



SAN YU ADVENTIST SCHOOL



2024 ACADEMIC YEAR

Founded 1907
UEN: 201112057W
Validity: 06/07/2023-05/07/2027

STUDENT HANDBOOK

TABLE OF CONTENTS

About SYAS.....	4
School Song.....	4
School Motto.....	4
Brief Introduction.....	5
Vision, Mission, Values, Philosophy, Objectives & Desired Culture.....	7
History.....	8
Administration, Authorisation, Accreditation.....	10
Organisational Chart.....	10
Administrative Council / Academic and Examination Boards.....	11
Contact Details.....	12
Facilities.....	13
Facilities Layout and Location.....	15
About Singapore.....	16
Living in Singapore.....	16
Relevant Singapore Laws.....	16
Admissions.....	17
The Curriculum.....	17
Course Schedule.....	19
Further Courses and Opportunities.....	20
Admission Requirements.....	22
Parents' and Guardians' Conduct.....	23
Age Requirements.....	24
Financial Information.....	25
Student's Pass.....	27
Registration Process for New Students.....	31
Registration Process for Returning Students.....	32
Student Protection and Support Services.....	33
Accommodation.....	33
Change of Particulars.....	33
Dispute Resolution.....	33
Fee Protection Scheme (FPS).....	34
Educational guidance.....	34
ICA Application.....	34
Healthcare Officer.....	34
Medical Insurance.....	35
New Student Orientation.....	35
Enrichment and Materials.....	35

Pastoral Care and Counselling.....	35
Withdrawal and Refund Policy and Procedure	36
Transfer/Deferment/Extension Policy	38
Student Feedback and Grievance Procedure	38
Discipline and Student Conduct.....	39
Attendance	39
Behaviour	40
Classwork or Schoolwork	40
Uniform and Grooming	41
Conduct Points System and List of Violations	42
Examinations and Promotion Matters	45
Conduct of Examination	46
Grading System	47
Examinations Marking System	49
Criteria For Promotion	51
Annual Academic Awards	52
Class Prize.....	52
Subject Best.....	53
Most Improved Student	54
Scholarship Awards	55
Non Academic Awards.....	56
Chin Fui Ngoh’s Student of the Year Award	56
National Examination	57
O-Level Examination	57
PSLE	59

ABOUT SYAS

SCHOOL SONG

Margaret Tan, MD

July 1973

Beryl Mamanua, MM

August 1973

In the isle of Singapore
 There is opened wisdom's door
 In a school that we love dear
 Love it more from year to year.

CHORUS:

May God bless you our dear School
 As you teach His Golden Rule
 To your aims may we be true
 O! SYA School we love you.

It is here we learn each day
 How to walk along life's way
 And in body, mind and soul
 Grow to manhood – clean and whole.

May the lessons that we learn
 And the knowledge we shall earn
 Help us wise and humble be
 As we serve humanity.

SCHOOL MOTTO

Thy Word is Truth

The Word of God contained in the Bible reveals the truth about God,
 humanity and human destiny. We take the Word as **the** true guide.

Thy Word is a lamp unto my feet and a light unto my path.

Psalm 119:105



BRIEF INTRODUCTION

Dear Student

Welcome to San Yu Adventist School (SYAS)!

If you step into SYAS today, you will find lovable, diligent, well-behaved, motivated and even some mischievous students, who nevertheless are all eager to experience success. An experienced team of competent, caring and committed Christian staff, together with a well-maintained, safe and secure environment conducive to study, enables the implementation of a “Whole Person” approach to developing students’ body, mind and spirit (灵, 智, 体). In addition, our dynamic chaplaincy provides pastoral care & counseling services to students and runs a strong spiritual programme.

SYAS in Perspective

San Yu Adventist School is a part of the Seventh Day Adventist network of more than 8000 schools, colleges and universities found in over 100 countries. It is accredited by the Adventist Accrediting Association (AAA), USA.

The Seventh-day Adventist (SDA) Christian education in Singapore started in 1907 as the Eastern Training School on Mount Pleasant. It was set up to train students to serve in the mission field. Continual growth and development led to further changes in the school’s name and location. In 1948, courses were offered from Primary One to Senior Cambridge (GCE O) level. In 1961, the secondary school was named The Seventh-day Adventist School. In 1996, it merged with another SDA school which had opened in 1958 – the San Yu High School at Thomson Road, and adopted the new name of San Yu Adventist School (SYAS).

Today, SYAS offers both primary and secondary education, leading to the Primary School Leaving Examination (PSLE) and the Singapore-Cambridge General Certificate of Education Ordinary Level (GCE O-Level) Examinations. Most of our courses are largely based on the Singapore Ministry of Education’s syllabus (MOE); Our Secondary classes follow the Express-stream syllabus.

SYAS is centrally located and is a convenient 5-minute walk from the Novena MRT Station, NS20.

About SYAS

San Yu Adventist School:

- Registered as a Private Education Institution under the provisions and regulations of the Private Education Act 2009 and EduTrust Certified by the Committee for Private Education (CPE) which is part of SkillsFuture Singapore (SSG).
- It is a government-designated school under its Compulsory Education Act.
- Our teachers are qualified and experienced professionals approved by CPE to teach in their subject specialisations. You may refer to our website for staff information.
- Our teachers attend in-service courses regularly to upgrade their professional knowledge and skills in teaching.
- Our teachers undergo regular professional Teacher Certification for a valid Teaching Certificate issued by the Adventist General Conference Office of Education.

Transparency and Integrity in Service

As a Christian organization, we abide by strict principles and regulations in serving God and the public, in harmony with CPE/SSG, MOE, Singapore Government guidelines, laws and regulations.

Details of our courses, fees structure, and other financial, administrative, academic, and student policies are detailed in our:



- Admissions Kit
- Student Contract between student and SYAS
- Student Handbook
- School Website at www.syas.edu.sg

All students in SYAS are covered by the Fee Protection Scheme (FPS) provided through :

Lonpac Insurance BHD
Account No: Z10017
Commencing from: 1st November 2009

Before admission every student is required to enter into a Student Contract with SYAS. (A sample copy is available at the school website www.syas.edu.sg or CPE website <https://www.ssg.gov.sg/cpe/pei.html>)

Invitation

At SYAS, we encourage you to discover yourself as a developing whole person, intellectually, physically, socially, emotionally, aesthetically, and spiritually. Develop your values and character in an environment which promotes high ethical standards, and a balanced, healthy lifestyle.

SYAS Administration

VISION, MISSION, VALUES, PHILOSOPHY, OBJECTIVES & DESIRED CULTURE

Vision

To be a nurturing premier Christian school developing a holistic person now and for the kingdom of God.

Mission

To provide caring, quality Christian Education

Values

- Integrity : Be honest and do what is right and kind
- Caring : Show love and concern for others and the environment
- Cooperation : Work together selflessly for the common goal
- Respect : Honour others by being polite and considerate
- Responsibility : Carry out our duties reliably
- Perseverance : Continue trying despite difficulties
- Trust in God : Above all, rely on God and know that He cares for us

Philosophy

SYAS believes that man was created in the image of God and the purpose of education is to restore man to the image of God.

Objectives

1. To lead young people to the knowledge that Jesus is the Creator and Saviour of the world.
2. To develop their abilities to the fullest for higher service to God and their fellowmen.
3. To teach young people to be law-abiding, loyal and active citizens.
4. To help young people value and respect others, their private property and the properties of the school and the public.
5. To provide opportunities for young people to acquire knowledge and skills that will help them to prepare for further training in institutions of higher learning and to adapt to the ever-changing environment.

Our Desired Culture

Our School's desired culture aligns with our vision, mission and values. In all we do in and out of school, staff and students strive to personify our values. Staff and students share a sense of purpose, discipline, orderliness, peace and happiness. We work towards:

EXCELLENCE: High quality Adventist education and development of a well-rounded character essential to good citizenship – reflection of a truly educated person.

GOODNESS : Of heart, body, mind, and soul, and Christlikeness in character and service.

HISTORY

In 1907, the Malaya Mission of Seventh-day Adventists started the first school in Singapore which underwent many changes to become the Seventh-day Adventist School at 273A Upper Serangoon Road.

San Yu High School was also established in 1958 by the Singapore Chinese Seventh-day Adventist Church at 297A Thomson Road, on a piece of land donated by one of its church members.



Seventh-day Adventist School at 273A Upper Serangoon Road



San Yu High School at 297A Thomson Road

In 1996, acquisition by the government of the land on which the Seventh-day Adventist School was built, in preparation for the construction of the North-East MRT line, led to the merger of the Seventh-day Adventist School and San Yu High School to become San Yu Adventist School which was approved in 1998 by the Ministry of Education, Singapore.

In 1999, San Yu Adventist School moved into new and refurbished buildings at 299 Thomson Road.



San Yu Adventist School at 299 Thomson Road



From 2015 to 2019, San Yu Adventist School completed a series of renovation to upgrade our classrooms and general facilities.

In 2022, San Yu Adventist School rebranded with a new brand identity that pays homage to SYAS's heritage albeit clarified for the modern aesthetic. Expanding on the rich Christian symbolism already evident in both the Chinese name and the original school crest, the new brand identity further concretises the brand positioning of the school.



Visually, clean and structural shapes are juxtaposed against the rounded corners to convey the diametric nature of SYAS' care and discipline.

CREST PEDAGOGICAL DIMENSION
Whole Person - Holistic Approach



三
Three



育
Pedagogies



灵
Spirit



体
Body



智
Mind

CREST SPIRITUAL DIMENSION
Biblical Symbolisms



三一真神
Holy Trinity



传福音
Preaching of the Gospel



耶稣基督
Jesus Christ



圣灵
The Holy Spirit



上帝的道
Word of God

ADMINISTRATION, AUTHORISATION, ACCREDITATION

SYAS is a self-supporting private Christian school operated by the Seventh-day Adventist Conference of Singapore (SAC). SYAS is registered and certified (EduTrust) with the Committee for Private Education (CPE), a part of SkillsFuture Singapore (SSG), offering Primary One to Secondary classes (Express Stream). Eligible students can take the Primary School Leaving Examinations (PSLE) and the GCE O-Level examinations the same school.

