EPSOM COLLEGE MALAYSIA

Admissions Policy

Date: Jun 2026
Review Date: Jun 2027
Responsibility: Chief Admissions Officer

1. Introduction

Epsom College Malaysia is a British international boarding and day school serving pupils from Early Years through to Year 13, located in Bandar Enstek, Negeri Sembilan. This policy sets out how admissions are managed at Epsom College Malaysia. It reflects the School's values of Kindness, Integrity and Ambition with Purpose and ensures that admissions decisions are fair, transparent and centred on the best interests of each child.

The School seeks to admit pupils who will benefit from, and contribute positively to, its academic, pastoral and co-curricular life. Decisions are made with careful consideration of educational suitability, safeguarding, wellbeing and the School's capacity to meet individual needs.

The School is committed to building a diverse, inclusive and internationally minded community in which every pupil is known, valued and supported.

The School recognises that:

- Every child deserves to be considered as an individual, with their own strengths, interests and potential.
- Admissions decisions have a profound impact on children and families and will be made with care, honesty and professionalism.
- A transparent and well-managed admissions process is the foundation of a strong and lasting partnership between the School and each family.
- Safeguarding is central to every admissions decision: no child will be admitted where doing so would place that child or others at risk.

This policy applies to all applicants to Epsom College Malaysia, from Early Years through to Year 13, including those seeking entry to Sixth Form pathways of A-Levels or the IB Career-related Programme, and those applying for mid-year entry. It is read alongside the Safeguarding and Child Protection Policy, the SEND Policy, the Behaviour Policy, the Data Protection Policy and the Fees and Financial Procedures document.

This policy is consistent with Malaysian law, including the Education Act 1996, the Personal Data Protection Act 2010 (PDPA) and the Child Act 2001, and with the COBIS Accreditation Standards (2025 revision).

2. Legal and Regulatory Framework

Key Legislation and Guidance

The admissions process at Epsom College Malaysia is developed in accordance with the following principal frameworks:

- Education Act 1996 (Malaysia): the principal legislation governing the establishment and operation of private and international schools in Malaysia.
- Child Act 2001 (Malaysia): governs the welfare, protection and rights of children in Malaysia, including the School's duty of care in admissions decisions.
- Personal Data Protection Act 2010 (PDPA, Malaysia): governs the collection, processing and storage of personal data gathered during the admissions process.
- Private Higher Educational Institutions Act 1996 (Malaysia): applicable to the School's Sixth Form provision and post-16 pathways where relevant.
- COBIS Accreditation Standards (2025 revision), Standard 1 (Governance and Leadership), Standard 2 (Student Welfare) and Standard 3 (Teaching and Learning).
- IB Organisation Regulations and policy requirements, applicable to all pupils enrolled on the IB Career-related Programme.
- UN Convention on the Rights of the Child (UNCRC), particularly Article 28 (right to education) and Article 3 (best interests of the child).

Best Interests of the Child

In all decisions made under this policy, the best interests of the child are the primary consideration, in accordance with Article 3 of the UNCRC and consistent with the ethos and values of Epsom College Malaysia.

3. Scope and Equal Treatment

Scope

This policy applies to all applicants from Early Years through to Year 13, including mid-year applicants, returning pupils and those applying for boarding. Progression from one stage of the School to another, including entry into Sixth Form pathways, is not automatic. Pupils must meet the academic and conduct expectations of the relevant programme. Continued enrolment is subject to satisfactory performance and engagement.

Equal Treatment and Inclusion

Each applicant is considered individually. Admissions decisions are made on the basis of educational suitability and availability of places. The School does not discriminate on the grounds of nationality, ethnicity, religion, gender, disability or family circumstances.

The School welcomes applications from pupils with additional educational needs or disabilities. Where needs are identified, the School will consider whether reasonable adjustments and appropriate support can be provided within its available resources. Families are expected to

disclose relevant information at the earliest opportunity to enable appropriate planning. Early disclosure assists the School in ensuring that provision is in place from the first day of attendance.

