

## Admissions Policy

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### 1. Overview

Welcome to EtonHouse, a community that embraces diversity and is committed to providing an inclusive and equitable educational experience for all. Our admissions guide reflects our deep respect for the individuality of each child and our dedication to creating a learning environment that celebrates differences and fosters a sense of belonging.

At EtonHouse, we believe that every child, regardless of their background, abilities, or circumstances, has the right to a high-quality education. Our admissions guide is designed to ensure that our doors are open to all students, irrespective of their race, nationality, gender, religion, or physical or cognitive abilities. We are dedicated to the principles of inclusivity, fairness, and equal opportunity, and we work tirelessly to remove any barriers that may prevent students from accessing the exceptional education we offer.

In this document, we outline our commitment to inclusivity, our transparent admissions criteria, and the support systems in place to ensure that all students can thrive academically, socially, and emotionally at Etonhouse. We invite you to explore this guide to understand how we prioritise diversity and inclusivity in our admissions process and how we uphold these principles throughout a student's educational journey with us.

Our goal is to nurture well-rounded individuals who are not only academically proficient but also compassionate, empathetic, and open-minded citizens of the world. This thinking was the motivation behind our inquiry-based pedagogy that revolutionised education in Singapore since 1995. Today, we continue to be a leader in education providing a through train K-12 education pathway from Infant Care to High School in Singapore and in 8 other countries.

The group headquartered in Singapore has a significant presence in China. There are over 100 schools in 9 countries, including 9 International Baccalaureate (IB) schools. The EtonHouse Group also runs E-Bridge, which is part of the Singapore government's Anchor Operator (AOP) Scheme that operates affordable preschools in Singapore, and Middleton International School — an affordable through train international school.

We look forward to partnering with you on this journey and working together to provide a welcoming educational experience for your child at EtonHouse.

## 2. Purpose

This guide is established to outline the process and entry criteria for admission to the School which recognises the obligation to ensure that the procedures are applied fairly and consistently, and should be read in conjunction with the Private Education Institution-Student Contract for EtonHouse International School.

At EtonHouse, we recognise the importance of upholding a virtuous cycle of transparency, support and constructive collaboration amongst our staff members, students and parents. The admissions process is an opportunity for parents to share accurate and meaningful information about their child with the School in order to support the student's academic, social and emotional well-being. On the rare occasion where key information is knowingly withheld or obscured, the School reserves the right to refuse admission or withdraw a place already offered.

## 3. Admissions Timeline and Process

Our schools practise rolling enrolment and as long as there are places available including support classes if required in the relevant year level with the exception of Year 10 to Year 13, and that applicants meet the entry requirements, we are able to admit students throughout the year.

The general time frame between submitting an application and receiving the outcome from us is 7-working days, whilst in some cases, more time is required to review an application.

The completed application with the application fee, together with the past school reports in English and reference from the current school will be passed to the academic board for review.

The following are the possible outcomes of the application:

- Send a Letter of Offer for successful application or
- Rejection Email to notify unsuccessful enrolment or
- Request for further information which may include an assessment and/or interview (refer to [Section 5 - Assessments](#) for more information)

## 4. Student Selection

The School reviews a learner's educational and linguistic background to fulfil its objective to provide education in the English medium to the international community. Successful application is dependent on the availability of a place based on the intended commencement at the time.

4.1 Admission is open to learners of all nationalities\* who demonstrate the capacity to benefit from and

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thrive within all that the School offers. We do not discriminate against individuals based on race, colour, religion, disability, or ethnic background. In instances where learning support would be required, the suitability of each applicant is considered on a case-by-case basis to ensure that we are able to meet the learning needs of each student.

4.2 Each student is required to meet the following for admissions:

- Minimum Entry Requirement ([MERs](#)) for Academic, Language and Age-Level Placement
- For student with additional learning needs i.e., inclusive education or English language support required, may be referred for assessment or interview with the academic team; and
- The final decision of the Student Selection and Admissions rests with the Admission Panel. Selection processes are fair, transparent based on the MERs and merits

## 5. Assessments

We will review all school reports and arrange for a personal interview where necessary to ensure the appropriate year level placement. As part of the enrolment process, students are tested in-person or remotely (for students who are unable to visit the school due to international travel) for their English language ability if:

- student's first/native language is not English
- student has been in a school where the main language of delivery is not English

English as an Additional Language (EAL) programme will be provided to students who are offered a place and require this support. This supplementary programme is charged as an additional fee.

Note: The assessment tools used for the English proficiency tests are subject to change. It may include in-person or remote interview / administering in-house English language assessments / CEFR test etc. Duration of these assessments may vary from 10 mins to an hour on a case-to-case basis.