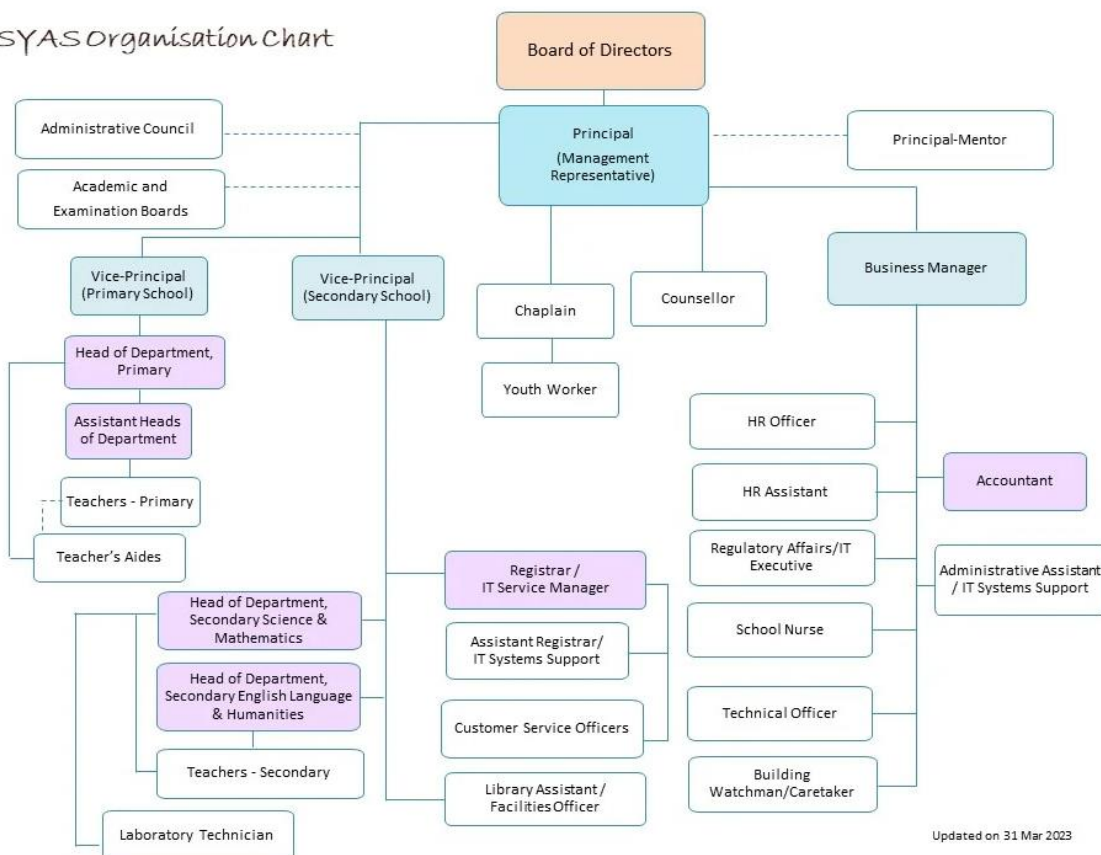
SYAS is also accredited by the Adventist Accrediting Association (AAA), USA. (<http://adventistaccreditingassociation.org/>)

A Board of Management comprising representatives from Seventh-day Adventist churches around Singapore and SAC ensures that the school is well run by developing and evaluating policies that undergird overlapping arenas of fiscal responsibilities, compliance with the law, community partnership, human resources development, and vision-mission alignment.

An Administrative Council deals with the day-to-day operational agenda of the school. This supreme decision-making body on an operational level, reports to the Board of Management, who operates on the governance level.

ORGANISATIONAL CHART

SYAS Organisation Chart



ADMINISTRATIVE COUNCIL / ACADEMIC AND EXAMINATION BOARDS

Administrative Council

Ang Choon Kiat Thomas
Ho Mei Ling
Teo Lay Ying Esther
Invitees

Shee Soon Chiew
Billy Purnama Selintung
Lionel See Yun Song

Academic Board

Shee Soon Chiew
Ang Choon Kiat Thomas
Ho Siew Hiang Agnes
Ang Zhi Hui Theresa

Ho Mei Ling
Teo Lay Yin Esther
Linda Wong Siew Yieng
Invitees

Examination Board

Shee Soon Chiew
Ang Choon Kiat Thomas
Ho Siew Hiang Agnes
Ang Zhi Hui Theresa

Ho Mei Ling
Teo Lay Yin Esther
Linda Wong Siew Yieng
Invitees

CONTACT DETAILS

Address	299 Thomson Road Singapore 307652		
Telephone	(65) 6256 6840		
Fax	(65) 6256 6842		
Email	info@syas.edu.sg		
Website	www.syas.edu.sg		
Hours	During school term	Mondays to Fridays	7:30am to 4:30pm
	During school holiday	Mondays to Fridays	8:00am to 4:00pm
	Closed on Saturdays, Sundays and Public Holidays		
Admissions Office	<i>(ext) 101, 103, 106 and 120</i>		
General Enquires	During school term	Mondays to Fridays	8:30am to 4:00pm
	During school holiday	Mondays to Fridays	8:30am to 3:30pm
Business Office	<i>(ext) 103</i>		
Payment Matters	During school term	Mondays to Thursday	9:00am to 3:00pm
		Friday	9:00am to 12:00pm
	During school holiday	Mondays to Thursday	9:00am to 1:00pm
		Friday	9:00am to 12:00pm
Primary School Staff Room	Refer to individual teacher's extension		
Secondary School Staff Room	Refer to individual teacher's extension		
Chaplain	<i>(ext) 119</i>		

FACILITIES

Games Court and Parade Ground. In the foreground of the impressive four-storey school building is a fenced-in hard court where games of basketball, netball, captain ball, volleyball and street soccer are played.

It is also the parade ground for the uniform groups. Here the whole school assembles every morning of each school day, for flag-raising, singing the national anthem and pledge-taking.

Church/Chapel. To the left is the church building where students participate in chapel programmes weekly and where Chinese-speaking and English-speaking congregations meet for worship every Sabbath. The capacity of the chapel is 450.

Classrooms. SYAS classrooms are well-furnished with air-conditioners and audio-visual equipment such as LCD Projector for maximum comfort and learning experience. Lower Primary classrooms are found at the lower level of the church. Teacher to Student ratio for Primary 1 and Primary 2 is 1 to 30 and for Primary 3 to Secondary 4 is 1 to 35.

Air-conditioning. The church and school buildings are air-conditioned for comfort.

Canteen. Our newly renovated and spacious canteen serves vegetarian food during school days.

Library. SYAS has a well-equipped library which boasts a collection of over 7000 books, subscriptions to popular magazines like Reader's Digest, National Geographic, Kids National Geographic, Young Scientist, Science Adventures and BBC earth, CDs, VCDs and DVDs. It is physically and visually pleasing, spread out over 2 floors to maximise seating capacity.

Computer Room. The computer room is found on the 4th level of the central block equipped with the brand new desktops using Windows 10.

Pastoral Care Centre. The school chaplain and school counsellor provide guidance in spiritual matters and counselling for students.

Science laboratories. Our Biology and Chemistry lab are well-equipped with modern facilities and are located on the 4th level of the central block. The Physics lab is located a level down.

Study Areas. There are two study areas set aside in the school compound for students. They are located at the student corner room and in the alcove outside the library. You can also study in the library, or in designated study rooms. Explore every nook and cranny of the school to discover your own cosy study corner.

Lecture Room. On the right of the lobby is the lecture room with a capacity of 107 seats.



San Yu Adventist School



Church/chapel



Classrooms



Library / audio visual resources



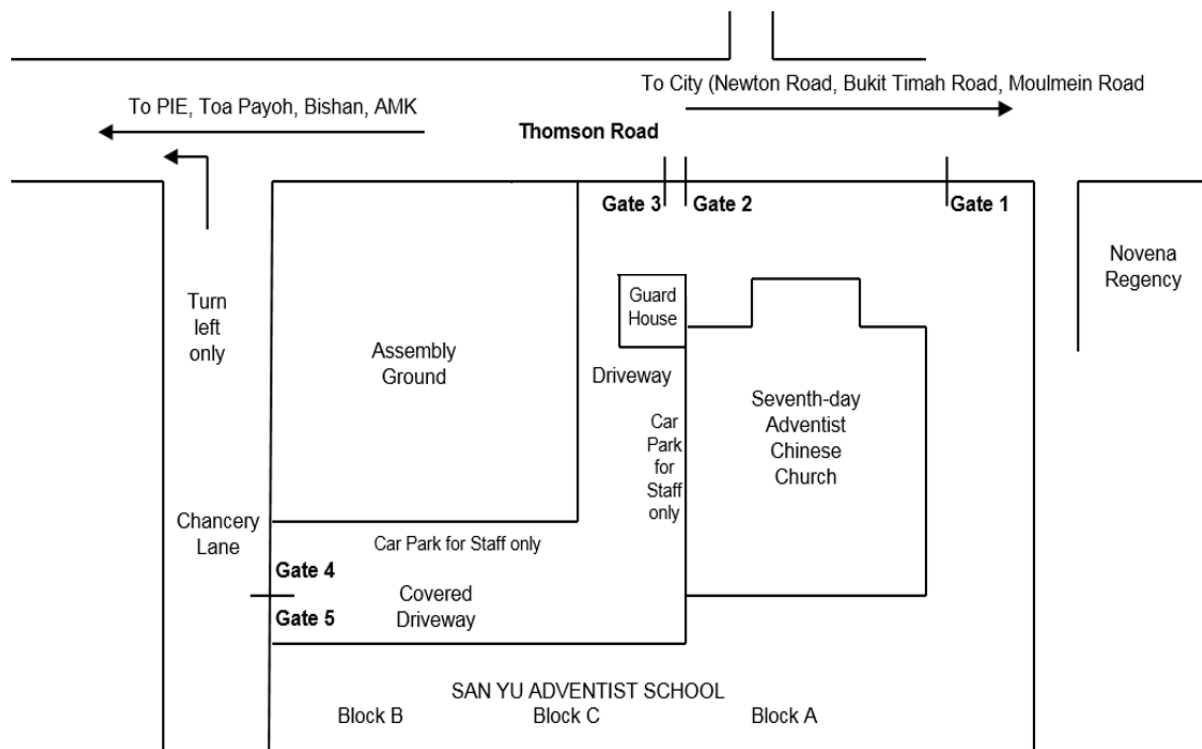
3 Science Laboratories
(Physics, Chemistry and Biology lab)

FACILITIES LAYOUT AND LOCATION

For security, all gates are closed during school hours and premises are under CCTV surveillance at all times.

Visitors must report at the Guard House and exchange their information for a Visitor's Pass.

Students travelling by cars alight or board at Gate 1 or Gate 2. Gate 3 is for pedestrians. Vehicular traffic is prohibited on the driveway from 7.45am to 8.00am because of children crossing the driveway to assembly or to class.



ABOUT SINGAPORE

LIVING IN SINGAPORE

Singapore is a melting pot of cultures comprising of Chinese, Malay and Indian ethnic groups. It lies at the southern tip of Peninsular Malaysia that is barely reflected on the world map. With a total area of 693sq km and a coastline of 193km, Singapore is made up of one main island and several other surrounding islets.

Weather and Climate. Located just 1 degree north of the equator, Singapore enjoys an equatorial climate that is characterised by humidity and hot weather. The island does not have seasons like summer, spring, autumn and winter. The weather is warm and humid all year round. Rainfall, almost an everyday phenomenon, refreshes the island and provides respite from the sun.

The average temperature is between 25 degrees Celsius and 31 degrees Celsius. April is the warmest month, January is the coolest and November is the wettest.

RELEVANT SINGAPORE LAWS

For those who may be new and unfamiliar to Singapore, here are some relevant Singapore laws.

Relevant Laws	
Alcohol Abuse	Any offense committed while being intoxicated (drunk) is punishable under the law. Drunk driving is a serious offence.
Driving	All drivers must be in possession of a valid Singapore driving license and the vehicle must be insured.
Drugs	Possession of Controlled Drugs is presumed to be for trafficking, an offence which can carry the death penalty.
Employment	International students are not allowed to work in Singapore without a Work Pass Exemption from the MOM.
Immigration	All international students studying in Singapore must have a valid passport and a Student's Pass from the ICA.
Littering	Littering, spitting and vandalism (with graffiti) in public areas are serious offences.
Smoking	Smoking in specific public places and indoor restaurants is prohibited.
Traffic	Jay-walking is an offence.

