Admissions
Policy

Revision History

Version	Date	Author/ Owner	Summary of Change
V1.0	4.12.2019	Admissions	Initial draft
V2.0	25.02.2021	Admissions	Updated to the new template by CM on 24-2-2021 Updated section 3.8 Waiting lists and priority entry to include “sibling priority” on 25-2-2021
V3.0	13/09/2023	Admissions	Edits to make the policy more succinct. Added a numbering system for individual clauses to make it easier to reference specific clauses or points. 1.0 Policy aim added 2.0 Scope/applicability expanded to include agents and any person assisting with the application 3.0 High-level definition of who should apply to GESS – families seeking a high-quality holistic education 3.1 Added high-level entry requirement Specific entry requirements added for grade levels Clarification on entrance testing 3.2 Expanded compliance with Singapore education regulations related to Singaporean citizens Added immunisation requirements as per Health Promotion Board directive Added school’s approach towards divorced or separated parents 3.3 Clarified application conditions, approach to reviewing applications and timeframe 3.3.12 Application Review Committee - new procedure 3.1.4.1 IB Diploma entry requirement – MYP grade point average changed to 5.0 from 3.0 3.4.4 Waiting list procedure and priority order updated 6.0 Added clarifying documents to appendix (grade placement, timeframe and specific language program details)
V3.1	07/02/2025	Admissions	Updated 3.1.4.1 Grade-specific entry requirements Added 3.4.7.2 Deferring enrolment clause

			Updated **3.1.5 to include iTEP**
V3.2	28-05-2025	Admissions	Updated grade placement date and system Approved by the SDSC on 21-05-2025 Approved by the Board on 28-05-2025

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1 Introduction / Purpose

This policy sets out the requirements for admission to all grade levels and outlines the school's approach to admissions and enrolment.

The admissions policy aims to ensure that the applicants admitted to GESS can thrive, have a personal route to success, and fully benefit from all the school offers.

Secondly, in line with the school's values of openness and respect, the admissions policy ensures that all parties, especially applicant families, are fully informed of the school's approach towards admissions and also of the requirements. This high level of transparency ensures that prospective families make an informed decision when submitting a formal application to GESS.

2 Scope / Applicability

This policy applies to all prospective families, applicant families, parents, students and GESS employees. Relevant sections of the admissions policy also apply to students currently enrolled, such as but not limited to entry requirements for progressing to the IB Diploma or subject selections.

The parent or appointed legal guardian, agent representative or any person assisting in submitting the application is also bound by this policy and the related terms and conditions.

3 Policy

We welcome applications from all families that align with the school's values and seek a high-quality, holistic education.

GESS does not factor gender, nationality, race, ethnicity, religion, political views, or the social and economic background of the applicant family in the application decision-making process. We embrace our community's diversity and respect all cultures. All applications will be treated equally without prejudice and following the terms, conditions and procedures set out in the admissions policy. The application review may consider factors such as an applicant's prior educational and linguistic background to understand if an applicant can access the curriculum.

GESS is committed to safeguarding and promoting the welfare of our students and requires that all families, staff and volunteers fully share this commitment.

Finally, it is expected that applicant families fully disclose all relevant information, including support, medical, behaviour and education history, in line with the school's value of openness and to ensure that the school is able to understand the applicant's needs fully.

3.1 Entry Requirements

Applicants must demonstrate an age-appropriate positive approach to learning and a commitment to the school's values of openness and respect. The applicant's profile must clearly show that he/she can thrive at GESS and benefit from the high-quality education and programs offered by the school.

Entry requirements and assessments are in place to ensure the applicant has a route to personal success, can access the curriculum, and can be fully supported by the school. Applicants are not selected against other applicants and are evaluated on an individual merit basis.

3.1.1 Grade Placement System

	IB Curriculum	German Curriculum
Pre-Kindergarten	2 years old by 31 August	N/A
Kindergarten 1	3 years old by 31 August	
Kindergarten 2	4 years old by 31 August	
Pre-Primary	5 years old by 31 August	
Grade 1	6 years old by 31 August	6 years old by 31 July*[4]
Grade 2	7 years old by 31 August and has completed 1 year of primary school education	7 years old by 31 July
Grade 3	8 years old by 31 August and has completed 2 years of primary school education	8 years old by 31 July
Grade 4	9 years old by 31 August and has completed 3 years of primary school education	9 years old by 31 July
Grade 5	10 years old by 31 August and has completed 4 years of primary school education	10 years old by 31 July
Grade 6	11 years old by 31 August and has completed 5 years of primary school education	11 years old by 31 July
Grade 7	12 years old by 31 August and/or has completed 1 year of the IB Middle Years Program	12 years old by 31 July
Grade 8	13 years old by 31 August and/or has completed 2 years of the IB Middle Years Program.	13 years old by 31 July and/or has completed 7 years of German State education

Grade 9	14 years old by 31 August and/or has completed 3 years of the IB Middle Years Program.	14 years old by 31 July and/or has completed 8 years of German State education
Grade 10	15 years old by 31 August and/or has completed 4 years of the IB Middle Years Program.	15 years old by 31 July and/or has completed 9 years of German State education
Grade 11	16 years old by 31 August and/or has completed the IB Middle Years Program, O-Levels or (i)GCSEs.	16 years old by 31 July and/or has completed 10 years of German State education
Grade 12	Has successfully completed 1 year of the IB Diploma/Careers Program	17 years old by 31 July and/or has completed 11 years of German State education

3.1.2 Progression to the next grade is conditional on meeting academic requirements and is subject to the approval of the academic directors.

