



## Admissions Policy

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## 1 Overview

- 1.1 Tanglin Trust School is a private, co-educational school for students aged 3-18. The School is a registered Private Educational Institute and a registered charity, and operates on a not-for-profit basis.
- 1.2 The School offers a UK-style education that broadly follows the English National Curriculum from Nursery to Year 13. We offer (I)GCSE in Years 10 and 11, and in the Sixth Form (Years 12 and 13) students can choose to follow either the A Level or IB Diploma pathway.
- 1.3 Parents, guardians and/or any persons with parental responsibility for the student or applicants to the School or who have paid any fees or given instructions in relation to the student or applicant (a 'Parent') will, upon submission of an application for enrolment, be bound by this Policy.

## 2 Guiding Principles

- 2.1 The Admissions Policy is designed to ensure that the students who attend the School have the capacity to thrive within, and benefit from, all that the School offers. We will only admit students who, in the opinion of the Heads of School, have met the relevant criteria as set out in this Policy and in the [Conditions Governing Enrolment and Admissions](#).
- 2.2 Our selection process is designed to identify students who will benefit from our balanced and well-rounded education and will make a positive contribution to the School community. We look for applicants who have demonstrated a positive attitude and approach to learning and who have the capacity and desire to contribute positively to all aspects of School life.
- 2.3 As demand for places in most year groups often exceeds the number of places available, we are selective on a number of factors to ensure that we enrol students who will embrace the challenges, opportunities, comradeship and satisfaction that is part of life at the School.

## 3 Objectives of this Policy

- 3.1 To identify and admit children who will benefit from a Tanglin education and who will contribute to and benefit from the ethos and activities of our School community.
- 3.2 To set out the requirements for admission from Nursery to Sixth Form levels.
- 3.3 To outline the extent of support available for children requiring additional support.

## 4 Entry Criteria / Applicant Pool

- 4.1 In order to be accepted into the annual Applicant Pool, applicants must meet the following minimum entry criteria:
  - An age-appropriate fluency in English language (speaking, reading, writing and comprehension). There is no provision to teach students for whom English is an additional language or who are at an early stage of acquiring English language skills;
  - Demonstrate positive attitude and approach to learning;
  - The ability to thrive in a high-achieving environment;
  - Individual learning, emotional and social needs which can be largely met within the mainstream classroom and our learning and pastoral support provision;

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- The capacity and desire to engage with the co-curricular programme; and
  - The capacity and desire to make a positive contribution to the school community.
- 4.2 At least one parent is required to be fluent in English to ensure effective communication between the School and the home.
- 4.3 At least one parent must reside with the student in Singapore on an ongoing basis. We will only consider students living with a legal guardian under exceptional circumstances, for example, where both parents are deceased.
- 4.4 Students of the School must have completed the compulsory vaccinations under the Infectious Disease Regulations of the [Infectious Diseases Act](#) unless they produce an exemption letter from a Singapore doctor that is verified and approved by the National Immunisation Registry of the Health Promotion Board. These compulsory vaccinations are required for all Singapore residents, including Singapore-born foreign children, and foreign-born children applying for long-term immigration passes to Singapore. It is the responsibility of the Parent to ensure that the child has undergone the compulsory vaccinations (or obtained the above-mentioned exemption letter). Applicants to the School will be required to provide vaccination records in line with the Singapore vaccination schedule, and/or the exemption letter during the admissions process.
- 4.5 All applicants who meet the Entry Criteria are placed in an Applicant Pool for the appropriate year group and are considered for places for the desired year of entry. Where demand for places exceeds the number of places available, applicants from the Applicant Pool will be assessed and selected for places according to the Selection Criteria outlined in Section 14 – Selection Criteria / Offer of a Place. The assessment and selection process will take place in the year prior to the desired year of entry.