Other areas of Singapore Law. Singapore Law's Website: <https://www.singaporelawwatch.sg/>

Please note that ignorance of the law is no excuse to break the law, the responsibility lies on everyone to know the law. If in doubt, check with the relevant authorities or seek legal counsel.

ADMISSIONS

THE CURRICULUM

Primary

SYAS conducts a comprehensive primary school programme, offering academic subjects from Primary 1 to 6. Eligible Primary 6 students go on to take the Ministry of Education Primary School Leaving Examinations (PSLE).

Preparatory Secondary 1 Foundation

The Preparatory Secondary 1 Foundation course consists of a curriculum that is largely mirrored after the Primary 6 syllabus offered by the Ministry of Education (MOE), Singapore, as well as an in-house curriculum to prepare the students for Secondary 1.

Secondary

The school offers four years of secondary level education at the Express Stream level leading up to the Singapore-Cambridge General Certificate of Education, or GCE, O-Level examinations.

Courses	Awarded by
Primary 1 - 6 Subjects largely mirrored after MOE syllabuses (except those with *) English Language Chinese Language Mathematics Science (Except Primary 1 and 2)	P ₁ – 6 by SYAS PSLE by Singapore MOE
Preparatory Secondary 1 Foundation (except those with *) English Language Mathematics Science	SYAS
Secondary 1 (G3) & 2 (Express) Subjects largely mirrored after MOE syllabuses (except those with *) English Language Chinese Language Bible Knowledge*	SYAS
Secondary 3 & 4 (Express) Subjects largely mirrored after MOE syllabuses, leading to Singapore MOE – UK Cambridge University GCE O-Level Exam (except those with *) English Language Mathematics Science Chemistry History	Sec 3 & 4 by SYAS GCE "O" Level by Singapore MOE & University of Cambridge International Examinations

Italics denotes non-core subjects that are non-examinable.

Subject Combination selection for Secondary 3

Group 1	Compulsory for all
	a. Bible Knowledge (non O-Level examination subject)
	b. English Language
	c. Mathematics
	d. Science Biology*
	e. Science Chemistry*
	f. Science Physics*

* 2 Science subjects is equivalent to 1 O-Level subject. Students will get to choose which 2 subjects to register for GCE O-levels in Secondary 4.

Group 2	Chinese Language
	Compulsory for students from countries where Chinese Language is an official language

Group 3 [#]	Elective Group 1 (Choose one (1), Compulsory for all students)
	a. History (Note: Compulsory for those who intends to go to junior college)
	b. Business Studies

Group 4 [#]	Elective Group 2 (Optional)
	a. Additional Mathematics (Only students who obtained at least 70% for Secondary 2 Mathematics are eligible to take Additional Mathematics.)
	b. Principles of Accounts

[#]Electives from group 3 and 4 are subjected to vacancies.

Note: Students are required to register for at least 5 GCE O-levels subjects (excluding Bible Knowledge).

More information about the subject syllabuses can be found at www.moe.gov.sg/education/syllabuses , www.seab.gov.sg and www.syas.edu.sg.

Other related information

Secondary Normal stream courses are not conducted in SYAS.

As this is a Christian mission school, Bible Knowledge is a compulsory subject. It is also compulsory to attend chapel periods. So although we welcome eligible students regardless of nationality, culture, race or religion, we advise parents who object to these requirements to seek admission at other schools for their children. Those who wish to gain admission into the school do so of their own free will with the full understanding of, and agreement to comply with, these and other requirements deem essential for the fulfilment of the School's Mission, Vision and Core Values.

SYAS Offers **Co-Curricular Activities (CCA)** in sports and aesthetic culture to enrich our students' learning experiences from Primary 2 to Primary 6 and Preparatory Secondary 1 Foundation to Secondary 4.

Adventurer Club (a Uniform Group) is a compulsory CCA for all Primary 2 and Primary 3 students.

COURSE SCHEDULE

The academic year begins in January and ends in December.

There are four school terms of study of 10 weeks each on average and vacations of different durations in between terms.

Students are advised to make proper holiday or travel plans so as to ensure their return to school at the start date of each term because absences without medical certification during school terms are unacceptable. Valid excuse letters are only accepted on a case-by-case basis to be decided by the Discipline Mistress and/or Registrar.

The 1st and 2nd terms make up the 1st semester.

The 3rd and 4th terms make up the 2nd semester.

Semester 1	Term 1	January – March
	Term 2	March – May
Semester 2	Term 3	June – August /September
	Term 4	September – October / November

For more details of the course schedule, please refer to the Student Contract.

The school operates from Monday to Friday.

The school day begins at **8 am** (from Monday to Friday). The school day starts with assembly in the courtyard where the National Anthem is sung. The students are then dismissed after Flag-raising to their respective classrooms for their classwork. The school day ends at different times for different classes.

Caution. Plan to make it a habit to come to school on time because there are severe penalties for coming late.

Class time table. All subjects are taught weekly over 1 academic year according to the class time table. Students will be given a weekly time table specifying the subjects to be taught each day.

Calendar. An updated copy of the school calendar can be found on the school's website at (<https://syas.edu.sg/pages/calendar>)

FURTHER COURSES AND OPPORTUNITIES

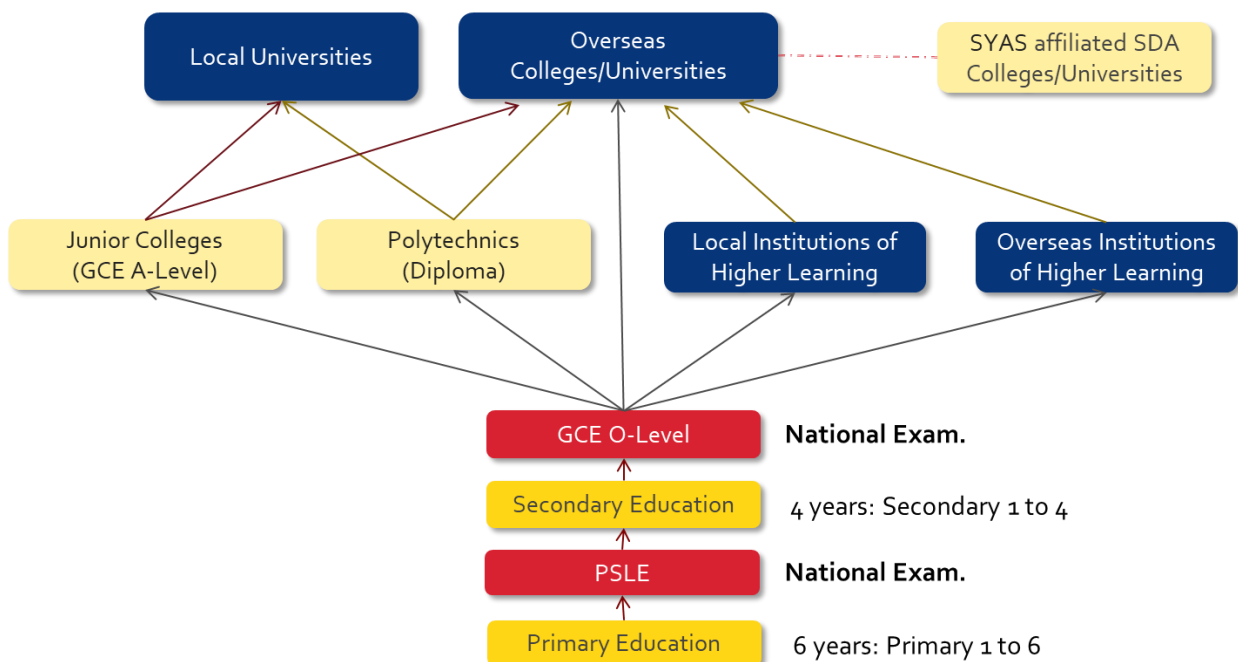
By coming to study in SYAS, you are taking your first step to a brighter and more secure future.

In deciding what to do after graduating from SYAS, you will be making one of the most important decisions in your life. We offer some advice below to guide you in making the right decisions.

While in SYAS, make it a point to do your best in all your studies. Discover which are your strongest subjects, for this will influence your choice of course of study in higher education, or even in your choice of a career or profession – the pathway to take after graduating from SYAS.

At the same time, participate actively in the CCAs and school activities and functions. As you do so, you will discover your potential and hidden talents when they surface and reveal themselves in your leadership, social interaction with others, and when you apply yourself diligently to the various tasks and duties assigned to you. Note what these strengths are, and from what others say about you. For example, your CCA-mates or teachers tell you that you speak very well. Your talent in speech might be an indicator that you might make a good teacher, leader, lawyer, salesman, or even a politician. If you are good at using your hands, you might end up choosing courses that will lead to a profession such as being a surgeon, physiotherapist, technician, inventor, engineer, artist or concert pianist.

Pathways to Courses and Opportunities



After Primary School

You may wish to continue with the SYAS 4-year Secondary education to obtain the GCE O-Level Certificate, after successfully completing the Primary 6 course.

After Secondary School

At the end of your successful completion of secondary education at SYAS, you can choose to study further, subject to the entry requirements of the respective institutions:

- a. Enter an institute of technical education, polytechnic or junior college
- b. Enter, or continue, in another private school, international school or overseas institutions of higher learning

A guide: Successful completion of the GCE O-Level Examination with at least 5 O-Level Passes and at least D7 in English Language and an aggregate below 20 will give you a chance to gain admission into a local institution.

L1R5 for the 2-year pre-university course in a Junior College

L1R4 for the 3-year pre-university course in Millennia Institute

ELR2B2 for Polytechnic Courses

Please refer to MOE's website at www.moe.gov.sg for more details.

The GCE O-Level Certificate that you obtain at the end of Secondary 4 is recognised worldwide. This certificate is required to (subject to entry requirements):

1. Enter polytechnics: Nanyang, Ngee Ann, Republic, Singapore and Temasek Polytechnics. Courses conducted by the polytechnics include Engineering, Business Studies, Accountancy, Mass Communications, Nursing, Biotechnology, Computing, and Film.
2. Enter a government Junior College. A junior college offers a 2-year course prepares students to sit for the Singapore-Cambridge General Certificate of Education 'Advanced' (GCE A) Level Examination, the pre-requisite to enter local and overseas universities.

There are also local private schools which you can apply to obtain overseas diplomas or university degrees.

GCE O-Level Certificate can be used for direct entry into some undergraduate program of overseas universities (subject to their admission requirements) which conduct foundation courses before continuing with the academic/professional degree course of your choice.

You are welcome to look up additional information of college and university course prospectus in our library and in the annual Educational Guide for International Students published by the Singapore Tourism Board or you may visit Singapore Ministry of Education's website at www.moe.gov.sg for post-secondary education information.

SYAS is affiliated with many Adventist Colleges and University worldwide, especially in the United States, in Australia, in Hong Kong and in Thailand. Students from SYAS can join the foundation programmes prior to entry into Australian Universities or go directly to affiliated Adventist Universities around the world. Students may visit Adventist Accrediting Association listed schools to understand the admission requirements of each Adventist University. (<http://adventistaccreditingassociation.org/>)

May God bless you with abundant success in your studies and guide you in mapping out the path to your future educational and other endeavours.

ADMISSION REQUIREMENTS

For NEW STUDENT

All new students have to meet the Course Entry Requirements (Admission and Age Requirements) in order to be eligible for admission for each level. Enrolment is not automatic. The admission policy is designed to ensure that the applicant have the capacity to thrive within, and benefit from, all that SYAS offers.