English as the Language of Instruction

English is the language of instruction at Epsom College Malaysia and the inclusive language of the school community. All pupils must have sufficient English proficiency to access the British curriculum and to participate fully in school life. The admissions process therefore includes an age-appropriate assessment of each applicant's current level of English.

The School recognises that many applicants will be multilingual and that English may be an additional language for some families. Where an applicant's English is developing, the School will consider whether appropriate support can be provided and will discuss this with the family as part of the admissions process. Applicants whose level of English would prevent meaningful access to the curriculum at the point of entry may not be offered a place until their proficiency is sufficient.

4. Age Guidelines and Entry Points

The School admits pupils at the following entry points each year. Age at entry is calculated as of 1 September of the year of entry, consistent with the British academic year.

Year Group	Age at Entry	Typical Application Deadline	Assessment Window
Early Years 1 (Nursery)	3+	31 October	Autumn and Spring Term
Early Years 2 (Reception)	4+	31 October	Autumn and Spring Term
Year 1	5+	31 October	Autumn Term
Year 2	6+	31 October	Autumn Term
Year 3	7+	31 October	Spring Term
Year 4	8+	31 October	Spring Term
Year 5	9+	31 October	Autumn Term
Year 6	10+	31 October	Autumn Term
Year 7	11+	31 October	Spring Term
Year 8	12+	31 October	Spring Term
Year 9	13+	31 October	Autumn Term

Year 10	14+	31 October	Autumn Term
Year 11	15+	By arrangement	Subject to Head of School approval
Sixth Form (Year 12)	16+	31 October	Autumn and Spring Term
Year 13	17+	By arrangement	Subject to Head of School approval

Applications received after the published deadline will be considered where places remain available. Apart from exceptional circumstances and at the discretion of the Head of School, the School does not normally accept pupils directly into Years 11 or 13. Families wishing to enquire about late applications or entry into these year groups are encouraged to contact the Admissions Office directly.

5. Published Information and Admissions Communications

The School publishes clear admissions information for families, including:

- entry points, age guidelines and application deadlines
- application procedures and assessment formats by year group
- curriculum pathways, including IGCSE, A-Levels and the IB Career-related Programme
- fees, deposits and the Fees Schedule
- expectations regarding conduct and engagement
- the process for disclosing additional educational needs, medical needs or safeguarding information
- information about scholarships and bursaries

All published information is reviewed annually and updated to ensure accuracy and clarity. Families with questions about the admissions process are encouraged to contact the Admissions Office directly.

6. Admissions Process

Initial Enquiry and Visit

Families are encouraged to attend an open event or arrange a visit to the School prior to making an application. Information is provided about the academic programme, pastoral structures, boarding provision and co-curricular opportunities. The School values the opportunity to meet families at this stage, as it allows both parties to assess suitability and fit.

Application

An application is considered complete when the School has received all of the following:

- a completed application form
- academic reports from the applicant's current or most recent school (typically the last two academic years, where available)
- a confidential reference or school report from the applicant's current school, where the School requests one
- passport or identity documentation for the applicant, as required
- passport or identity documentation for parents and guardians, as required
- the non-refundable application fee

Parents and guardians are expected to disclose all known learning, medical, wellbeing, behavioural and safeguarding-related information that may affect the provision or support required for their child. Non-disclosure of material information may affect the admissions decision or, if discovered after enrolment, may result in the withdrawal of a place.

The School may request additional information directly from the applicant's current or previous school, including attendance records, behavioural history and any safeguarding-related matters. A history of serious behavioural incidents, suspension, exclusion or unresolved safeguarding concerns will be taken into account in the admissions decision.

Assessment

All applicants are assessed as part of the admissions process. The format of assessment is age-appropriate and varies by year group as set out below. The purpose of assessment is to determine academic readiness, English language proficiency, appropriate year group placement and any areas where additional support may be beneficial. Assessment outcomes are considered alongside school reports and other information provided.