## 5 Application

- 5.1 Applications for admission may be submitted at any time from 1 September of the year which is three years prior to the start of the desired academic year of enrolment.
- 5.2 All applications shall be submitted online along with full payment of the Application Fee as stated in the fee schedule accompanying the application form (“Fee Schedule”), the completed application form, the past two years school reports, a confidential reference from the current school, and any further supporting documents as required in the online application form and as may be requested by the school. The Application fee is to be paid for every application or re-application made and is non-refundable.
- 5.3 An application is an expression of interest in enrolment in the School. It does not commit a Parent to accepting an offer of a place, nor does it commit the School to offer one.
- 5.4 The relevant Head of School may, at their discretion and at any time in the application process, request for further information in the form of further reports, diagnostic assessments and/or interviews. The assessments are to ensure the student’s educational needs can be met within a mainstream school setting and in an age-appropriate class. Assessments are conducted by Heads of Learning Support, Specialist teachers, and/or Admissions.
- 5.5 Where there is evidence of additional educational (learning, social and/or emotional) needs, we will discuss the child’s educational development in more detail and carry out appropriate

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assessments before we are able to determine if an applicant sufficiently meets our entry criteria as outlined in this Policy.

## 5.6 Declined Applicants

5.6.1 If the relevant Head of School determines through our review and assessment process that an applicant does not meet our entry criteria and/or that the School is not the right learning environment for them, the candidate's application will be declined.

5.6.2 Declined applicants who wish to re-apply to the school may do so only from the beginning of the next academic year. The School reserves the right not to accept any applications or re-applications which it deems will not meet the Entry Criteria.

## 6 Year Group Entry

6.1 Enrolled students will be placed in the year group appropriate to their age as of 1 September. It is the policy of the School to place students within their appropriate age group.

6.2 Whilst most students join the School in August (for the start of Term 1) or January (for the start of Term 2) of each academic year, applications may be considered for entry at other times of the academic year subject to place availability.

## 7 Progression within Tanglin

7.1 Most children progress from Year 2 (Infant School) into Year 3 (Junior School), Year 6 to Year 7 (Senior School), and Year 11 to Year 12 (Sixth Form). Nevertheless, at each stage, progression is still subject to the child's ability to access the curriculum at the next level.

7.2 Very occasionally, as students progress through one year group, it may become apparent that the School is not able to provide the most appropriate educational setting that is in the best interests of the student. In this event, parents will be consulted with and supported in identifying a more suitable placement.

## 8 Enrolment into the Infant School (applicants aged 3+)

8.1 For enrolment into the Infant School at any age group, students must be capable of using English as their working language. Where children are bilingual or multilingual (BML), they must be able to demonstrate age-appropriate fluency in English.

8.2 When applying to the Infant School, children for whom English is an additional language (EAL) will be invited for an age-appropriate play-based activity with one of our Infant School teachers to assess their level of English competence.

8.3 Children who have not been enrolled at a pre-school prior to applying for a place at the School will be invited for an age-appropriate play-based activity with one of our Infant teachers in order to assess their readiness for school.

8.4 Children with identified additional learning, social or emotional needs will be referred for an age-appropriate assessment with our Infant Learning Support team at the discretion of the

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Head of Infant School. Please refer to the appropriate section of this Policy below for further information.

8.5 All children must be toilet trained and out of nappies before joining the School.

## **9 Enrolment into the Junior School (applicants aged 7+)**

### **9.1 Assessments**

Applicants may be referred for assessment should additional learning, social, emotional and/or EAL needs be identified, and/or at the discretion of the Head of Junior School. For students requiring additional learning support please refer to the appropriate section of this Policy below.

### **9.2 Interviews**

Qualified applicants seeking enrolment into the Junior School may be invited for an interview with the Head of School and/or senior staff.

## **10 Enrolment into the Senior School (applicants aged 11+)**

### **10.1 Assessments**

All applicants seeking enrolment into Year 7 through Year 10 will be asked to complete an online verbal and non-verbal diagnostic assessment by arrangement with Admissions. Following this, further assessments may be requested should additional learning, social, emotional, or EAL needs be identified, and/or at the discretion of the Head of Senior School. For students requiring additional learning support please refer to the appropriate section of this policy.

### **10.2 Interviews**

Qualified applicants seeking enrolment into Year 7 and Year 10 will be invited for an interview with the Head of School and/or senior staff following the diagnostic assessment with Admissions.

### **10.3 (I)GCSE Entry**

As the (I)GCSE course is carried out over Years 10 and 11, students must start this course at the beginning of Year 10. On a case-by-case basis, we will consider a start date of Term 2 (January). Applications for entry after the start of Term 2 Year 10 will not be accepted. Applications for entry into Year 11 are not permitted.