3.1.3 GESS offers mainstream support programs for students with learning needs. Admission may be granted to applicants whose individual learning requirements can be met within the mainstream program without significant intervention.

3.1.4.1 Grade-specific entry requirements

Grade	Entry Requirements IB Curriculum	Entry Requirements German Curriculum / Preschool Stream
Kindergarten 2 Pre-Primary	Age-appropriate comprehension of German (German/Bilingual Stream only)	Age-appropriate comprehension of German (German/Bilingual Stream only)
Grades 1-4	N/A	Age-appropriate proficiency in German
Grade 5	A2 Elementary level of English	
Grade 6	A2 Elementary level of English	
Grade 7	B1 Intermediate level of English*	
Grade 8	B2 Upper-Intermediate level of English*	
Grades 9-10	C1 Advanced level of English*	
Grades 11-12**	C1 Advanced level of English For Higher Level (HL) Courses: Minimum of three iGCSEs or equivalent MYP grades at Grade 7 (A) or above. For Standard Level (SL) Courses: Minimum of three iGCSEs or equivalent MYP grades at Grade 5 (B) or above.	

**Applicants not meeting the English proficiency requirement for the grade may be admitted to an English foundation support program.*
***Please see appendix section 6 document Language and program specific entry requirements for more details.*

3.1.4.2 Language program entry requirements

There are specific entry and proficiency requirements for language acquisition and mother tongue language programs at GESS. The entry requirements for language programs are in the section 6 appendix. Families may request a language program choice. However, the final decision is made by the academic director.
Students who cannot meet the program's proficiency requirements may be asked to change programs or language choices.

3.1.5 Supervised entrance testing will be conducted for applicants to grades 3-12 of the IB Curriculum. Grades 3-5 take a Cambridge Evaluation and Monitoring (CEM) maths and literacy assessment. Grade 6-12 applicants who cannot evidence five years of English-medium education take the iTEP Slate English assessment. All other applicants take CEM.

3.2 Administrative Entry Requirements

3.2.1 All applicants aged six and above holding Singaporean citizenship require approval from the Ministry of Education (MOE) before a formal offer of enrolment is given. Should approval by the Ministry of Education (MOE) be denied, a maximum of one appeal can be submitted. If the appeal is also denied, the application will be closed.

No Ministry of Education (MOE) approval is required for preschool applicants; however, approval will be required before the child turns seven.

Enrolled students who acquire Singaporean citizenship must inform the school within three days of the citizenship being awarded. Approval from the Ministry of Education (MOE) will be required before the student can continue their studies at GESS.

Failure to disclose the student's Singaporean citizenship will result in the immediate suspension and cancellation of enrolment.

3.2.2 Applicants and students of the school must have completed the compulsory vaccinations set out in the National Childhood Immunisation Schedule (NCIS) of the Singapore Health Promotion Board. Failure to complete the required vaccinations may result in the offer of a place or enrolment being withdrawn.

3.2.3 Students must have a valid immigration status at all times, including the first day of school. Students holding a short-term visit pass or a long-term visit pass without a letter of consent are not permitted to attend school.

3.2.4 Students must reside with a parent or a responsible family member who is appointed as the student's legal guardian. The responsibilities of a legal guardian can be found in the section 6 appendix. All guardian arrangements are subject to ongoing approval by the director of the grade level.

3.2.5 In the case of divorced or separated parents, both parents' agreement and commitment to applying to GESS are required unless a parent holds sole custody. GESS' policy is to treat each parent equally unless there is a sole custody agreement or court-ordered restriction.

3.3 Applications

3.3.1 The submission of an application, including the application fee payment, does not guarantee an offer of a place.

3.3.2 Applications are accepted for the current and next school year only. Applications are accepted year-round.

3.3.3 A space in the grade will only be reserved with a successful application fee payment. The application fee is non-refundable under any circumstances.

3.3.4 Failure to complete tasks within the required timeframe will lead to the space in the grade being released. Further details of the tasks and timeframes can be found in the section 6 appendix.

3.3.5 All documentation must be submitted in either English or German. Documents in other languages must be officially translated.

3.3.6 An applicant previously enrolled at GESS ("returning student") and is returning to GESS within 12 months of the leaving date or the start of the following school year does not need to submit a new application. All other returning students must submit a complete application, including payment of the application fee, in the online application portal.

3.3.7 The director reviewing the application may, at their discretion or at any time, request additional information, documentation or assessments. This includes directly contacting the applicant's current or previous school.

3.3.8 Approval by the Kultusministerkonferenz (KMK) is required for all applicants to Jahrgangsstufe 10-12 of the German Section.