### Common European Framework of Reference for Languages (CEFR)

The Common European Framework of Reference for Languages (CEFR) is an international standard for describing language ability. It describes language ability on a six-point scale, from A1 for beginners, up to C2 for those who have mastered a language. This makes it easy for anyone involved in language teaching and testing, such as teachers or learners, to see the level of different qualifications.

### **6. Inclusive Education**

We are an inclusive and internationally minded school that provides various programmes to support students from diverse backgrounds and abilities to be successful in our school. Students who require learning support are admitted on the basis of the availability of resources to support their needs to help them assimilate and be successful in the mainstream school.

The school aims to acknowledge and respond to each learner's potential by providing differentiation in the classroom to meet individual learning needs. The school strives to develop positive partnerships with the students' families and the wider community, and work collaboratively with them to create a learning environment that will help empower all students to be enthusiastic lifelong learners and confident global citizens.

While differentiation is provided within the classrooms to maximise individual learning potential, the Inclusive Education Department specifically works in partnership with the class teachers to support students with additional learning needs including; academic, social and emotional needs. The children with learning needs are enrolled only if the school can support their individual needs in an inclusive environment at that given period of time. By providing learning support, the school demonstrates its commitment to social justice by enrolling students with diverse needs that require extra attention.

Some learning support resources, internal or external, may incur an additional fee and may be limited in scope or number of students. This will be implemented in collaboration with teachers, Leadership and parents.

In order to ensure that the School can meet a student's learning needs, additional information may be requested, and an interview may be a part of the admissions review process. To support our enrolment process, we ask that parents disclose any previous learning needs their child may have had in educational settings.

The Inclusive Education Assessment team comprises the Inclusive Education Coordinator, teacher/s, Vice Principal/PYP Coordinator, teachers from relevant year level/departments based on the child's need, and as and when required, the Principal. The team is responsible for discussions, assessment and final decisions on the Learning Support requirements and provision for new enrolments as well as existing students.

### **7. Wait List**

Students who fulfil the School's entry requirements will be offered to join the waiting list if a place is not available at the time of their intended enrolment date, and will be notified when a vacancy is anticipated.

Parents/legal guardians are required to submit the completed and signed Application Form and Wait List Form to the School to complete the Wait List application process.

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If parents reject an initial offered placement or no place is offered within 2-years from the date of application, the application will be considered as unsuccessful. Unsuccessful applicants may re-apply by submitting a fresh application and application/administration fee applies.

Applicants may be required to submit the latest school reports and/or relevant supporting documents to be reviewed in another Admission Panel for current placement or rolls over placement in the new Academic Year.

The School reserves the right to not disclose waitlist positions to parents at any point of time. For information on our Waitlist terms and conditions, please contact the School's admissions office.

### 8. Priority Placement Rights

EtonHouse offers a limited number of Priority Placement Rights (PPR) each year to both individuals and organisations on a first-come, first-served basis, in exchange for a contribution to the school. Prospective applicants must meet all admissions requirements and entrance criteria outlined in Minimum Entry Requirement (MERs) before a Placement Right may be offered. A PPR will rank the child in front of all other applicants (except staff children) on a waitlist in any year group.

Please reach out to the School's admissions team on information to nominate a candidate through our PPR programme.

### 9. Student's Pass

International Students who do not already have a Dependant's Pass, Immigration Exemption Order, Long-Term Visit Pass or Permanent Resident status will need to apply for a Student's Pass (STP) upon acceptance of the offered placement by the School.

- 9.1 Admissions team will submit the Student's Pass Application online using the Immigration & Checkpoints Authority (ICA) SOLAR+ System at least four weeks prior to the student's intended commencement date.

Please refer to this [page](#) to find out more about the documents required to complete the Student's Pass application. Certain applicants may also be required to provide their birth certificate. If so, you will be prompted by the ICA e-Service to furnish the necessary documents.

- 9.2 The processing time for application is generally within one week (excluding the date of submission). Some applications may take longer to process.

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- 9.3 The student need not be in Singapore while his/her application is being processed. As such, ICA recommends that students apply for a Student's Pass before arriving in Singapore as they will not be able to extend their stay while processing is underway.
- 9.4 Students aged 12 years 0 day or below, are required to submit their vaccination information to Health Promotion Board (HPB) with effect from 1 February 2019 prior to Student's Pass application. For details, please visit the [HPB website](#).
- 9.5 Students will be informed by the School when the In-Principle Approval Letter (IPA) for the Student's Pass has been received and are required to make the necessary arrangements to report to ICA for completion of formalities for the issuance of their STP.
- 9.6 In the event when a Student's Pass application is rejected by the Immigration and Checkpoint Authority, an appeal can be submitted upon request by the family. If the appeal is not successful or the family decides not to appeal against the rejected Student's Pass application, the School shall refund the enrolment fee.

