:34 PM

**To:** Arvindar Kaur (SISJ Staff) <arvindar.k@srikdu.edu.my>; Wong Sin Yi <sy\_wong@srikdu.edu.my>; Kogilavaanii A/P Mageisparan <Kogilavaanii@srikdu.edu.my>; Choon Tatt Lee (Staff) <terence.lee@bxcl.edu.my>; Gladwin Chong Chin Soon <gladwinchong@real.edu.my>; Mavis Goh Siau Ping <mavisgoh@real.edu.my>; Siow Kim Yow <kysiow@real.edu.my>; Sharon Goh Su Lin <sharon@xcl.edu.my>; Tony Shadwell <tony.shadwell@xcl.edu.my>; Shirley Tang Choy Wan <shirley.tang@xcl.edu.my>

**Cc:** Cassie Fleming (SISJ Staff) <cassie.fleming@srikdu.edu.my>; Trevor Spence <trevor.spence@srikdu.edu.my>; Duncan Russell Alan Grice (Staff) <duncan.grice@bxcl.edu.my>; Janice Foo Yen Lee <janice.foo@xcl.edu.my>; Michael Chan Chee Chew <michael.chan@xcl.edu.my>; Cheli Tamilselvam A/L Nadarajah <chelitamilselvam@real.edu.my>; Rhys Thomas (Staff) <rhys.thomas@bxcl.edu.my>; April Peters(SIKG Staff) <a.peters@srikdu.edu.my>; Callie Lim <callielim@real.edu.my>; Shirley Tang Choy Wan <shirley.tang@xcl.edu.my>

**Subject:** Admissions fees through an international student recruitment agent

Dear Heads of Admissions and Marketing (cc campus/executive principals, registry and finance leads)

As mentioned in a previous meeting and whilst we are awaiting the commercial leadership team (Janice and Michael) redrafting and reissuing the registration and application SOPs/policies, please take this as my instruction and approval to progress an application introduced by an international agent and to conduct assessments on collection of the APPLICATION FEE ONLY.

Registration fees and deposits can be collected after assessment and the issuance of an offer from these international students’ families, as it will be in the agent’s interest to secure them.

This only applies to those that are introduced by an international agent. ‘Walk in’ international students are not eligible and should be processed in the normal manner. All local students should be processed in the normal manner.

During this time of evolution, I request that all colleagues raise any issues, clarify matters with us before refusing an agent’s request. We must remain flexible in order to be the agent’s preferred schools. This adaptation represents little risk to us and potentially allows us access to a greater recruitment pool and to secure enrolments for August early.

This change is applicable to all schools with effect from today. @Sharon and @Tony/ @Shirley – Please can you inform the relevant registry and finance colleagues?

Best wishes

Anthony



**Anthony Partington | Chief Executive Officer**

**XCL Education Malaysia**

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