Admissions Requirements

1. Applicant and Parent/Guardian have read, understood, agreed to and will comply with all the requirements especially the strict discipline of the school.
2. Any person who smokes, drinks alcoholic beverages, uses prohibited drugs or substances of abuse will not be admitted.
3. Any person who bleaches or colours his/her hair in any way to any extent will not be admitted.
4. Any person who has tattoos will not be admitted.
5. Anyone seeking admission must be of good conduct and have attendance of not less than 90% in the previous school.
6. All applicants must take an entrance test in Mathematics and English Language and must pass both subjects before they are qualified for admission or obtained at least a pass and completed the previous level in a Singapore Government School.
7. Applicant and their appointed Guardian must attend Pre-Course Counselling and Student Orientation session.
8. All applicants must pass the interview conducted by the Registrar/authorised staff.
9. Applicant/Parent/Guardian must submit all documents required by Admissions Office and will treat all information received in the application form as private and confidential. Any dissemination, distribution or duplication of such information, unless required by law or other statutory regulations, is strictly prohibited. The documents belong to the sole property of San Yu Adventist School.

For RETURNING STUDENT

All returning students have to meet the Criteria for Promotion and Age Requirements in order to be eligible for admission for each level. Promotion is not automatic. Please refer to [Examination and Promotion](#) for more details.

PARENTS' AND GUARDIANS' CONDUCT

SYAS is committed to students' holistic development and recognizes the importance of giving students an opportunity to succeed. All members of the school community are committed to ensuring a physically and emotionally safe environment. A student's success is impacted by the supportive involvement of the student's parents and guardians.

Parents and guardians will:

1. Conduct themselves in a courteous manner with students, teachers, administration, and other parents while on campus.
2. Demonstrate support for the school policies and guidelines delineated in the student handbook.
3. Foster student cooperation with school norms and culture.

Under normal circumstances a child is not to be deprived of an Adventist education on grounds relating to the attitude of the parents and guardians. However, should the point be reached where it is determined that a student's parent or guardian has engaged in conduct that has become obstructive to the school program, or has demonstrated an uncooperative, destructive, discourteous, scandalous, rumor-driven, threatening, hostile, or divisive attitude towards a student, another parent, a teacher, an administrator, a staff member, or the school in general; the school reserves the right to cease services to the student. The withdrawal policy will be applied.

AGE REQUIREMENTS

Age is calculated using the following formula.

$$\text{Student's Age} = \text{Academic Year} - \text{Year of Birth (Based on passport)}$$

COURSE	AGE RANGE	MINIMUM AGE (as of 1 January)
Primary 1	7 – 8	6
Primary 2	8 – 10	7
Primary 3	9 – 11	8
Primary 4	10 – 12	9
Primary 5	11 – 13	10
Primary 6*	12 – 14	11
Preparatory Secondary 1 Foundation (PS1F)	12 – 15	11
Secondary 1	13 – 16	12
Secondary 2	14 – 18	13
Secondary 3	15 – 19	14
Secondary 4*	16 – 20	15

* There is no new student admission for Primary 6 and Secondary 4.

FINANCIAL INFORMATION

Full payment of course fees for the academic year must be made only after the student contract is signed and it must be made by the date due stated on the student contract. The signed contract is void if payment is not received by the date due stated on the student contract.

Payment and Financial Arrangements

Full payment of course fees for the academic year is required on the signing day of the student contract, but it must be made only after the student contract is signed. Payment is to be made in Singapore Currency only.

Mode of Payment

1. Cheque crossed and made payable to SAN YU ADVENTIST SCHOOL LIMITED
2. Cashier's Order payable to SAN YU ADVENTIST SCHOOL LIMITED
3. Bank Transfer or Telegraphic Transfer via Flywire (for details, please call us at 6256 6840 or visit our website)

Annual Course Fees (2024 Academic Year)

Fees Breakdown [shows the full breakdown of total payable course fees]	Singaporean Students		Singapore PR Students		International Students	
	Primary	Secondary	Primary	Secondary	Primary	Secondary
Course Fee (4 Terms)	\$4,909	\$6,604	\$8,264	\$11,224	\$14,464	\$17,259
Meal Plan (4 Terms)	\$1,200	\$1,100	\$1,200	\$1,100	\$1,200	\$1,100
Enrolment Fee [Non-refundable]	\$300	\$300	\$300	\$300	\$700	\$700
Fee Protection Scheme Insurance (FPS) [Non-refundable]	\$200	\$200	\$200	\$200	\$200	\$200
Hospitalisation & Surgical Insurance (H&S) [Non-refundable]	\$70	\$70	\$70	\$70	\$70	\$70
Personal Accident Insurance (PA) [Non-refundable]	\$15	\$15	\$15	\$15	\$15	\$15
Enrichment & Technology Fee	\$400	\$400	\$400	\$400	\$400	\$400
Materials Fee [Non-refundable]	\$150	\$150	\$150	\$150	\$150	\$150
Total Course Fees [Total Payable (S\$) (with GST, if any)]	\$7,244	\$8,839	\$10,599	\$13,459	\$17,199	\$19,894

**Miscellaneous Fees for 2024 Academic Year
(Non-Refundable)**

Purpose of Fee	Amount (S\$) (with GST, if any)
Application Fee #	500
Entrance Test Fee (In-person) #	300
Entrance Test Fee (Online) #	500
Document Request (eg. Replacement of Student ID, Certified True Copy of Result slip or School Transcript, etc)	5 to 10
Orientation Camp # (Compulsory for NEW students only, P2-P5)	100
Orientation Camp # (Compulsory for NEW students only, PS1F-S3)	160
ICA Application *	300

Applicable to New Student

* Applicable to International Student

1. Miscellaneous Fees refer to any non-compulsory and non-standard fees which the student will pay only when necessary or applicable. Such fees are normally collected on an ad-hoc basis when the need arises.
2. All fees quoted are in Singapore dollars (S\$)
3. All Miscellaneous Fees payment is to be made in Singapore Currency by Cash, Cheque, Cashier's Order, NETS (only for fees less than SGD\$2,000) or PayNow Bank Transfer
4. Inclusive of GST which is non-refundable

Sibling Referral Discount

SYAS offers sibling referral discount for students of SYAS. This sibling referral is a **one-off** 10% discount on the first year course fee for sibling(s) referred.

To be eligible for the discount:

- a. The applicant must have a sibling enrolled in SYAS,
- b. The applicant must not be registered under SYAS agent, and
- c. The applicant must not be a subsidised SDA member.

STUDENT'S PASS

An International student is required have a valid pass (Student's Pass, Dependant's Pass, Long Term Visit Pass, etc) if he/she wishes to pursue full-time studies in Singapore in an EduTrust accredited private education institution (PEI) that is registered with the Committee for Private Education (CPE), part of the SkillsFuture Singapore (SSG).

With effect from 15 November 2023, students who are holding a valid Dependant's Pass and Long Term Visit Pass are not required to obtain a Letter of Consent from the Immigration Checkpoint Authorities (ICA). However, if the pass expires or is cancelled during the course of studies, the student is required to apply for a Student's Pass to continue his/her studies.

For students who are required to apply for Student's Pass can either appoint SYAS to apply on their behalf or they can apply on their own.

STUDENT'S PASS APPLICATION for NEW STUDENT

If the student and guardian/parent appoint SYAS to apply for the student's pass on their behalf, the student's pass will be applied by SYAS once the student and guardian/parent accepts the school's offer by returning the letter of offer, indicating the appointment of Student's Pass application and payment of the ICA application fee to the Admissions Office.

If the student and guardian/parent choose not to appoint SYAS to apply student's pass on their behalf, SYAS will register the student's pass application with ICA and issue SOLAR+ number via email. Student/guardian/parent will have to apply for the Student's Pass (via the ICA SOLAR+ website) using the solar+ number before a given deadline.

Students are not required to be present in Singapore while their applications are being considered. Hence, students must be prepared to go back to their country to wait for the approval as extension of stay may not be granted by ICA while the applications are being processed.

Students are advised to enter Singapore to complete the formalities for the issuance of a Student's Pass only after their applications have been approved.

Vaccination Requirements for Foreign-born Children (Aged 12 Years Old and below)

Information extract from HPB.

With effect from 1 February 2019, the Ministry of Health (MOH) of Singapore will be introducing diphtheria and measles vaccination requirements as a prerequisite for foreign-born children applying for long-term immigration passes to Singapore.

Foreign-born children aged 12 years old and below, who are first-time applicants for Dependent's Pass (DP) or Long Term Visit Pass (LTVP) issued by the Ministry of Manpower (MOM), and the Student's Pass (STP) issued by the Immigration & Checkpoints authority (ICA), are required to submit documentary proof of vaccination or evidence of immunity for diphtheria and measles to the Health Promotion Board (HPB) for verification before they can proceed with their applications to MOM or ICA for their long-term stay in Singapore.

All foreign-born children below aged 12 at the point of registration with SYAS must apply for vaccination verification with HPB. After the successful verification, applicants must furnish SYAS with the HPB reference number. Failure to do so will result in an incomplete registration.

For more details, please refer to HPB's step by step guide here
<https://www.nir.hpb.gov.sg/fcine/#/>

RENEWAL OF STUDENT'S PASSES for RETURNING STUDENT

Students must submit the 'Student Contract and Pass Status Renewal for Returning Student (AO FORM 050)' to Admissions Office.

Students who have signed student contract, made payment of course fees and miscellaneous fees and appointed SYAS to apply student's pass on the student's behalf during the preferential period for the following academic year, will have their student's passes renewed by the school before the following academic year begins. SYAS submits the application via the Student's Pass Online Application & Registration+ (SOLAR+) system.

For student and guardian/parent who did not appoint SYAS to apply student's pass on their behalf during the preferential period for the following academic year, SYAS will register the Student's Pass application with ICA and issue SOLAR+ number via email. Student/guardian/parent will have to apply for the Student's Pass (via the ICA SOLAR+ website) and have their Student's Passes renewed before the following academic year begins.

Note: For returning students to attend school for the new academic year, they must receive their new IPA letter from ICA and collect their new student's pass at ICA before their old student's pass expired.

PROCESSING TIME (FOR NEW AND RETURNING STUDENTS)

The general processing time for an application is around 2-4 weeks. Some applications may however take a longer time to process. The guardian/student will be notified of the outcome by phone or email.

When the application for a Student's Pass is approved, ICA will issue an In-Principle Approval (IPA) letter to the student. The Student's Pass will only be issued once the student fulfills the requirements by uploading any documents requested by ICA, making payment of the issuance fee, and completing the formalities with ICA.

COMPLETION OF FORMALITIES

International student issued with IPA letters must be in Singapore to complete the formalities in person at ICA's office, 4th storey, ICA building for the issuance of their digital Student's Pass (STP). If the student require a visa to enter Singapore, the visa will be automatically included in the In-Principle Approval (IPA) letter. He/she may enter Singapore by producing the IPA letter at the immigration checkpoint, where he/she will be granted a Visit Pass. The completion of formalities is strictly by appointment only. Students are required to bring along the documents required for collection of the STP as stated in the IPA letter. For students who are eligible for exemption to report to ICA for the completion of formalities of their STP will receive notification from ICA of the issuance of their digital STP.