Year Group	Format	Duration
EY1 (Nursery)	Play-based activity and informal observation; conversation with parents; review of any prior setting report where available	30 to 45 minutes
EY2 (Reception)	Play-based activity and informal observation; early language and numeracy tasks; conversation with parents; review of prior setting report where available	45 minutes
Years 1 to 2	Early reading, writing and numeracy tasks; phonics; informal conversation with the child; review of school report	45 to 60 minutes
Years 3 to 6	Interview with the pupil; computerised baseline assessment in English, Mathematics and non-verbal reasoning; independent writing task; review of school report; reference from current school	2 hours

Years 7 to 9	Interview with the pupil; computerised baseline assessment in English, Mathematics and non-verbal reasoning; independent writing task; review of school report; reference from current school	2 to 3 hours
Years 10 to 11	Interview with the pupil; subject-specific assessments where required; computerised baseline assessment; independent writing task; review of school report; reference from current school	3 hours
Sixth Form (Years 12 to 13)	Interview including discussion of subject choices, academic aspirations and future plans; subject-specific assessments; review of predicted or actual examination results; reference from current school	3 hours

For Sixth Form entry, a minimum of seven A grades at IGCSE or Sijil Pelajaran Malaysia (SPM) is normally required. Offers may be conditional upon the achievement of specified examination results.

Assessments for pupils with identified additional needs may be adapted where it is reasonable and practicable to do so, in order to ensure that the process is fair and accessible. Families should notify the Admissions Office of any required adaptations at the time of application.

Final placement in a year group and teaching set is determined by the School following a full review of all available information.

Interview

All applicants from Year 1 upwards will be invited to attend an interview with a member of the Senior Leadership Team or a senior teacher. For younger children, the interview is conversational in nature and focuses on the child's interests, strengths and character. For Sixth Form applicants, the interview will include discussion of subject choices, programme pathways and future plans. For EY applicants, an informal meeting is held with parents in place of a formal interview. Interviews provide an opportunity for the School to meet the applicant and for the family to ask questions.

Sixth Form Pathway Selection: IB Career-related Programme

From August 2026, Epsom College Malaysia offers two distinct Sixth Form pathways: A Levels and the IB Career-related Programme (IBCP). Both pathways are available to applicants meeting the general Sixth Form entry requirement of seven A grades at IGCSE or Sijil Pelajaran Malaysia (SPM). Pathway selection is made at the point of application and confirmed during the Sixth Form interview.

CP Pathway Entry

The IBCP is available across three structured pathways: Engineering, Business, and Sport. Each

pathway combines a recognised BTEC qualification with a minimum of two IB Diploma Programme subjects and the CP Core. Pathway-specific entry considerations are as follows:

- Engineering: applicants are expected to demonstrate strength in Mathematics and Science at IGCSE level
- Business: applicants are expected to demonstrate ability in English and Mathematics at IGCSE level
- Sport: applicants are expected to demonstrate active engagement in sport and an interest in sport science, coaching, or sport management

Guidance and Selection

Students and families are supported in making an informed pathway choice through individual guidance meetings with the Head of Secondary, CP coordinator, and careers team. The school provides clear information about the demands, assessment structures, and university recognition of each pathway to ensure decisions are based on a student's strengths, interests, and aspirations rather than on assumptions about difficulty or prestige.

IB Regulations

Admission to the IBCP is subject to the requirements of the IB Organisation in addition to the School's own entry criteria. The school will not enrol a student onto the CP where IB eligibility requirements are not met. Students enrolled on the CP are expected to comply with IB regulations governing assessment, academic honesty, and programme completion throughout their two years of study.

English Language Proficiency

As the IBCP is delivered entirely in English and includes externally assessed IB examinations and BTEC assignments, all CP applicants must demonstrate sufficient English proficiency to access the programme. Where English is an additional language, the admissions assessment will include specific consideration of the applicant's readiness for English-medium examination study.