3.3.9 During school time, applications will be reviewed within four calendar days. For applicants with learning support or pastoral care needs, the school may take up to ten days to review the application. Applications submitted during school holidays will encounter longer application review times.

3.3.10 The applicant's holistic profile, including previous school reports, entrance tests, school reference letters, support needs, and education history, will be carefully evaluated to ensure the applicant can access the curriculum and meet the minimum entry requirements (see 3.1.14). On rare occasions, a trial day might be required to assess an applicant's learning support or development needs only.

3.3.11 Declining an Application

The school may decline an application if enrolment is unable to fully support the applicant or if enrolment at GESS is not in the best interests of the applicant. The school may also decline an application should there be behavioural or safeguarding concerns.

Reflecting the school's value of openness and respect, should the application be declined, parents will receive a written explanation of the rationale behind the decision from the director of the grade level section.

3.3.11.1 The school's Senior Leadership Team (SLT) will review all applications that have been declined. Their decision is final.

3.3.11.2 A family may appeal the decision only if substantially new information is provided.

3.3.11.3 A new application ("reapplying") may be submitted for the following academic year.

3.4 Offers and Enrolment

3.4.1 The offer of a place is valid for three days. Families wishing to accept the offer of a place must carefully read the letter of offer and student contract and then digitally sign the offer letter and student contract. No other means will be accepted.

3.4.2 All offers and enrolment may be rescinded at any time should it be clear that a family did not fully disclose any condition related to the student, including but not limited to learning support and behavioural or health conditions.

3.4.3 Should a grade be full, the family may elect to join the a waiting list. Full payment of the enrolment fee is required to confirm the space.

3.4.4 Approved applicants will be placed on the waiting list in the following order:

1. Sibling priority - the applicant has a sibling applying or studying at GESS
2. Staff child
3. Alumni Family
4. Applicant's parent works at a GESS partner organisation
5. All other applications are ordered by the date the full application was submitted

3.4.5 If a space is unavailable by the end of the following academic year, the enrolment fee will be refunded, and the application will be closed.

3.4.6 Enrolment is conditional on timely payment of the school fee invoice within the stipulated payment timeline. Late or non-payment of school fees will result in the cancellation of enrolment. A new application will be required should the family decide to proceed with enrolment once enrolment has been cancelled.

3.4.7.1 Once the letter of offer and student contract has been signed, a family may withdraw their child's planned enrolment by emailing the Admissions Department. No other means will be accepted. Schedule D of the student contract states the amount of school fees due or to be refunded.

3.4.7.2 A family may defer enrolment once without penalty up to a maximum of the start of the following school year. For example, a family accepted an offer of enrolment with a start date of 13 October 2024. They may defer the start date up to a maximum of August 2025, the start of the next school year. Deferring to start after the start of the next school year or deferring the start date more than once will be treated as a cancellation, and the refund of fees will follow Schedule D of the student contract.

3.4.8 All fees paid, excluding the application fee, will be refunded should the Student's Pass application be rejected by the Immigration Checkpoint Authority.

3.4.9 For all other passes, including the Dependant's Pass, the school fees due or to be refunded follow the percentages stated in Schedule D of the student contract.

3.4.10 If a student is required to attend a learning support program, including English as an Additional Language (EAL) or German Language Support, it is mandatory, and the family must pay all associated fees promptly.

3.5 Miscellaneous

3.5.1 Maximum class sizes by grade.

Pre-kindergarten: 15 students (ratio 1:5)
Kindergarten 1 and 2: 18 students (ratio 1:9)
Pre-primary: 20 students (ratio 1:10)
German Section grades 1-12: 26* students
European Section grade 1-12: 24 students

3.5.2 *Over-enrolling to a maximum of 26 students is permitted in the German Section. GESS recognises that there is no alternative high-quality German education provider in Singapore for German-speaking applicants; therefore, special arrangements are made to over-enrol the class. This is in line with standard practice for German Schools Abroad.

3.5.3 In all other grades, over-enrolling is only permitted for pedagogical reasons, such as but not limited to a student being moved to a different, full grade for pedagogical reasons.

4 Definitions

NA

5 Policy authority

Policy Owner:	Director of Marketing and Admissions
Governing school subcommittee:	School Development Subcommittee
Next required review date:	June 2027 or if there are substantial changes to entry requirements
Final Approver:	Board of Governors

6 Related policies/references/processes

Grade, age and curriculum table
Language and program specific entry requirements
Admissions process and tasks timeframe
Responsibilities of legal guardian
Terms and conditions
Sample student contract

7 Policy Compliance

7.1 Compliance Measurement

Compliance / Audit will verify compliance with this policy through various methods, including but not limited to business tool reports, internal and external audits, and feedback to the policy owner.

7.2 Non-Compliance

Any employee in violation of this policy will be subject to appropriate disciplinary action, in accordance with the GESS Disciplinary Policy, up to and including termination and notifying the appropriate law enforcement authorities.

Any family who fails to disclose learning support or behavioural needs at the time of application may have the offer of enrolment rescinded or the student asked to leave.