



Admissions Policy

for Stamford American International School

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Admissions Policy

1 PURPOSE

This Admissions Policy defines the principles and standards that guide student admissions at Stamford American International School (SAIS). The policy supports the school's mission and vision by ensuring that admissions decisions contribute to a safe, inclusive, and academically engaging learning environment where students are able to thrive and develop as global citizens.

The policy establishes a clear and equitable framework for admissions while aligning with applicable regulatory requirements in Singapore and relevant accreditation expectations. Detailed operational procedures are outlined in supporting Standard Operating Procedures (SOPs).

Admissions at SAIS seeks to enroll students who will thrive within the school's educational program and contribute positively to the learning community.

2 SCOPE

This policy applies to all applicants from Early Years (Infant Care and Pre-Nursery) through Grade 12, including the Preparatory Course for Secondary School (PCS). It governs admissions principles, admissions considerations and placement, admissions procedures, and conditions of enrollment.

3 ADMISSIONS PRINCIPLES

Admissions at SAIS are guided by principles that reflect the school's mission, vision, and core values and support the creation of an inclusive, supportive, and academically engaging learning environment.

3.1 Community and Belonging

SAIS seeks to enroll students from diverse nationalities, backgrounds, talents, and perspectives who will contribute to and benefit from the school's inclusive learning community. Admissions decisions support the development of a respectful and collaborative school culture where all students experience a sense of belonging.

3.2 Student Growth and Success

Admissions decisions consider alignment between each student's profile and the school's academic programs, language expectations, and available support structures in order to support student growth, learning, and success within the school's educational model.

3.3 Well-Being and Safeguarding

Admissions processes include review of relevant student history, prior school records, and disclosures related to student well-being and safeguarding to help ensure a safe and respectful

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learning environment for all members of the school community. Where appropriate, the school may seek additional information from previous schools or relevant professionals.

3.4 Integrity and Responsible Decision-Making

Admissions practices are conducted with integrity, fairness, and transparency so that families can make informed decisions and the school can responsibly build and sustain a learning community aligned with its mission and values.

These principles guide admissions decisions and help ensure that the composition of the student body supports the school's mission, vision, and educational program.

4 ADMISSIONS CONSIDERATIONS AND PLACEMENT

The following admissions considerations guide how these principles are applied when reviewing applications.

4.1 Age and Grade Placement

Students are placed according to the American grade-level system. Exceptions may be considered based on prior educational records and professional judgment.

4.2 Academic Review

The school reviews prior school reports and other relevant documentation to determine academic readiness, program alignment, and factors related to student well-being and support.

4.3 English as an Additional Language (EAL)

The school evaluates English language proficiency during the admissions process. Where additional language development is required, the school determines the appropriate level of English as an Additional Language (EAL) support based on professional assessment and program capacity. Additional fees may apply for supplemental language support.

4.4 Student Support Services

The school evaluates disclosed learning, social-emotional, or behavioral needs during the admissions process. Where additional support is required, the school determines the appropriate level of services based on professional assessment and available resources. Additional fees may apply for supplemental support services.

4.5 Residency and Guardianship

Students must reside with a parent or an approved guardian in accordance with school requirements and applicable immigration expectations.

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5 ADMISSIONS PROCEDURES

5.1 Application

Applicants submit an application with required supporting documentation as specified by the school.

5.2 Review and Verification

Applications must include complete and accurate documentation in order to be considered. The school will verify submitted information, including prior school records, where appropriate.

Failure to disclose any relevant information, or submission of inaccurate or misleading information, may result in withdrawal of an offer or review of enrollment.

5.3 Offer of Placement

Successful applicants receive a formal offer of placement. Enrollment is confirmed once required documentation, agreements, and enrollment conditions have been completed within the specified timeframe.

5.4 Fees

Applicable school fees are communicated clearly to families during the admissions process. Fee structures and payment schedules are published by the school and may include charges associated with supplemental programs or services. The fees may also be revised as and when appropriate.

5.5 Student Pass and Immigration Requirements

Where required, enrollment is contingent upon meeting applicable immigration and residency requirements.

5.6 Transfers, Deferrals, and Withdrawals

Requests for transfers, deferrals, or withdrawals are managed through established school procedures.

6 ENROLLMENT CONDITIONS

Enrollment at SAIS is based on the information available at the time of admission and on the school's ability to provide an appropriate educational environment.

The school may review a student's enrollment where:

- information relevant to safeguarding or student well-being becomes known after admission

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- significant information was not disclosed during the admissions process
- a student's needs exceed the school's capacity to provide appropriate support
- enrollment conditions or school expectations are not met
- Student learning, language, and well-being needs may also be identified after enrollment through ongoing assessment and observation. Where specialized services or supplemental supports are recommended, families will be informed and applicable program placement and associated fees may apply.

7 COMMUNICATION AND FAMILY PARTNERSHIP

The school communicates admissions policies, expectations, and key information through its official platforms. Admissions counseling supports families in understanding program expectations, school procedures, and enrollment responsibilities so that decisions are made with clarity and shared understanding.

8 DATA PROTECTION AND PRIVACY

Personal data collected during the admissions process is managed in accordance with applicable privacy and data protection requirements.

9 REGULATORY AND CONTRACTUAL FRAMEWORK

Admissions and enrollment operate within the regulatory and contractual frameworks that apply to the school, including Singapore regulatory requirements, immigration regulations, accreditation expectations, and agreements between the school and families. These frameworks inform the interpretation and implementation of this policy where applicable.

10 RELATED POLICIES AND DOCUMENTS

This policy should be read together with the SAIS Terms and Conditions, enrollment agreements, safeguarding policies, published fee schedules, and relevant internal procedures. Where differences arise, the applicable contractual or regulatory framework prevails.