



**MISY | Mandalay**

Myanmar International School Yangon (Mandalay Campus)

# Myanmar International School of Yangon (Mandalay Campus)

## Admissions Policy

**Approved by:** Nu Nu Aye (BOD)

**Date:** March 17, 2022

**Last reviewed on:** October 2025

**Next review due by:** October 2027



## **Policy Statement**

The Myanmar International School of Yangon aims to provide a first class international education in the English language to children of internationally mobile and internationally minded families living in Yangon and Mandalay.

Applications for admission will be accepted throughout the year based on the suitability of the School's educational programme for the prospective student and space availability. The date by which a student should have reached the age for entry into a year group is July 31st.

The school's admission policy is non-discriminatory but the board of directors recognises that the school does not have the facilities to serve the educational needs of students who have extreme mental, emotional or physical handicaps. The granting or refusal of admission is the responsibility of the head of school in collaboration with the relevant section head.

The school also reserves the right to refuse admission to those students whose school records indicate that such an admission would be detrimental to the school.

The placement of students in class or grade is the responsibility of the head of school in collaboration with the relevant key stage coordinator. Parents' preferences will be considered but the final decision rests with the head of school.

### **The purpose of the policy is:**

- to clarify the process through which students gain admission into MISY at various year levels.
- to ensure the selection criteria and procedures are consistent and fair to all applicants.
- to identify applicants whose disposition and capabilities match the culture and standards of MISY.
- to ensure an equal opportunity and a commitment to offering a secure environment where individuals are treated on the basis of their own merits, abilities and skills.

## **Admissions Process**

### **Parents/Guardians are required to submit the following documents:**

- A fully completed enrolment form (including the medical and learning needs sections)
- Full academic reports from all current or previous school(s) for at least the past academic year
- All academic reports must be translated into English
- Up to date and comprehensive medical information (as part of the enrolment form)
- Copy of child's birth certificate/ copy of passport - to give proof of date of birth/ age  
(All students must either be Myanmar citizens or Myanmar/expatriate permanent residents)
- Two colour passport photos of the child (1.5 inches by 1.8 inches)

### **Required Payments**

- Entrance test fee (non-refundable)
- Registration fee (non-refundable)
- Tuition fees
- Other fees as shown in the current school fees

### **Admissions tests and arrangements**

All prospective students for Nursery - Year 13 sit an admissions test. These admissions tests vary according to the age of the student.

## **Nursery and Reception**

- Teacher based assessments are carried out in the classroom.
- The primary school administrative team arranges the date of this assessment with the relevant teacher before informing the parents of the prospective student.
- Students may join the Nursery class providing they are three years old by July 31st.
- Students who will turn 3 years old during the month of August can also be considered for admission at the discretion of the head of school. Parents of students whose birthday is in August will need to sign a letter agreeing to a possible repeat nursery year.
- All students must be toilet trained.

## **Years 1 – 6**

- All prospective students take CEM online tests for English, maths and developed ability
- Students who might need EAL support, as indicated by the outcomes of the CEM English test, will take the WIDA (English) test, which helps understand the extent of EAL support required.
- The admission team arranges the tests for Years 1 – 6, sets the dates with the parents and informs the head of school.

## **Years 7 - 13**

- All prospective students take a CEM online test.
- This is followed by an initial interview with the head of school, who will decide on the further action, which may include a WIDA test if EAL support is required and/or a IGCSE/A Level entry test for prospective Year 11-13 students.
- The admission team arranges the tests for Years 7 – 13, sets the dates with the parents and informs the head of school.

After all tests have been completed, the head of school is given all relevant information and meets with the parents and student(s).

If the applicant is not currently living in Myanmar, then:

- Applicants for nursery and reception will have to wait until they can visit Mandalay for the teacher-based assessments.
- If appropriate, applicants for Year 1 and above may be given the opportunity to take the required tests under supervision at their current location..

## **Placement and class sizes**

Students will be offered places on a 'first come, first served' basis but with the following exceptions:

- Those with siblings in the school will have priority;
- Family applications will take priority to ensure that there are adequate spaces for all of the children from one family;
- Children of expatriate teaching staff will have a priority;
- Children of 'local staff' may also be considered for a subsidised placement at the school and will be decided on the basis of agreed written criteria and linked to the staff member's contract and policy of scholarships for the local staff.

