

Myanmar International School Yangon Admissions Policy



Approved by:	Ei Ei Zin (BOD)	Policy created: 2nd December 2019
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Policy Statement:

The Myanmar International School 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.

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 August 15th.

The school's admission policy is non-discriminatory but the Board 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 Section Head. Parents' preferences will be listened to 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.

1. Admissions Process

1.1 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 will be translated.
- Up to date and comprehensive medical information (this is a 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 a Myanmar citizen or a Myanmar/Expatriate permanent resident holding a valid student pass.
- Two color passport photos of the child (1.5 inches by 1.8 inches).
- Photos of parents / guardians for their ID cards.

1.2 Required Payments

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

1.3 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, Reception, and Year 1

- Teacher based assessments are carried out in the classroom. The Primary School Administrative Assistant 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 August 15th (see Appendix 1).
- 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 Primary. Parents of students whose birthday is in August will need to sign a letter agreeing to a possible repeat Nursery session.
- All students must be toilet trained.

Years 2 – 6

- All prospective students take GL progress tests in English and Maths at school.
- Depending on the results of the above tests the Head of Primary may also require the prospective student to take a digital CAT4 test (Years 4-6 only) and / or a WIDA (English) test (Years 3-6 only).
- The admissions officer arranges the tests for nursery to year 6, sets the dates with the parents and informs the Head of Primary.

Years 7 - 10

- All prospective students take a GL progress test in Maths and English at school.
- Depending on the results of the above tests the Head of Secondary may also require the prospective student to take a digital CAT4 test and / or a WIDA (English) test.
- The Admissions Officer arranges the tests for Years 7 – 10, sets the dates with the parents and informs the Head of Secondary.

Years 11 - 13

Potential students for Years 11-13 will be considered on a case-by-case basis by the Head of Secondary. The Admissions Officer arranges any tests required for Years 11–13, sets the dates with the parents and informs the Head of Secondary.

- After all tests have been completed the Head of Primary / Head of Secondary is given all relevant information and meets with the parents and student(s).
- If the applicant is not currently living in Yangon, then:
- Applicants for Nursery, Reception and Year 1 will have to wait until they can visit Yangon for the teacher-based assessments.
- If possible, applicants for Years 2 and above will be given the opportunity to take required tests under supervision at their current school.
- In addition, online arrangements can be made.

1.4 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.

- 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 Head of Section.
- The maximum class sizes are:

Nursery	16
Reception	22
Years 1 - 13	23

1.5 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 Primary. They may be accepted into the Literacy Support Programme.

Secondary: Key Stage 3

Prospective students with a command of English equivalent to a high 2 WIDA level can be admitted but have to enrol on the EAL programme.

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.

Potential students for Year 11 will be considered on a case-by-case basis by the Head of Secondary.

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 into MISY are summarised in the table below					
	Early Years	Key Stages 1&2	Key Stage 3	Key Stage 4 (IGCSE)	Key Stage 5 (A level)
Admit with EAL support	Students with Level 2 or higher are admitted with monitoring.	Level high 2, 3, or a low 4.	Level high 2, 3, or a low 4.	Level 5.	A-Levels students are expected to
Admit with monitoring		Level high 4 or 5.	Level high 4 or 5.		be able to access the curriculum

Admit		Level 6.	Level 6.		without EAL support. They also require an IGCSE grade of C or higher in their selected A Level subjects.
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1.6 Responsibility for Admissions:

- The Head of Primary is responsible for admissions from nursery until Year 6.
- The Head of Secondary is responsible for admissions to Years 7-13.
- The final decision about the acceptance and class placement of any student rests with the Head of School.
- Correspondence regarding potential candidates will be dealt by the Primary or Secondary Administrative Assistant.

1.7 Admission of Students with Additional Learning Needs:

The Student Support Services are focused on delivering 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 classes concerns become apparent about the prospective students learning needs the Special Educational Needs Coordinator (SENCO) 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 SENCO.

The SENCO is responsible for ensuring that MISY can make adequate provision for any prospective student to the school who has individualized 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 SENCO 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.

Appendix 1: 2018/2019 Age-Class Placement Chart

Age of Child	MISY Class	Age Ranges	Australia (Jan-Dec)	England	Scotland	Equivalent Class Names in Other National School (Myanmar)
3+	Nursery	Aug. 1 st 2014 - July 31 st 2015	Pre-School	Nursery	Nursery	Pre-School (မူဆက်)
4+	Reception	Aug. 1 st 2013 - July 31 st 2014	Pre-School	Reception	Nursery	Pre-School (မူဆက်)
5+	Year 1	Aug. 1 st 2012 - July 31 st 2013	Kindergarten	Year 1	Primary 1	Kindergarten (သူငယ်တန်း)
6+	Year 2	Aug. 1 st 2011 - July 31 st 2012	Year 1	Year 2	Primary 2	Grade 1 (ပထမတန်း)
7+	Year 3	Aug. 1 st 2010 - July 31 st 2011	Year 2	Year 3	Primary 3	Grade 2 (ဒုတိယတန်း)
8+	Year 4	Aug. 1 st 2009 - July 31 st 2010	Year 3	Year 4	Primary 4	Grade 3 (တတိယတန်း)
9+	Year 5	Aug. 1 st 2008 - July 31 st 2009	Year 4	Year 5	Primary 5	Grade 4 (စတုတ္ထတန်း)
10+	Year 6	Aug. 1 st 2007 - July 31 st 2008	Year 5	Year 6	Primary 6	Grade 5 (ပဉ္စမတန်း)
11+	Year 7	Aug. 1 st 2006 - July 31 st 2007	Year 6	Year 7	Primary 7	Grade 6 (ဆဌမတန်း)
12+	Year 8	Aug. 1 st 2005 - July 31 st 2006	Year 7	Year 8	Standard 1	Grade 7 (သတ္တမတန်း)
13+	Year 9	Aug. 1 st 2004 - July 31 st 2005	Year 8	Year 9	Standard 2	Grade 8 (အဋ္ဌမတန်း)
14+	Year 10	Aug. 1 st 2003 - July 31 st 2004	Year 9	Year 10	Standard 3	Grade 9 (နဝမတန်း)
15+	Year 11	Aug. 1 st 2002 - July 31 st 2003	Year 10	Year 11	Standard 4	Grade 10 (ဒိမတန်း)
16+	Year 12	Aug. 1 st 2001 - July 31 st 2002	Year 11	Year 12	Standard 5	-
17+	Year 13	Aug. 1 st 2000 - July 31 st 2001	Year 12	Year 13	Standard 6	-

MISY caters for students aged 3+ to 17+ years old.

Placement in a class is made according to the child's age on July 31st as shown above.