



ASIA PACIFIC SCHOOLS (APS) - ADMISSION PROCESS

STEP 1: APPLICATION

- Submit the completed Application form, application fee and all required documents to the Admissions Office. Please refer to the Application Checklist for the required documents/forms.

Application Fee:

- APIS = RM500
- APSS = RM500

STEP 2: TRIAL DAY (TD)/ BENCHMARKING (BEN)/ BASIC ENTRANCE TEST (BET)

- All applicants are required to undergo either TD / BEN / BET; parents will be notified on the dates of TD / BEN/ BET. Please note that any test papers are properties of the School and are confidential. Parents are not to view the materials before or after the test. The test is done to determine the level of the student and if the child has special learning needs.

Asia Pacific International School

Pre-school up to Year 2 – Trial Day (TD)

- A 1-day trial is offered for new applications (this may be extended to 2 days if further assessment is required before offering a place).
- During the day, assessments will confirm whether the school feels the student is likely to integrate easily and that the student's needs can be met.
- The school's ***English as an Additional Language (EAL)*** staff will always be informed of any trial students coming for a visit. They will ascertain whether or not an ***EAL*** assessment is needed and, as a result, will advise the Principal about placement for the student concerned.
- For those applying during the school holidays where a trial day is not applicable, the student will be offered a place on the condition that the first 4 weeks of school are probationary and during this period the assessments will confirm whether the school feels the student is likely to integrate easily and that the student's needs can be met. Suitability of courses and year group will also be assessed by teachers, student and parents, and adjustments may be made.
- Until the lapsing of this trial period, placement is provisional. Placements will be confirmed in writing at the end of this trial period.

Year 3 to Year 11 –Benchmarking (BEN)

- Applicants from Year 3 to Year 11, are required to sit for a benchmarking Cognitive Abilities Test [CAT] (4th Edition) online.
- Benchmarking is only appropriate for student 7 year old and above.

- Students applying for places in Key Stage 4 will be required to select IGCSE subjects as per the school's option blocks. Please note we may not be able to match other school's combinations of subjects.
- Places in Year 10 and Year 11 will not be available after January of the respective year apart from in exceptional circumstances.

During all applications we reserve the right to conduct an admission interview if required.

Asia Pacific Smart School - Basic Entrance Test (BET)

- Primary - Bahasa Malaysia/ English/ Mathematics
- Secondary - Bahasa Malaysia/ English/ Mathematics/ *Science (*Applicable to S4 & S5 only)
- BET results will be released after **5 working** days
- **Admission Interview** (if required).
- If the student is accepted, the School will notify the result via email and advise on next steps (LO – see below).

STEP 3: LETTER OF OFFER (LO)

- Once a student is accepted, the School will email the parents informing that the LO can be collected after **3 working** days.
- The acceptance of the offer must be signed and submitted on or before the specified date as stated in the LO (14 days).
- All fees must be paid within the specified timelines – this is essential to confirm the place of the student.

STEP 4: FEE PAYMENT

- Kindly proceed to Finance Office for fee payments.
- Upon payment of School fees; car stickers will be issued by the Finance Office.

STEP 5: THE SCHOOL PORTAL ID

- The log-in ID and password for the School Portal will be issued to parents via email once the School fees have been paid

APS reserves the right to refuse admission to the school when:

- It is determined that the student would not benefit educationally from attending the school.
- The student has a negative scholastic/behavioural record, and is deemed to be likely to have a negative impact on the APS community.
- The School cannot meet the special educational needs of the student.
- The School has no space within a class or year group.
- Required documents and agreements are not provided and signed by parents or guardians.