7. Decision and Offer

Criteria for an Offer

An offer of a place may be made when the School is satisfied that:

- the applicant is likely to thrive academically and pastorally within the School community
- the School can meet the applicant's educational, pastoral and, where relevant, medical or SEND needs within its available resources
- the applicant has demonstrated sufficient English proficiency to access the curriculum
- all safeguarding considerations have been satisfied
- a place is available in the appropriate year group

Types of Offer

Offers may be unconditional or conditional. Conditional offers may depend on factors including receipt of a satisfactory school reference, achievement of specified examination results, confirmation of support arrangements for pupils with additional needs, or the completion of outstanding documentation.

Acceptance and Securing a Place

Places are secured only upon written acceptance of the offer and payment of the non-refundable reservation deposit within the timeframe specified in the offer letter. Failure to return the acceptance and deposit within the stated timeframe may result in the place being offered to another applicant. The reservation deposit will be offset against the first term's fees. Full details of deposit amounts and financial terms are set out in the Fees Schedule and the School's Terms and Conditions.

Withdrawal of an Offer

The School reserves the right to withdraw an offer of a place in any of the following circumstances:

- material information relevant to the application has not been disclosed, or false or misleading information has been provided
- the conditions of a conditional offer have not been met within the specified timeframe
- subsequent information comes to light that indicates admission would not be in the best interests of the applicant or the School community
- safeguarding concerns remain unresolved at the point of intended entry

Unsuccessful Applications

Where an application is unsuccessful, the family will be informed in writing. Parents may contact the Admissions Office to request further information about the outcome. The School will respond sensitively and constructively, and will indicate, where appropriate, whether reapplication in a future admissions cycle would be worth considering. There is no requirement to pay a further application fee where an application is rolled over to the following admissions cycle, provided the family confirms this intention in writing by the deadline specified by the Admissions Office.

Refusal of Admission

The School reserves the right to decline an application where it determines, in good faith, that it cannot reasonably meet the applicant's educational, pastoral, behavioural, medical or safeguarding needs within its available resources. Where an application is declined, the School will communicate this decision to the family clearly and, where appropriate, suggest alternative provision or sources of guidance.

8. Oversubscription

Where the number of suitable applicants exceeds the number of available places, the School may allocate places using the following criteria, applied in the order listed:

- siblings of pupils currently enrolled at the School
- applicants who meet the academic and developmental profile required for the year group or programme
- pupils progressing from within the School where progression criteria are met
- applications completed in full and received earlier in the admissions cycle

The School reserves the right to exercise professional judgement in determining the final allocation of places, in line with its educational values, the composition of the year group and the School's overall capacity.

9. Waiting Lists

Where demand exceeds available places, a waiting list may be maintained. Families will be informed of their position on the waiting list upon request. Placement on a waiting list does not guarantee a place. The School will contact families as and when places become available.

10. Mid-Year Entry

The School may admit pupils during the academic year where places are available. The School operates a structured transition and induction process for mid-year entrants, including appropriate academic placement, pastoral support and communication with families. The transition process recognises that joining a school mid-year requires particular sensitivity and the School takes care to ensure that new arrivals feel welcome and settled from the outset. Further detail regarding mid-year admissions procedures is set out in the Mid-Year Admissions Protocol, available from the Admissions Office on request.

11. Boarding Admissions

Admission to boarding is subject to availability of places and the applicant's suitability for communal living. The School considers maturity, independence, behavioural history and readiness for boarding life when assessing boarding applications. Boarding offers may be conditional upon additional discussion or review where appropriate.

Prep School pupils from Year 5 onwards may be considered for boarding. Full details of the boarding admissions process, house allocation and boarding expectations are set out in the Boarding Admissions Protocol and the Boarding Handbook, available from the Admissions Office.

12. Scholarships and Bursaries

The School may offer scholarships to recognise exceptional ability or talent in academic work, the arts, music or sport. Scholarships are awarded on merit and are open to applicants at specified entry points as published by the School.