## 10. MOE Waiver for Singapore Citizens

All Singapore Citizens of compulsory school age (above 6 years old and under 15 years old) and living in Singapore must attend a national primary school unless an exemption is granted.

For Singapore Citizen children who are age appropriate for Primary 1 (P1) in the following year are required to obtain MOE's approval before he or she starts/continues at the School, even if it is a preschool level. MOE considers every application on a case-by-case basis and the outcome of the application would be conveyed to the School directly.

By end-March in the year that the child is due for P1 Registration Exercise, the necessary application is to be submitted to MOE. This is to help ensure that these students have the proper approval before the relevant P1 Registration Exercise held in July/August each year, so that in the event that their application to study in EtonHouse is not approved, they will not miss out on the opportunity to take part in the exercise to secure a place in a Singapore national school for their children.

To learn more about compulsory education (CE) and exemptions, please visit <https://www.moe.gov.sg/primary/compulsory-education>

### **11. Progression Pathway**

- 11.1 EtonHouse provides a complete education pathway from pre-school, primary to secondary and high school, where students will graduate at 18 years old with an International A-Levels qualification.
- 11.2 With multiple campuses across Singapore, admission priority will be given to existing students who may choose to study at a pre-school/primary campus that is closer to home, and then transit to our primary/K12 campuses for their next stage of education.

### **12. Child Protection and Safeguarding**

We recognise our duty and responsibility to protect and safeguard all children. The School firmly believes that effective Child Protection practice requires sound procedures, good inter-agency cooperation and a workforce that is competent and confident in recognising and responding to Child Protection situations.

Students are required to stay with their parents up to and including Year 6. Older students staying with their parent-appointed guardians are required to adhere to guidelines set by the school. For more information, please refer to the respective campus of choice.

By submitting an application for admission to the School, parents give consent that we may undertake safeguarding checks with the child's previous/current school as part of the enrolment.

### **13. Personal Data Protection Act (PDPA)**

EtonHouse respects the privacy of individuals and recognizes the importance of the personal data you have entrusted to us and believes that it is our responsibility to properly manage, protect, process and disclose our students, their parent's/guardian's' personal data.

We are also committed to adhering to the provisions and principles of the Personal Data Protection Act 2012.

EtonHouse will collect, use and disclose our student's personal data in accordance with the Personal Data Protection Act 2012 ("Act"). The Act establishes a data protection law that comprises various rules governing the collection, use, disclosure and care of personal data.

The Data Protection Policy at its absolute discretion may be updated from time to time, to ensure that it is consistent with any changes in legal or regulatory requirements. We recognise both the rights of individuals to protect their personal data, including rights of access and correction, and the needs of organisations to collect, use or disclose personal data for legitimate and reasonable purposes.



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For our Personal Data Protection Statement, please click [here](#). This guide is overseen by the EtonHouse Data Protection Officer.

EtonHouse may occasionally update this Data Protection Policy at its absolute discretion to ensure that it is consistent with any legal or regulatory requirements changes.

### **14. Administrative Regulations Pertaining to Custody of Students**

Generally both parents maintain certain educational rights for their children. In cases of separation or divorce, the following guidelines apply unless otherwise specified in a court order:

- The custodial parent/legal guardian shall make all educational and medical decisions for the child.
- The non-custodial parent may visit the School/observe instruction, attend any conferences, view school records and receive school communications. The non-custodial parent may pick the child up from school when given written permission by the custodial parent.
- If the non-custodial parent wants to receive copies of school communications, he/she shall make a written request to the School Principal. The request shall include the non-custodial parent's name, address, and the type of information requested.
- A non-custodial parent may not enrol/withdraw a student from school without a notarized statement from the custodial parent granting permission to enrol/withdraw the student from school.
- Requests from parents, attorneys, or other individuals for a written statement on behalf of a parent in custody/visitation matters shall not be honoured. Requests to testify in court shall not be honoured unless summoned by a properly served subpoena. A parent shall be notified in writing of any subpoena requesting student record or student information. Such subpoenas shall be honoured by the School.
- A step-parent may only pick a child up from school with permission from the custodial parent.
- Person(s) sharing joint custody may both make educational and medical decisions. If parents disagree, the decision of the resident parent (the parent with whom the child resides) will be recognized and implemented, as appropriate.