VACCINATION REQUIREMENT FOR STUDENT'S PASS

All student aged 13 and above (based on year of birth) will need to be vaccinated against COVID-19* and achieve minimum protection before he/she can complete formalities for the pass issuance, unless he/she is medically exempted and certified by a Singapore doctor. Please refer to Ministry of Health (MOH)'s website for more details on how to achieve minimum protection.

*Those vaccinated overseas are required to have their overseas vaccination records updated into the National Immunisation Registry (NIR) by a Singapore healthcare provider. Please refer to MOH's website for more details on how to do so. Applicants whose vaccination records are not found in the NIR will not be allowed to complete formalities.

Please refer to the FAQs on the MOH's website for more information on recognising overseas vaccinations as well as the list of healthcare providers providing such services.

DIGITAL STUDENT'S PASS

From 27 February 2023 onwards, ICA will issue the Student's Pass (STP) in digital form only and it will be available on FileSG upon the completion of formalities. No physical card will be issued. The student will receive an email (from no-reply@file.gov.sg) at the email address provided in the Student's Pass application to access the digital STP.

For STP holders with a valid Singpass account, he/she may retrieve the digital STP via Singpass. For STP holders without a valid Singpass account, they may follow the instruction mentioned in the email (from no-reply@file.gov.sg) for the retrieval of the digital STP. A one-time-password will be sent via SMS to the Singapore mobile number provided in the Student's Pass application

If the email address and Singapore mobile number provided in the application does not belong to the STP holder, please ensure that:

- (i) the pass holder is aware that the provided email address and mobile number will be used for the retrieval of the digital STP if the application is approved; and
- (ii) the owner of the email address and mobile number is aware that his or her email address and mobile number will be used for the retrieval of the digital STP.

(Pass holder refers to the person who holds the STP if the application is approved.)

Information extracted from ICA website. Please refer to ICA for more information.

REPLACEMENT OF STUDENT'S PASS

In the event that a student loses his/her physical Student's Pass, please do the following:

1. Make a police report
2. Inform school with police report
3. School provides student with a letter to bring to ICA
4. Student bring passport and letter from school to ICA Visitor Services Centre (4th level)
5. Proceed to the self-service Ticketing Kiosk or the Information Counter to obtain a queue ticket which is available from 8:00am to 4:30pm from Mondays to Fridays and 8:00am to 12:30pm on Saturdays (except Public Holidays)

CANCELLATION OF STUDENT'S PASS

By ICA regulations, students are required to surrender their physical Student's Pass card for cancellation within 7 days from the date of cessation or termination of their study. Note: STP holders, **who have SingPass account**, may perform self-cancellation of their STP upon cessation of their course. However, student is required to inform the school before the self-cancellation.

Students are required to submit the following to the school:

1. **Withdrawal Request Form** (fully completed and signed) (AO FORM 010)
2. Student's Pass Card

Please refer to [Withdrawal and Refund Policy and Procedure](#) for more details.

Any student who is unable to submit the Withdrawal Request Form and Student's Pass to the school for cancellation may submit the following documents to the ICA Student's Pass Unit, anytime from Monday to Friday (8am to 4.30pm), at the Self Service Kiosk 1 at Visitor Services Centre, 4th Storey ICA Building, with the following documents:

1. A duly completed cancellation form (from ICA)
2. Student's valid travel document
3. The Student's Pass Card (if you were issued a physical STP card)

CHANGE OF LOCAL ADDRESS

According to the Immigration Regulations 8(5)(b), a foreign student is required to report any change in his/her address in Singapore within 14 days to the school which will then inform ICA. Note: STP holders, **who have SingPass account**, can access the ICA's e-Service to report change of address with their Singpass.

The student who wishes to report the change of his/her local address is required to submit his/her request through the school using **Change of Particulars form (AO FORM 012)**. Please refer to [Change of Particulars](#) on for more details.

OTHER IMPORTANT INFORMATION FROM ICA

1. The student will have to furnish additional documents and information whenever necessary.
2. Official/Notarised translation of the documents is required if they are not in the English language.
3. All forms are to be duly completed and signed by the student and the school. No part of the form should be left blank or incomplete. If any section or part of the form is not applicable, it should be filled as 'Nil' or 'Not applicable (NA)'. Applications with incomplete forms or documents will NOT be accepted for processing.
4. Student has to call in person with a valid immigration pass to collect the Student's Pass only after the application has been approved. The Student's Pass will only be issued if the conditions as stipulated in the In-Principle Approval letter are fulfilled.
5. The student shall not enter or be retained as a student in any other school or course other than that indicated on the Student's Pass or on the IPA Letter.
6. ICA may share your personal information with other government agencies to process any applications you have made or to render you a service, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by legislation.
7. ICA reserves the right to verify the authenticity of the documents submitted in the application with the relevant issuing authorities or through the affiliated government agencies.
8. The student shall abide to the Terms & Conditions on the issuance of Student's Pass (STP) which includes but not limited to the followings
 - i. The student must not engage in any form of employment or in any business, profession or occupation in Singapore whether paid or unpaid, without the consent in writing of the Controller of Immigration.
 - ii. The student must not propose for adoption in any adoption proceedings commenced in Singapore.
 - iii. The student must not be involved in any criminal or drug offences in Singapore.
 - iv. The student must attend class regularly.
 - v. The student must surrender the Student's Pass to the school for cancellation within 7 days of the date of cessation or termination of studies.

Information on Student's Pass application is available from the Immigration & Checkpoints Authority website at www.ica.gov.sg.

REGISTRATION PROCESS FOR NEW STUDENTS

Application for Entrance Test, Interview, Pre-Course Counselling and Student Orientation

1. Submit online application and upload required documents* via www.syas.edu.sg
2. Make payment online
3. Report to Admissions Office for Document Verification
 - a. Check all information, read the declarations and sign on Application for Admission Forms and Application for Entrance Test Form
 - b. Produce original documents of items 1 to 4 of required documents*
 - c. Submit duly signed Guardian's Appointment and Declaration Form[#], if applicable
4. All foreign-born children **below aged 12** must obtain vaccination verification from HPB

* Please refer to *Document Checklist* on www.syas.edu.sg for more details

[#] Please refer to *Important Notes III* on www.syas.edu.sg for more details

For Retest: Notify Admissions Office and make payment to Business Office

Retest

Failed

Issuance of Letter of Offer

1. Attend Pre-Course Counselling and Student Orientation
2. Pass Entrance Test (where applicable) and Interview

Rejected

Receipt of Letter of Offer

FOR SC/SPR/IEO/DP/LTVP HOLDER

FOR STP HOLDER

Application for Student's Pass (STP) or Letter of Consent (LOC)**Option 1 - For applicant who has appointed school to apply STP/LOC on his/her behalf**

1. Provide additional documents* for ICA application
2. Make payment of ICA application fee to Business Office
3. School submits the STP/LOC application to ICA.

Option 2 - For applicant who will apply STP/LOC on his/her own

1. School provides SOLAR+ reference number to applicant/parent/guardian via email.
2. Parent/guardian submits STP/LOC application via ICA website

STP Rejected

STP/LOC Approved

Student Contract Signing and Fees Payment

1. School contacts parent/appointed guardian for appointment to sign contract and make payment.
2. Applicant and the appointed guardian report to SYAS Admissions Office.
3. Sign Student contract
4. Pay course fees and miscellaneous fees (if any) **within 7 days upon signing the contract**
5. Collect booklist, class timetable, IPA/LOC letter
6. Purchase school uniform, etc

Withdrawn

FOR STP HOLDER

FOR SC/SPR/IEO/DP/LTVP HOLDER

Completion of formalities with ICA

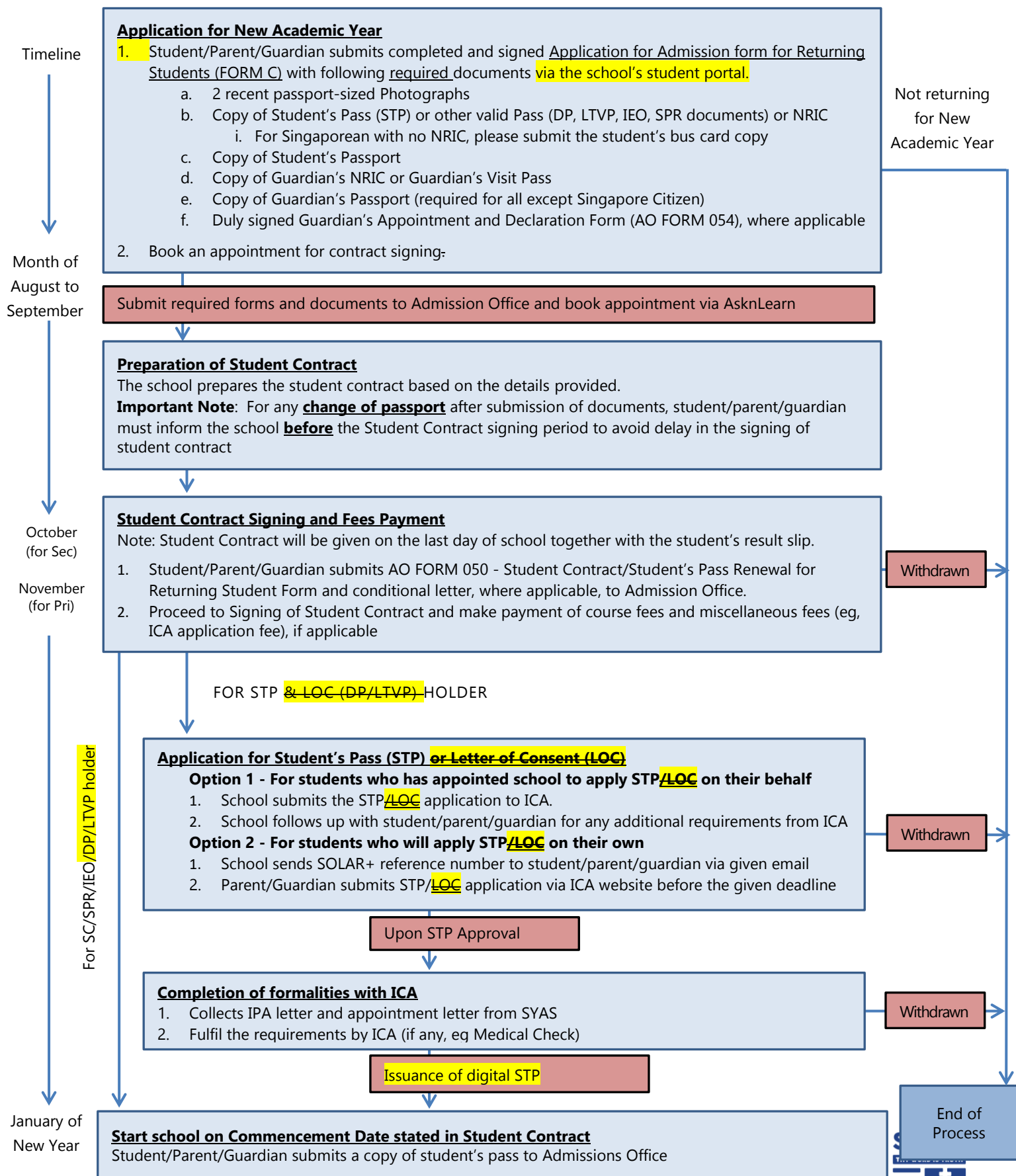
1. Fulfil the requirements by ICA (if any, eg Medical Examination)
2. Issuance of digital STP

End of Process

Start school on Commencement Date stated in Student Contract

1. STP holder to submit a photocopy of student's pass to Admissions Office before or on school start date

REGISTRATION PROCESS FOR RETURNING STUDENTS



STUDENT PROTECTION AND SUPPORT SERVICES

ACCOMMODATION

SYAS does not provide boarding facilities, so students must be living in Singapore with their families or guardians appointed by their parents. Students may check out the following hostels which are nearer to the school (SYAS is not liable for the services provided by these service providers):

1. Balestier Students' Hostel (S) Pte Ltd, 12 Boon Teck Road, Tel 6251 8588
2. Milchel Pte Ltd, 529 Balestier Road, Tel 6255 2356
3. SID International Pte Ltd, 7 Bassein Road, Tel 9009 2578
4. Others, available on SYAS website

CHANGE OF PARTICULARS

Student/Parent/Guardian is to inform the school of any change of student's particulars (Passport, Address, Contact details, etc.) and of any change of guardianship or their particulars (Passport, Address, Contact details, etc.). This information is vital to ensure ongoing and prompt correspondence with Student/Parent/Guardian. Moreover, ICA regulations require students to report any change in his/her address in Singapore. Please refer to the [Change of Address](#) requirement for more details.