The School also offers means-tested bursaries to families who would not otherwise be able to afford the fees. Bursaries are awarded on the basis of financial need and are subject to annual review.

Full details of available scholarships and bursaries, eligibility criteria, application procedures and award values are set out in the Scholarships and Bursaries Policy, available from the Admissions Office.

13. Fees and Financial Procedures

Application Fee

A non-refundable application fee is payable at the time of application. This fee covers the administrative costs of processing the application, including assessment and review. The current fee is published on the School website and is reviewed annually.

Reservation Deposit

Upon acceptance of an offer, a reservation deposit is payable within the timeframe specified in the offer letter. The deposit is non-refundable in the event that the family subsequently withdraws the acceptance. It will be offset in full against the first term's fees where the pupil takes up the place. Full terms are set out in the School's Terms and Conditions.

Tuition and Boarding Fees

Tuition fees and, where applicable, boarding fees are published in the School's Fees Schedule, which is reviewed annually. Fees are due on or before the first day of each term or by the date shown on the invoice, whichever is earlier. Late payment may result in the application of a late payment charge, as set out in the Terms and Conditions.

Sibling discounts may be available where two or more siblings are enrolled at the School at the same time. Details are set out in the Fees Schedule.

Withdrawal and Notice

One full term's written notice is required to withdraw a pupil from the School. Notice must be given to the Head of School in writing by the first day of the term preceding the intended last term of attendance. Where the required notice is not given, a term's fees may be charged in lieu of notice, in accordance with the Terms and Conditions.

Intended Leaving Date	Notice Deadline
End of Autumn Term	First day of the Autumn Term
End of Spring Term	First day of the Spring Term
End of Summer Term	First day of the Summer Term

Enquiries regarding fees and financial matters should be addressed to the Bursar or Director of Finance.

14. Safeguarding

Safeguarding is central to all admissions decisions. The School may request relevant information from a family, from the applicant's current school or from other appropriate sources to ensure

the safety and wellbeing of all pupils. An offer of a place will not be finalised where safeguarding concerns remain unresolved.

Where a safeguarding concern arises during the admissions process, the matter will be referred to the Designated Safeguarding Lead (DSL) in accordance with the School's Safeguarding and Child Protection Policy. The School will not admit a pupil where doing so would place that pupil or other members of the school community at risk.

15. Governance and Roles

Clear lines of responsibility ensure that the admissions process is managed consistently, fairly and in accordance with this policy.

The Board of Governors

The Board of Governors approves this policy and any substantive revisions to it. The Board satisfies itself, through its oversight of the Head of School, that admissions are conducted in accordance with this policy, applicable law and COBIS Accreditation Standards.

Head of School

The Head of School holds overall responsibility for admissions at Epsom College Malaysia. The Head of School ensures that the admissions process is fair, transparent and consistent with the School's values, and takes final decisions on applications where required, including decisions to decline admission or withdraw an offer.

Admissions Registrar

The Admissions Registrar manages the day-to-day operation of the admissions process. Responsibilities include receiving and processing applications, communicating with prospective families, coordinating assessments and interviews, maintaining admissions records and managing the waiting list. The Admissions Registrar reports to the Head of School.

Designated Safeguarding Lead (DSL)

The DSL is consulted on any application where a safeguarding concern has been identified or where safeguarding-related information has been received from a current or previous school. The DSL advises the Head of School accordingly. No offer of a place will be finalised without the DSL's confirmation that safeguarding considerations have been addressed.

SEND Coordinator (SENCo)

Where an applicant has identified additional educational needs, the SENCo is involved in the admissions process to advise on the School's capacity to provide appropriate support. The SENCo liaises with the family and, where relevant, with the applicant's current school, to ensure that accurate information is available before an admissions decision is made.

16. Parent Partnership and Communication

Epsom College Malaysia believes that a transparent, respectful and timely admissions process forms the foundation of a strong partnership between the School and each family.