## **11 Enrolment into the Sixth Form (applicants aged 16+)**

11.1 The minimum academic entry requirement for entry into Sixth Form is an average grade B/6 at (I)GCSE or equivalent. Students should achieve a minimum grade of B/6 in the subjects to be studied at A Level or Higher Level IBDP. As a guide, in the IB curriculum, a Middle Years Programme (MYP) grade of 5 or above is generally regarded as equivalent.

11.2 Upon receipt of evidence that an applicant meets our minimum academic and entry requirements, applicants for Sixth Form will need to complete further assessments as part of the Admissions process. Assessments may take the following form:

- Online verbal and non-verbal diagnostic assessments
- Subject based pre-approval papers

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- Interview with the Head of Sixth Form
- 11.3 Admission for Sixth Form candidates will be given only if candidates are able to demonstrate they meet our minimum entry criteria at the time of application. Conditional approvals for Year 12 entry (based on actual (I)GCSE results) will not be given.
- 11.4 As the Sixth Form courses (A Level or IB Diploma) are carried out over Years 12 and 13 students must start Sixth Form at the beginning of Year 12. On an exceptional basis and subject to the approval by the Head of Sixth Form, the School may consider a start date after the start of Year 12, but not later than the start of Term 2 (January). Applications for entry after the start of Term 2 Year 12 will not be accepted. Applications for entry into Year 13 are not permitted.

## 12 Students Requiring Additional Learning Support

- 12.1 The School has limited resources to cater for students whose learning, emotional and social needs can only be met with significant support. Currently our Learning Support department offers both 'in class' and 'withdrawn' additional support to meet the needs of our students.
- 12.2 It is in the interests of all concerned, and particularly of the students themselves, that all who are admitted to the School are able to thrive within the high achieving environment.
- 12.3 Parents of children who have a history of requiring any additional educational support must bring to the attention of the School detailed information regarding their child's specific learning needs. This information should include: previous school reports, SENCO (Special Educational Needs Coordinator) reports, copies of previous Individual Education Plans (IEPs) and any reports from outside professionals (e.g. educational psychologist, speech and language therapist, occupational therapist).
- 12.4 Failure at the stage of application to declare accurately and fully the extent of a child's individual learning needs may result subsequently in Parents being asked to withdraw their child because the School is unable to meet these learning needs. This is a situation that we are anxious to avoid, particularly as it may impact adversely on the child's self-esteem and future learning.
- 12.5 Children who have been offered a place with us, and who have also been identified as having additional educational needs, will be monitored in context once they start at the School. The most effective way to ensure a child's individual needs are being met is to assess them in their learning environment. After a designated amount of time, a review meeting may take place to discuss the student's transition, progress and on-going provision that will be offered within School. If, over time, the needs of the child are unable to be effectively met by the provision the School can offer, the School will endeavour to assist the Parents in finding a suitable alternative placement.

## 13 Singapore Citizens

- 13.1 In addition to the other requirements set out in this Policy, a waiver from the Ministry of Education must be obtained for a child who is a Singapore Citizen and will be 6 years old and above when he or she starts (or for an enrolled student, continues) at the School ("MOE Waiver").
- 13.2 A child is deemed to be a Singapore Citizen for the purposes of applying to the School if he or she holds a Singapore passport or is a Singapore Citizen by birth, descent or conversion. If a Singapore Citizen child also holds a passport of another country or otherwise has dual

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citizenship, an application to the School can only be made for the child as a Singapore Citizen and must not be made based on their non-Singaporean citizenship.

- 13.3 If the child is not a Singapore Citizen but prior to application for admission to the School or at any stage of the admission process, steps are taken to apply for Singapore citizenship for the child, Parents must inform the School immediately.
- 13.4 If the School assesses that the applicant has satisfied the Entry Criteria and the Selection Criteria, and if the School is prepared to offer the applicant a place according to its prevailing selection and prioritisation criteria, the School will apply for the MOE Waiver on behalf of the applicant. Depending on the prevailing practices of the MOE, further prioritisation may need to be made by the School to limit the number of applications for the MOE Waiver, and this further prioritisation will be at the sole discretion of the Heads of School. Whether or not an application for an MOE Waiver is successful is at the sole discretion of the MOE.
- 13.5 Whilst an MOE waiver is currently not required for Singapore Citizens who are younger than 6 years old to be enrolled in the School, that is, children attending Nursery and Reception at the School, all Singapore Citizens will need an MOE Waiver to continue at the School from the calendar year in which they turn 7 years old, that is Year 1 or 2 in the School, depending on the child’s date of birth.
- 13.6 Admission to the School at a pre-school level does not exempt a student from having to obtain an MOE Waiver to continue at the School, nor does it guarantee that an application for the MOE Waiver will be made by the School nor that MOE will grant the application if made. It is a pre-condition to an offer for a place that Parents of Singapore Citizen pre-school applicants acknowledge and agree in writing to the matters set out in this sub-paragraph.**