Student/Parent/Guardian is to fill in **Change of Particulars form (AO FORM 012)** and submit the form to Admissions Office.

For change of guardianship, the form must be accompanied by:

1. A duly signed Guardian Appointment letter from the parent (Available for download from SYAS website)
2. A photocopy of the new guardian's NRIC / Employment's Pass / Dependent's Pass / Long Term Pass / Immigration Exemption Order
3. A photocopy of the new guardian's Passport (For guardian who is a non-Singaporean or Singapore PR)

DISPUTE RESOLUTION

Students are encouraged to approach the school directly to resolve their complaints at the earliest opportunity.

If the matter remains unresolved or the student is unsatisfied with the outcome, students may approach the **CPE Student Services Centre** for assistance.

At the CPE Student Services Centre, the officers will review the complaints and provide the appropriate advice. For more information about CPE's mediation scheme, please visit (<https://www.ssg.gov.sg/cpe/student-services/dispute-resolution.html>)

Please refer to [Student Feedback and Grievance](#) for detailed procedures.

FEE PROTECTION SCHEME (FPS)

SYAS has put in place a Fee Protection Scheme(FPS) as stipulated by CPE. The FPS by way of an insurance facility provides fee protection to all its local and international students in the event SYAS is unable to continue operating due to insolvency, and/or regulatory closure. The FPS also protects students if SYAS fails to pay penalties or return fees to the students arising from judgement made against it by the Singapore courts.

SYAS appointed FPS provider is Lonpac Insurance Bhd, which is an insurance provider approved by the CPE.

SYAS will purchase the FPS insurance when the course fee is paid by the student. The insurance coverage commences from the date of payment of the course fees till the course end date. The Certificate of Insurance (COI) will be emailed by Lonpac Insurance Bhd to the students via the email address provided. In addition, a hard copy of the student's COI will be given to students directly by SYAS.

Please refer to CPE's website at <https://www.ssg.gov.sg/cpe/pei.html> and Lonpac Insurance Bhd's website at www.lonpac.com or their general line 6250 7388 for more details of the FPS insurance.

EDUCATIONAL GUIDANCE

Educational guidance is provided through

1. talks by representatives of local and foreign institutions of higher learning,
2. brochures of institutions of higher learning,
3. teachers giving students information and advice on options available relating to post-secondary education

ICA APPLICATION

SYAS offers 2 options for ICA application for all non-Singaporean or non-Singapore PR applicants when applying for a Student's Pass or Letter of Consent. Student/Parent(s)/Guardian may choose to appoint the school to apply on their behalf or they can apply on their own accord. Please refer to [Student's Pass](#) for more details.

HEALTHCARE OFFICER

Healthcare Officer administers first-aid and emergency treatment for all students, and arranges for external medical care when necessary. Besides the Healthcare Officer, the school is also equipped with Automated External Defibrillators (AED) to handle some medical emergencies.

MEDICAL INSURANCE

SYAS has in place 2 medical insurance schemes for all students.

1. **Hospitalisation and Surgical Insurance (H&S) scheme.** This scheme shall minimally provide for an annual coverage limit of S\$20,000 per student, at least B1 ward in government and restructured hospitals and 24-hour coverage in Singapore and overseas (if student is involved in school related activities) throughout the course duration. SYAS-appointed hospitalisation insurance provider is **Income Insurance Limited**.
2. **Personal Accident Insurance (PA) scheme.** This scheme is a 24-hour worldwide accident coverage related to all school activities and/or CCAs throughout the course duration. SYAS-appointed personal accident insurance provider is **Lonpac Insurance Bhd**.

NEW STUDENT ORIENTATION

New Student Orientation is provided to help students to

1. know and adjust to school requirements and expectations,
2. adjust to school life so that they can benefit academically and socially,
3. be familiar with the local environment, culture and lifestyle, in the case of foreign students.

New students from Primary 2 to Secondary 3 who are enrolled before the end of January will attend an Orientation Camp. It aims to introduce the school philosophy and culture to the newcomers as well as to provide an opportunity for new students to make friends while having fun.

New Primary 1 students will be participating in a full day workshop with their teachers at the end of January or early February.

ENRICHMENT AND MATERIALS

SYAS subscribes to a comprehensive range of e-learning platforms, fieldtrips, extra English lessons, local newspapers and learning management systems for the students to complement course work as well as enhance the student-teacher learning experience.

Each student is provided an essential materials pack which includes exercise books, whiteboard sets, Bible textbooks, School Song Book, folder files and student Planner. The list may change according to the needs of the coursework.

PASTORAL CARE AND COUNSELLING

Pastoral Care and Counseling is provided by the school counsellor and the chaplain, to cater to students' spiritual, social and emotional needs and help them handle difficulties and problems related to school and personal life.

WITHDRAWAL AND REFUND POLICY AND PROCEDURE

Conditions of Withdrawal

1. A student who requests to withdraw from the course prior to its completion must submit the **'Withdrawal Request Form (AO FORM 010)'** to Admissions Office together with his/her student's pass for cancellation.
2. If the student has been absent for 7 consecutive days or more without any valid reason, the school, as required by ICA, will have to inform ICA in writing and the student may be deemed to have left the school. As such, the school reserves the right to inform ICA to cancel the student's pass. The student may not be entitled for any refund as the student did not conform to the withdrawal policy.

Refund for Withdrawal Due to Non-Delivery of Course

SYAS shall inform the student and/or parent/legal guardian immediately within three (3) working days upon acknowledgement of any of the following:

- (i) It does not start the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A of the Student Contract within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by ICA

SYAS shall inform the Student in writing of alternate study arrangements (if any) and shall also refund the entire Course Fees and Miscellaneous Fees already paid, should the Student decide to withdraw, within seven (7) working days of the above notice.

Refund for Withdrawal Due to Other Reasons

The student withdraws from the Course for any reason other than those set out in 'Withdrawal Due to Non-Delivery of Course' (above), SYAS shall refund to the student the following sums:

- Amount: The amount of refund is based on when the Student's written notice of withdrawal is received, as indicated in the table below. Only Course Fee, Meal Plan and Enrichment & Technology Fee in Schedule B (Course Fees) of the Student Contract are subjected to refund.
- Other fees such as Registration Fee, FPS Insurance, Hospitalisation & Surgical Insurance (H&S), Personal Accident Insurance (PA), and Materials Fee are non-refundable. The total refund amount is inclusive of GST.

% of [the amount of fees paid under Schedule B & C of the Student Contract]	Course Commencement Date: 02 January 2024 If Student's written notice of withdrawal is received	For 2024 Academic Year (Withdrawal submitted on below dates)
Course Fee *		
[75%] of course fee paid	more than [14] days before the Course Commencement Date	Before & on 18 December 2023
[50%] of course fee paid	before, but not more than [14] days before the Course Commencement Date	Between 19 December 2023 & 2 January 2024
[15%] of course fee paid	after, but not more than [14] days after the Course Commencement Date	Between 3 January 2024 & 16 January 2024
[0%] of course fee paid	more than [14] days after the Course Commencement Date	On 17 January 2024 & after
Enrichment & Technology Fee*		
[100%] of enrichment & technology fee paid	before the Course Commencement Date	Before & on 2 January 2024
No refund	after the Course Commencement Date	On 3 January 2024 & after
Meal Plan		
The remaining unconsumed term(s)		

*The total refund amount is inclusive of GST

Refund During Cooling-Off Period and for admissions after 17 January 2024

SYAS provides the student with a cooling-off period of seven (7) working days after the date that the Student Contract has been signed by both parties.

The student will be refunded the highest percentage (stated in Schedule D of the Student Contract) of the fees already paid if the student submits a written notice of withdrawal to SYAS within the cooling-off period, regardless of whether the student has started the course or not.

Students who join SYAS on **17 January 2024** and after, will only be refunded the highest percentage (stated in Schedule D of the Student Contract) of the fees already paid if the student submits a written notice of withdrawal to SYAS within the cooling-off period.

All refunds will be processed within seven (7) working days after receiving the Student's written notice of withdrawal.

Withdrawal and Refund Procedures

1. The student and/or parent/legal guardian may withdraw from SYAS by submitting a duly signed and completed **Withdrawal Request form (AO FORM 010)** by Student/Parent/Guardian, together with Student's Pass, Student ID and/or Library book(s), if applicable to the Admissions Office. The student's pass will be cancelled.
2. Admissions Office issues a letter of acknowledgement upon the acceptance of withdrawal request.
3. Upon receipt of the **Withdrawal Request form (AO FORM 010)**, the Admissions Office and Business Office respond to all matters pertaining to the withdrawal request within 7 (working) days.
4. Student collects the Social Visit Pass from Admissions Office on the date stated on the letter of acknowledgement of withdrawal.

TRANSFER/DEFERMENT/EXTENSION POLICY

The school does not offer any course transfer or deferment or extension within SYAS.

STUDENT FEEDBACK AND GRIEVANCE PROCEDURE

SYAS seeks to build and maintain a healthy and enjoyable study environment which will also enhance personal development. Therefore, the school welcomes feedback (Complaint, Compliment, Suggestion, etc) for continual refinement and improvement to provide high quality education service to our students.

Where instances of grievances or complaints occur, we aim to resolve them promptly, amicably and in a manner that is fair and equitable to all concerned.

Students are to fill in a feedback form, within 7 working days of the cause of the grievance/complaint, which serves as a medium for addressing their concerns and resolving grievances on academic and non-academic matters, and student matters.

The assigned staff will investigate and if necessary direct the complaints/grievances to the relevant committees or other officers to evaluate and resolve the grievances. The school will take 21 working days to investigate and resolve the matter.

If a resolution is unable to be attained between the aggrieved student and the school, the case may be referred to CPE Student Services Centre.

For more information about the school's grievance process, please visit (<https://syas.edu.sg/pages/grievance-process>)

DISCIPLINE AND STUDENT CONDUCT

Good student conduct is important in maintaining a wholesome and safe school environment conducive to effective learning, inculcating right values and developing good character. Student conduct is not just about behaviour in the narrow sense. It is also about those things that matter to schooling: attendance, punctuality, classwork, uniform and grooming.