Communication During the Admissions Process

The Admissions Office will acknowledge receipt of a complete application promptly and will keep families informed of progress at each stage of the process. Families will be notified of decisions in writing. Where an application is unsuccessful, the School will communicate this sensitively and, where appropriate, indicate whether the family may reapply in a future admissions cycle.

Disclosure and Trust

The School asks families to share relevant information about their child openly and honestly. This includes information about learning needs, medical conditions, pastoral history and any previous school concerns. The School treats all such information with confidentiality and uses it solely to plan appropriate provision. Families are encouraged to raise any concerns or questions at any point in the admissions process.

Transition and Induction

Once a place has been accepted, the Admissions Office coordinates a transition and induction process to ensure that each new pupil and family feels well prepared and welcomed. This includes provision of key information about the School, an opportunity to visit before the first day where appropriate, and for pupils with additional needs, early liaison between the family and the SENCo.

17. Data Protection

Personal information collected during the admissions process is handled in accordance with the Personal Data Protection Act 2010 (PDPA, Malaysia) and the School's Data Protection Policy. Information is collected for the purpose of assessing applications and facilitating the transition of successful applicants into the School community. It is stored securely, accessed only by those with a legitimate need and retained in accordance with the School's data retention schedule.

Families have the right to access personal data held about them and their children, to request correction of inaccurate data and to raise concerns about its use, in accordance with applicable law.

18. Appeals and Complaints

Parents who wish to raise a concern regarding an admissions decision may do so in writing to the Head of School. The matter will be reviewed in accordance with the School's Complaints Policy. Where an appeal relates to a child with identified additional educational needs, the School will ensure that the review process takes appropriate account of those needs.

19. Policy Monitoring and Review

Review Cycle

This policy will be reviewed at least annually. It will be reviewed immediately following any significant change in Malaysian legislation, COBIS Accreditation Standards, IB Organisation requirements or UK statutory guidance, and updated in response to feedback from staff, parents or governors, or following any significant admissions concern.

Responsibility for Review

The Head of School is responsible for conducting the annual review of this policy, in consultation with the Admissions Registrar, the DSL and the SENCo where relevant. Final approval of any substantive revision rests with the Board of Governors.

Accessibility

This policy is made available to all staff, provided to new staff during induction, published on the School website, and made available to prospective families upon request or during the admissions process.

Linked Policies

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- SEND Policy
- Behaviour Policy
- Data Protection Policy
- Complaints Policy
- Scholarships and Bursaries Policy
- Boarding Admissions Protocol and Boarding Handbook
- Mid-Year Admissions Protocol
- Fees Schedule and Terms and Conditions

20. Glossary

BTEC: Business and Technology Education Council. A suite of vocational qualifications awarded by Pearson that form the career-related study component of the IBCP at Epsom College Malaysia. BTEC qualifications are internationally recognised and assessed through a combination of assignments, practical tasks, and externally moderated units.

COBIS: Council of British International Schools. The accreditation body whose standards govern the operation of British international schools worldwide.

DSL: Designated Safeguarding Lead. The member of staff with lead responsibility for safeguarding and child protection at the School.

EY: Early Years. The earliest stage of the School, encompassing children aged 3 to 5 in EY1 (Nursery) and EY2 (Reception).

IB Career-related Programme (IBCP): An International Baccalaureate programme for Sixth Form pupils that combines IB Diploma course subjects with a career-related study pathway.

PDPA: Personal Data Protection Act 2010, Malaysia's primary data protection legislation.

SENCo: Special Educational Needs Coordinator. The member of staff responsible for overseeing provision for pupils with additional educational needs or disabilities.

SEND: Special Educational Needs and Disabilities.

SPM: Sijil Pelajaran Malaysia. The Malaysian national examination taken at the end of Year 11, broadly equivalent to IGCSE.

UNCRC: United Nations Convention on the Rights of the Child. An international treaty setting out the civil, political, economic, social and cultural rights of children.