## 14 Selection Criteria / Offer of a Place

- 14.1 Where required per Section 4.5 above, the applications in the Applicant Pool will be reviewed and assessed in the year prior to the academic year of desired entry by the relevant Head of School and the Director of Admissions.
- 14.2 The School will take into account a range of criteria when making offers to candidates in the Applicant Pool (“Selection Criteria”), including but not limited to:
- Academic record (as appropriate for age);
  - Applicant’s attitude to learning, conduct, and contribution to the School;
  - Co-curricular interests, activities, and achievements;
  - Family circumstances;
  - Family association with the School;
  - Balancing of demographics across the School;
  - Date of application.
- 14.3 The prevailing needs of the School will also be taken into account when applying the above criteria.
- 14.4 The outcome of the Applicant Pool assessment process will fall into 3 categories:
- 14.4.1 **Offer.** Offers to selected applicants will usually be made in two rounds, typically in January and April (for entry in the following August).

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- 14.4.2 **Waitpool.** Selected applicants who are not offered places in the offer rounds will be placed in the Waitpool for consideration for any places which become available during the academic year applied for and the following academic year (“Validity Period”).
- 14.4.3 **Unsuccessful.** Where the number of applicants in the Applicant Pool significantly exceeds the number of available places, applicants who do not receive an offer, or are not placed in the Waitpool, will be advised that their application has been unsuccessful.
- 14.5 Waitpool applicants may remain in the Waitpool until the end of the Validity Period. If a place is not offered within 12 months of an application, updated school reports, a confidential reference from the current school, and any further application documents as appropriate will need to be submitted to update the application for the second year of the Validity Period.
- 14.6 Unsuccessful and Waitpool applicants who have not secured a place within the Validity Period may re-apply, however a fresh application with full payment of the Application Fee as stated in the Fee Schedule, along with the past two school reports, a confidential reference from the current school, and any further application documents as appropriate will be required.
- 14.7 The decision as to which applicants will be offered places and/or placed in the Waitpool is made by the relevant Head of School and the Director of Admissions applying the Selection Criteria and their decision regarding admission to the School is at their discretion and is final.

## 15 Guaranteed Placement Rights

- 15.1 We offer a programme of Guaranteed Placement Rights (GPR) designed to offer access to a small percentage of places for children who satisfy the Entry Criteria in exchange for a significant financial contribution to the School.
- 15.2 GPRs may be purchased by corporations or individuals and separate terms and conditions of purchase will apply as outlined in the Conditions for Guaranteed Placement Rights.
- 15.3 Applications can be made through the general admissions process or the GPR programme in any given year, but not both. If a candidate applies through the general admissions process, the candidate is only eligible to be nominated through the GPR programme in the next academic year.
- 15.4 Please refer to the Conditions for Guaranteed Placement Rights or contact our Development Office for details on how to nominate a candidate via the GPR programme.
- 15.5 A limited number of Guaranteed Placement Rights are available, and they will be sold on a first come first served basis.
- 15.6 All GPR candidates must otherwise meet all entry and enrolment requirements of the School as outlined in this Admissions Policy and Conditions Governing Enrolment and Admissions.
- 15.7 Sibling priority does not apply to the siblings of GPR holders.

## 16 Child Protection

- 16.1 We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. By submitting an application for admission to the School, Parents consent that we may contact the applicant’s previous/current

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school and ask them to complete a Child Protection form and obtain information regarding any safeguarding or child protection concerns.

**17 Equal Treatment of Parents**

17.1 The School’s policy is to treat each parent equally unless there is evidence of court orders relating to custody, care and control, or other relevant court orders. As such, all matters relating to admission to and withdrawal from the School and all other important matters affecting the child will require the consent of both Parents. Further, the School shall be entitled to share all communication with a Parent or guardian with the other Parent(s) and reserves the right to decline a request from one Parent to keep any communication confidential from another Parent.

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