So, student conduct is assessed against standards or rules of punctuality, attendance, behaviour, classwork, uniform and grooming.

ATTENDANCE

1. Every student must be in school and be present for every assembly, chapel and class period at the times shown in the time-table on every school day.
2. Every student must be in the designated place for assembly at **7.57 am** (Monday to Friday).
3. Every student who is late for assembly or school must report to the prefect-in-charge or the security guard or Admissions Office respectively without being told to do so, and the time of reporting shall be considered the time at which the student comes late. Student will be marked absent if Admissions Office is not notified.
4. Every student must be seated in class, waiting for the teacher to come in. No loitering is allowed along the corridor outside the classroom during changeover time between periods.
5. Early Dismissal during school hours can be requested by Healthcare Officer or Form Teacher or Guardian or Parent using Early Dismissal form (AO FORM 014) but permission to leave the school must be approved by the Registrar or Vice Principal or Principal. Permission may be refused.
6. A student can only be absent from school for valid medical reasons backed up by valid medical certificates **only** and not by any letter. Medical certificates must be promptly given to the Form Teacher on the very day the student returns to school. **Medical certificate from Traditional Chinese medicine clinics are not acceptable.**
7. A student whose **attendance is less than 90% in any month** will be issued a warning letter to be signed in school by the Parent/Guardian. For Student's Pass Holder students, ICA will be informed of the attendance record. After 3rd warning letter, the student will be asked to withdraw from school and the Student's Pass will be cancelled.
8. For student who has been absent for 7 consecutive days or more without valid reason, ICA will be informed and the Student's Pass will be cancelled.

BEHAVIOUR

1. Good behaviour is expected at all times and in all places.
2. Every student must be responsible, honest, truthful and trustworthy.
3. Every student must exercise respect to others, private property, public property and school property.
4. Every student must care for his/her own safety and belongings.
5. Improper bodily contact or proximity and coupling are not allowed.
6. Unauthorised writing, drawing or posters are not allowed.
7. Food and drinks are to be consumed only in the canteen.
8. Students must obey the rules of the canteen, library, laboratories and computer rooms.
9. Students must not enter a place when they have no permission to it.
10. Mobile phones must be submitted to form teacher or first period teacher to be kept in a designated place. Mobile phones can only be collected from the last period teacher unless the student is given permission for early dismissal.
11. Students are not allowed to have in school these items: games sets, personal audio/video sets, offensive weapons, obscene materials, articles associated with gambling, correcting fluid, fireworks, matches, lighters, chewing gum, substances of abuse or drugs, alcoholic drinks and tobacco products.
12. Any student who buys, possesses or uses any substance of abuse, drug, alcoholic drink, tobacco product or cigarette or who joins an unlawful assembly or gang will be expelled from school.
13. Any violation of the laws of the country will be severely dealt with.

CLASSWORK OR SCHOOLWORK

1. Every student must do all assignments or duties well and promptly to full completion as given by the school, class or teacher.
2. Every student must be on time and ready with all that are needed for each lesson.
3. Every student must be attentive, alert and cooperative when lessons or assignments are being carried out.

UNIFORM AND GROOMING

1. Every student must be well-groomed and dressed properly in the complete school uniform when coming to school, while in school and when going back from school on school days and during school holidays when classes are conducted.
2. Hair must be neatly combed and not permed (for male students), gelled, bleached, dyed, tinted, highlighted or streaked.
3. Boys' hair must be short not touching collars, the eye-brows and ears.
4. Girls' long hair must be tied up at all times with completely black narrow hair bands or hair clips such as not to touch the eye-brows, ears and shoulders.
5. The shirt must be opaque, plain white, short-sleeved with dark blue collar, dark blue-banded at end of sleeves, with a thin vertical blue line beside the row of buttons. Colourful undergarments are not allowed.
6. Boys' shorts or trousers must be bought from or approved by the school and worn with the sewn hem above the ground at all times.
7. Girls' skirts must be bought from or approved by the school and must be flared and worn with the sewn hem at knee-length.
8. Low cut all-black sports shoes must be worn with visible clean SYAS white socks.
9. Nails must be kept short and not coated.
10. A student who feels cold may wear a school P.E. shirt or plain white singlet or T-shirt under the school uniform.
11. Jackets must be plain in design and colour.
12. The following are not allowed: tattoos, cosmetics, tinted eye-glasses, coloured contact lenses, belts that have big or fanciful buckles or that are not black/plain navy blue, caps or hats, rings, chains, necklaces, amulets, talismans, wrist bands, bracelets, brooches, of any kind on any part of the body or uniform, hidden or not. Any item confiscated may not be returned at all. Only one pair of simple ear stud is allowed for girls.
13. Students attending extra classes any time in school must be in full uniform.
14. Students attending CCA must be in school uniform or CCA attire.

Conduct points will be deducted accordingly for students who have violated these rules. Refer to [list of violation](#) for more details.

Students are required to obey all other rules announced when necessary.

Students who willingly comply with all the standards or rules set above would be considered as well-disciplined and of very good conduct. Students who violate these rules do so by their own choice and have broken their agreements which they had made with the school when they first requested to be admitted into the school and so must accept responsibility and penalties for these violations.

Do not repeat the violation(s). Every violation is liable to be met with corrective action. The school reserves the right to consult the Police on very serious offences.

CONDUCT POINTS SYSTEM AND LIST OF VIOLATIONS

In SYAS, every student starts each year with 100 points. Every time the student commits a violation, the corresponding number of points lost will be recorded in a conduct form. Conduct points lost are cumulative (added on) for the whole year.

1. **1st warning letter** is given by Form Teacher, when a total of 30 points or more are lost and the student is required to see the school counsellor.
2. **2nd warning letter** is given by Form Teacher, when a total of 50 points or more are lost and the student is required to see the school counsellor.
3. **3rd warning letter** is given by the Student Development Committee, a total of 70 points or more are lost and the student is required to see the school counsellor.

Each letter must be signed by the student and his/her Parent / Guardian before the student is allowed to attend classes. Further violation of school rules will lead to suspension from class and/or expulsion and/or to the student being withdrawn from school. In serious cases, caning or even expulsion may be carried out without consideration of the number of points already lost, if any.

List of Violations (Extracted from Conduct Warning Form)

Subject to changes (2023 Jan 3 Edition)

D detention **L** letter of warning **S** Internal Suspension **C** Caning **X** expulsion

<u>Code</u>	<u>Violation</u>	<u>Points</u>
F1	hair bleached / coloured / fanciful hairstyle; boy's hair permed	4
F2	hair unkempt/ gelled, sticking up/out, not neatly combed	4
F3	hair touches eye-brow, ear or collar/ presence of moustache, beard or sideburn	4
F4	girl's long hair not pinned or clipped or tied up	4
F5	girl's hair clip / band not plain black	4
F6	nails not cut or are long or varnished	4
F7	not in proper school attire* (including PE attire)	4
F8	uniform not worn properly (untidy)	4
F9	incomplete uniform (badge, nametag, school socks, shoes, shorts etc)	4
F10	not wearing plain white T-shirt underneath school shirt	4
F11	jacket/sweater not plain designs	4
F12	wearing coloured lenses, make-up, cosmetics	4
F13	amulet, band, bracelet, brooch, chain, charm, necklace, ring, stud, talisman (only one pair of plain ear studs is allowed for girls)	4

<u>Code</u>	<u>Violation</u>	<u>Points</u>
A1	late for assembly in class or not in assembly line on time	2
A2	late for school / school activity / chapel / class / class activity / detention	4,6,8, D
A3	skipped (or left without permission) assembly / chapel / period /class activity	4 D
A4	absent without valid excuse or skipped school / school activity / detention	10 D
A5	left school campus before it is time or without permission	10 D
A6	staying back in school beyond 4.30pm without permission	4
C1	did not get ready or did not have required things ready for lesson	4
C2	did not hand in or complete assignment / duty on time	4
C3	did not cooperate with teacher/ pay attention in class	4
B1	rude, disrespectful, disobedient, defiant, talked back	10 L D
B2	not complying with school's orders, e.g. unauthorised entry, not speaking English in school, involvement in financial dispute, etc	4
B3	improper behaviour in chapel, classroom, canteen, library, laboratory	4
B4	not in designated place, loitering, visiting	4
B5	annoying, disturbing, disruptive, unruly	4 D
B6	had food or drink outside of designated area / time	4
B7	littered, messed up, did not clear or clean up the area concerned	4 D
B8	broke rule of canteen / library / laboratory / computer room	4
B9	broke traffic rule, jaywalking	10 L
B10	entered or found in prohibited area; took away things without permission	10 L D
B11	misused / damaged / tampered with facility / supplies / equipment, etc.	4 D
B12	involved in copying / cheating / dishonesty / lying / deceit / cover-up	10 L D
B13	involved in conspiracy / collusion / slander / framing someone/ racism	10 L
B14	used or showed insulting / hurtful / offensive / vulgar language or sign	8 D
B15	indecent behaviour, prohibited contact / proximity / touching	20 L
B16	inappropriate social media behaviour	10 L
B17	rowdy / excessive / noisy / unruly behaviour or play	4 D
B18	caused hurt, injurious / reckless behaviour	10 L D
B19	bullying, intimidating, threatening, harassing, restraining by using force	30 L S
B20	cyber bullying (eg. posting hurtful messages, spreading rumours)	30 L S
B21	fighting, challenged or instigated to fight, violent behaviour	30 L S C
B22	forgery, fraud, criminal cheating, unlawful dealings or actions	30 L
B23	vandalism	30 L

<u>Code</u>	<u>Violation</u>	<u>Points</u>
E1	extorted, robbed, burgled	X
E2	stole or took items belonging to others, kept or disposed of stolen property	X
E3	offences of sexual nature (outrage modesty, molest, pornography, etc.)	X
E4	assaults, member of gang or unlawful assembly, joined in gang fight	X
E5	possess or use alcoholic drink / tobacco product / other substances of abuse / poisonous material	X
E6	sabotage; tampering that could have led to serious results	X
E7	possess incendiary / explosive material, arson or attempted arson	X
E8	tattoo	X
P1	gambling devices / chewing gum / card games seen will be confiscated	5
P2	electronic devices (esp. handphones) seen or heard during class will be confiscated	5
P3	charging electronic devices or portable chargers in school	5

EXAMINATIONS AND PROMOTION MATTERS

Mid-year and Year-end examinations are held every school year for Primary 5, Primary 6, Secondary 3 and Secondary 4 students.

Primary 1 to Primary 4 and Preparatory Secondary 1 Foundation to Secondary 2 students will only take part in Year-end examinations/continuous assessments.

Students must familiarise themselves with the rules of [conduct for examination](#).

Eligible Primary 6 or Secondary 4 students also take the PSLE or GCE O-Level examinations in the 4th term (Note: GCE O-Level Chinese Language which will be conducted in 2nd and 4th term). Please refer to the [National Examination](#) for more details.

Eligibility requirements The Examination Board requires every student to achieve at least 50% conduct marks and 90% attendance within a stipulated period of time agreed by the Examination Board in order to be eligible to take part in the two major examinations conducted every year. The student is not allowed to sit for the examinations, if he/she fails to meet these requirements.

Progress reports of students given to parents or guardians at the end of every term are for information and guidance.