All prospective students are generally placed in a class according to the age-class placement chart (Appendix 1). Exceptions may be made on the recommendation of the relevant key stage coordinator. The maximum class sizes are:

Nursery	16
Reception	20
Years 1-13	23

## English language proficiency

### Primary

Applicants who have no command of the English language will be considered on a case-by-case basis by the head of school. They may be accepted into the EAL programme.

### Secondary: Key Stage 3

Prospective students with a command of English equivalent to a high 2 WIDA level can be admitted but will need EAL provision.

Prospective students with a command of English equivalent to at least a high 4 WIDA level can be admitted to mainstream classes.

### Secondary: Key Stage 4

Prospective students with a command of English equivalent to a WIDA level 5 can be admitted to mainstream classes.

### Secondary: Key Stage 5

Prospective students with a command of English equivalent to a WIDA level 5 can be admitted to mainstream classes. Potential students for Years 12 and 13 will be considered on a case-by-case basis by the head of secondary.

WIDA requirements for entry					
	EARLY YEARS	KEY STAGE 1-2	KEY STAGE 3	KEY STAGE 4 (IGCSE)	KEY STAGE 5 (A LEVELS)
<b>Admit with EAL support</b>	Students with level 1 or higher are admitted with monitoring.		Level high 2, 3, or a low 4	Level 5	A-Levels students are expected to be able to access the curriculum without EAL support.  IGCSE Grade C in selected A level subjects required.
<b>Admit with monitoring</b>		Level high 4, 5	Level high 4, 5		
<b>Admit</b>		Level 6	Level 6		

## Responsibility for Admissions:

- The head of school Mandalay is responsible for admissions.
- The final decision about the acceptance and class placement of any student rests with the head of schools.
- Correspondence regarding potential candidates will be dealt by the primary or secondary admissions teams.

**Admission of students with additional learning needs:**

The school aims to deliver, where possible, an individualised, student centred approach to education for those learners who require additional support, be it for a specific area or subject, or for those students who require a specific or adapted curriculum.

If the parents of a prospective student disclose their child has learning needs, or if at any point in the admission process for a mainstream class concerns become apparent about the prospective students learning needs, the head of school will be informed. Additional documentation/ assessments may be required before a final decision about the application can be made. This additional documentation will be determined by the head of school in consultation with the special educational needs coordinator (SENCO).

The head of school is responsible for ensuring that MISY can make adequate provision for any prospective student to the school who has individualised needs outside of the mainstream classroom. This will include the development of an individualised learning plan to ensure progress is being made and to prepare the student for future options/transition.

The head of school must also plan to manage any possible impact the admissions decision might have on the mainstream classroom's learning environment. The final decision for all admissions to the school with additional learning needs must be approved by the head of school Mandalay in consultation with the head of schools and SENCO.

**Transfer of students between MISY schools**

The admission arrangements remain the same for students transferring between schools as they do for students enrolling at MISY for the first time. Communication between the admissions teams in both schools is important to ensure a smooth transition from one campus to another.

## Appendix 1 - Year groups placement chart academic year 2025-2026

YEAR GROUP	DATE OF BIRTH
NURSERY	1st August 2021 - 31st July 2022
RECEPTION	1st August 2020 - 31st July 2021
YEAR 1	1st August 2019 - 31st July 2020
YEAR 2	1st August 2018 - 31st July 2019
YEAR 3	1st August 2017 - 31st July 2018
YEAR 4	1st August 2016 - 31st July 2017
YEAR 5	1st August 2015 - 31st July 2016
YEAR 6	1st August 2014 - 31st July 2015
YEAR 7	1st August 2013 - 31st July 2014
YEAR 8	1st August 2012 - 31st July 2013
YEAR 9	1st August 2011 - 31st July 2012
YEAR 10	1st August 2010 - 31st July 2011
YEAR 11	1st August 2009 - 31st July 2010
YEAR 12	1st August 2008-31st July 2009
YEAR 13	1st August 2007-31st July 2008