



## APPLICATION PROCESS

Once you have reached the decision that King Henry VIII College is the right school for your child, you will need to make an application for a place using the stepped process outlined below.

### Step One

#### Applying for a place at King Henry VIII College

Parents must complete and submit the Application Form, along with the required documents and the Application Deposit of RM 1,000 per child. Additional Application Forms can be downloaded from the King Henry VIII College website ([www.kinghenryviii.edu.my](http://www.kinghenryviii.edu.my)).

The completed form and documentation can be scanned and emailed to [admissions@kinghenryviii.edu.my](mailto:admissions@kinghenryviii.edu.my) or delivered to the KH8 office in Gem In Mall.

Parents should note that the application process will not begin until the school has received the Application Form, relevant documents and Application Deposit. An application for a place at KH8 does not constitute an offer of a place.

### Step Two

#### Entrance Assessments

Once the Application Form and documentation have been processed, the applicant will be invited for assessment and references from current and previous schools will be sought.

Assessment arrangements (shown in the table below) will help to evaluate the current level of English proficiency of an applicant in an age-appropriate way, as well as their academic performance, extra-curricular interests and their potential to thrive at KH8 and to contribute to the School community.

| Year Group          | Assessment  | Time             |
|---------------------|---|------------------|
| Nursery & Reception | Interview with student & parents  | 30 minutes       |
| Years 1 & 2         | Interview<br>Writing task, numeracy task, reading task<br>School reports  | 45 - 60 minutes  |
| Years 3 - 6         | Interview<br>Writing task, numeracy task, reading task<br>School reports and most recent test results   | Up to 90 minutes |
| Years 7 - 10        | Interview<br>Online test with writing task, or written test in English<br>Written test in Mathematics<br>School reports and most recent examination results | Up to 2 hours    |
| Year 12             | Interview<br>School reports and most recent examination results<br>GCSE/IGCSE results or online test with writing task                                      | Up to 2 hours    |

Applicants who live outside Malaysia will be required to take relevant assessment tests at an authorised office, and may also be offered a Skype interview. More information can be obtained by contacting [admissions@kinghenryviii.edu.my](mailto:admissions@kinghenryviii.edu.my).

Applicants will need to be sufficiently proficient in English in order to access the full range of the curriculum at KH8.

Assessments for students applying to EYFS to Year 6 will be arranged by appointment.

### **Step Three**

#### **School's decision**

Following the assessment tests, applications will be reviewed by the KH8 admissions team. Using the findings of the assessment tests and interview, together with information shared in the Application Form, a decision will be made about the offer of a place. Parents will be informed of the decision very soon after the decision has been made. Places for students who intend to enter Year 12 may be conditional upon IGCSE or equivalent results.

If a place is offered, parents will be asked to sign and return the Confirmation of Acceptance Letter sent with the offer. In some cases, an application may be unsuccessful because the applicant has performed at a standard below what is necessary to access the curriculum effectively at KH8.

### **Step Four**

#### **Acceptance of a place**

In order to accept the offer of a place, parents should complete and return the Confirmation of Acceptance Letter and pay the Placement Deposit within the time frame specified in the offer letter. The Placement Deposit for EYFS to Year 6 is RM 3,000 and for Year 7 to Year 13 is RM 5,000.

The return of the Confirmation of Acceptance Letter and payment of the Placement Deposit confirms the applicant's place in the school.

A Refundable Deposit equivalent to one term's fee is payable by at the start of the first term on joining the school. This fee is refunded if a full term's notice of withdrawal is given.

The invoice for the remainder of the current tuition fees (and boarding fees if appropriate) will be issued before the start of the academic year. For students starting during the course of the year current tuition fees (and boarding fees if appropriate) will be calculated on a pro-rata basis.

### **Step Five**

#### **Preparation for Admission**

Now that the applicant is a KH8 student-in-waiting, the family will receive a series of communications that will help to ease the transition to a new school. These will include documentation that will outline induction arrangements and matters of school routine at KH8; the Uniform List and how to make an appointment at the School Shop; how to obtain parent security ID cards and access the parent portal, and arrangements to meet key staff.