Promotion to a higher level class is decided by a Promotion Committee after the year-end examinations and is based on results of examinations, tests, project work, classwork, attendance and conduct record. The decision of this committee is final unless there is/are presence of error/s.

Subject grades are computed by giving certain weightages to examination scores, tests, project work and classwork. For promotion to the next level, the following criteria must be fulfilled based on the year-end examination results in which grades reflected in terms 1 to 3 progress reports are taken into consideration.

For **Primary 1 to Secondary 2**, at least a passing grade in English Language and overall average of 50% for all core subjects is required.

For **Secondary 3**, at least 4 credits and a D7 pass, of which one of these subjects must be English.

To be eligible to take **PSLE** in Primary 6, the student must obtain a passing grade for every PSLE subject in Primary 5 Year-End Result.

Graduation. For **Secondary 4**, at least 4 credits and a D7 pass, of which one of these subjects must be English.

Please refer to the [Grading System](#), [Examination Marking System](#) and [Criteria for Promotion](#) for more details.

Appeal. After receiving the report cards for the year-end examination results, students who have not performed well enough to be promoted or advanced and wish to appeal, must submit their appeal letters to the Admissions Office or Registrar **within three working days** after the official date for the release of examination results.

Viewing of Past Result Analysis. All past and present students and their parents/ guardians may view the most recent year's progression/graduation rates and PSLE and O-Level data analyses upon request at the General Office.

CONDUCT OF EXAMINATION

1. All requirements of the school continue to be in force throughout the whole period of the examination. Standards regarding uniform, attendance, punctuality and behaviour will be applied rigorously. A student who does not fully comply in any way will be barred from the examination until the matter is settled to the satisfaction of the school, and no extra time or extra arrangement will be made for such a student should he/she miss the whole or any part of the examination because of this.
2. A student who does not sit for an exam paper at the time set in the exam time-table will be awarded zero mark for that paper. Consideration is given only to students who are ascertained to be in circumstances beyond their control at the time.
3. Before entering the exam room, every student must have in hand all the things required for the exam as instructed, and nothing more. Any additional item must be removed before the exam starts. Bags must be neatly placed at the back of the room or as instructed.

Borrowing, lending or passing of anything between students during the exam is strictly prohibited. Both borrowers and lenders will be penalised and the items involved will be confiscated immediately.

4. Every student must be seated at his/her assigned place at least 15 minutes before the start of each exam paper. For example, if an exam paper is set to start at 8:20 a.m. then the student must be seated at his/her assigned place by 8:05 a.m.; otherwise, he/she will be considered late. Late-comers must wait quietly outside the exam room until they are called in by the invigilator who must first attend to all the students who have come earlier. Those who are late by more than 30 minutes will not be allowed to take the paper. Students in Secondary School taking the paper must sit in the exam room for the duration of the paper or for at least 1 hour, whichever is shorter. They are not allowed to hand in their answer scripts during the last 10 minutes of the time for the exam paper but sit and wait for the invigilator to collect them at the end of the exam. Students who have handed in their answer scripts earlier must leave the exam room quickly and must not stay outside the exam room. Students in Primary School must sit through the duration of all papers unless the whole class has completed the papers before the time is up.
5. A student must not have anything under or around his/her desk or chair during an exam.
6. Among the items that are prohibited in the exam room are drinks, food, titbits, all photographic, reader pen, electrical and electronic devices except silent time-pieces. These, and other prohibited items, will be confiscated if discovered. Only the calculators and dictionaries approved for exam by SEAB are allowed for certain exam papers.
7. Every student is required to answer on his/her own, using authorised means only. Any intention, plan, attempt or action to communicate or obtain an answer in any other way constitutes dishonesty. In the event of suspected cheating, the invigilator will record the date, time and suspected incident. Students are allowed to continue and finish the paper.

A student who is involved in any dishonest act in any of the exam papers will be reported and investigated. If the student is found guilty, he/she will be punished accordingly.

8. All items issued for an exam remain the property of the school and must not be taken out of the exam room unless authorised by the invigilator. These include used or unused paper for writing or rough work.
9. Students are to read and follow all examination instructions carefully (e.g. use of pen/pencil, where to answer etc). Failure to do so will result in a loss of marks during the final calculation.

GRADING SYSTEM

Primary 1 to Primary 4

Status	Grades	Marks (%)	Description
Pass	A*	91 & above	Demonstrates very good understanding of the subject
	A B	75 – 90 60 – 74	Demonstrates good understanding of the subject
	C	50 – 59	Demonstrates adequate understanding of the subject
Failure	D	35 – 49	Demonstrates fair understanding of the subject
	E	20 – 34	Demonstrates elementary understanding of the subject
	U	19 & below	Has not met minimum requirements for the subject

Preparatory Secondary 1 Foundation, Secondary 1 and 2

Status	Grades	Marks (%)	Description
Pass	A	80 & above	Demonstrates very good understanding of the subject
	B C	70 – 79 60 – 69	Demonstrates good understanding of the subject
	D	50 – 59	Demonstrates adequate understanding of the subject
Failure	F	49 & below	Has not met minimum requirements for the subject

Secondary 3 and 4

Status	Grades	Marks (%)	Description
GCE O-Level Passes (Credit)	A1 A2	75 & above 70 - 74	Demonstrates very good understanding of the subject
	B3 B4	65 – 69 60 - 64	Demonstrates good understanding of the subject
	C5 C6	55 – 59 50 – 54	Demonstrates adequate understanding of the subject
Below GCE O-Level Pass	D7 E8	45 – 49 40 – 44	Demonstrates elementary understanding of the subject
Failure	F9	39 & below	Has not met minimum requirements for the subject

Primary 5 and 6

Our school has adopted the new scoring system for Primary School Leaving Examination (PSLE) since 2020 starting with our Primary 5 cohort.

The T-score system is replaced by wider scoring bands. Each subject will be scored using 8 scoring bands called Achievement Levels (ALs), with AL 1 being the best score and AL 8 being the lowest score. The ALs reflect the student's level of achievement in the subject. The PSLE score for the Secondary 1 posting will be the sum of ALs for four subjects. The PSLE Score will range from 4 to 32. There are 29 possible PSLE Scores, compared to around 200 different T-scores previously. This will reduce excessively fine differentiation of students at a young age.

AL	RAW MARK RANGE
1	≥ 90
2	85 – 89
3	80 – 84
4	75 – 79
5	65 – 74
6	45 – 64
7	20 – 44
8	< 20

ENGLISH LANGUAGE	AL 3
MATHEMATICS	AL 2
SCIENCE	AL 1
MOTHER TONGUE LANGUAGE	AL 2
PSLE SCORE : 8	

MOE allows a small group of students with extenuating circumstances to be exempt from Mother Tongue Language (MTL). For these MTL-exempt students and those who take an Asian Language (AsL)/Foreign Language (FL) in lieu of an official MTL, their PSLE result slip will only reflect the scores for the three subjects they have taken, i.e. English, Mathematics and Science.

The new scoring system will reflect student's own performance. Once a student shows a level of achievement that meets the learning objectives for the curriculum expected at a certain AL, he/she will receive the AL regardless of how his/her peer perform. The emphasis is on how well the student has learnt, and not how well he/she has done compared to the peers. We want our children to focus on their own learning instead of trying to outdo others.

Starting from the 2020 P5 cohort, we has presented school-based examination results in ALs.

Holistic Development Profile (HDP)		
Subject	Mark	AL
English Language	85	2
Mathematics	75	4
Science	65	5
Mother Tongue Language	55	6
Total AL Score: 17		

Information and images extracted from MOE website.

Please refer to MOE for more information.

EXAMINATIONS MARKING SYSTEM

Marking System

For Primary 1

There are no examinations for Primary 1 but continuous assessments for each term.

Term 1 results	100 % from Term 1 daily work/assessment/test/projects
Term 2 results	100 % from Term 2 daily work/assessment/test/projects
Term 3 results	100 % from Term 3 daily work/assessment/test/projects
Year-end results	10 % Term 1 results 15 % Term 2 results 15 % Term 3 results 60% 10% Term 4 daily work and 90% Year-End Continuous Assessments marks

Note: Non-examination subjects – Letter grade(s) only

For Primary 2 to Primary 4 and Preparatory Secondary 1 Foundation to Secondary 2

There are no mid-year examinations.

Term 1 results	100 % from Term 1 daily work/ test/projects
Term 2 results	100 % from Term 2 daily work/ test/projects
Term 3 results	100 % from Term 3 daily work/test/projects
Year-end results	10 % Term 1 results 15 % Term 2 results 15 % Term 3 results 60% 10% Term 4 daily work and 90% Year-end Exam marks

Note: Non-examination subjects – Letter grade(s) only

For Primary 5, Primary 6 and Secondary 3

Mid-year:

80% Mid-Year Exam marks
20% Term 1 and 2 Daily work/test/projects

Year-end:

70% Year-End Exam marks
10% Term 3 and 4 Daily work/test/projects
20% Mid-year results

Note: Non-examination subjects – Letter grade(s) only

For Secondary 4

Mid-year:

80% Mid-Year Exam marks
20% Daily work/test/projects

Preliminary Examination:

100% Prelim Exam marks

Absent from the examination

Student who is absent (with or without valid reason), 0 mark will be awarded to the missed paper.

If a student is absent (with a valid reason) for a minor paper (oral, listening or science practical), the subject teacher is to exclude the missing paper and prorate the remaining marks accordingly.

Scenario	Mid-Year Examination	Year-End Examination						
Absent Without Valid Reason	0 mark will be awarded for the missed paper							
Absent With Valid Reason	0 mark will be awarded for the missed paper 'Ab' will be indicated in the report card and the average percentage of the overall examination will not be reflected.	0 mark will be awarded for the missed paper						
* Present for Year-End Exam but Absent for Mid-Year Exam (student is absent with valid reason)	N.A.	Year-End results are computed as follows: <table> <tr> <td>T₁ and T₂ work</td> <td>20%</td> </tr> <tr> <td>T₃ and T₄ work</td> <td>10%</td> </tr> <tr> <td>Year-end Exam</td> <td>70%</td> </tr> </table>	T ₁ and T ₂ work	20%	T ₃ and T ₄ work	10%	Year-end Exam	70%
T ₁ and T ₂ work	20%							
T ₃ and T ₄ work	10%							
Year-end Exam	70%							

*Applicable for P₅, P₆ and S₃ only

If the average percentage of the total number of subjects of the student falls below 50%, the Form Teacher has to bring to the attention of the Promotion Committee for consideration for advancement.

New student

For P₅ and S₃ new students who joined the school after 31 March will take the Mid-year Examination but no report cards will be given to them and their Year-end results are computed as follows:

80%	Year-End Exam marks
20%	Daily work/test/projects from Term 3 and Term 4

CRITERIA FOR PROMOTION

Primary 1 to Primary 6

Level	Requirements		Additional remarks
	English	Overall Results	
P1 to P4	At least 50%	At least 50%	-
P5	At least 50%	At least 50%	A pass in all PSLE subjects is required to take PSLE
P6	At least 50%	At least 50%	-

Note: It is automatic promotion for Singaporean primary school students (Advance on condition if the student does not meet promotion criteria)

Preparatory Secondary 1 Foundation, Secondary 1 and 2

Level	Requirements		Additional remarks
	English	Overall Results	
PS1F to S1	At least 50%	At least 50%	-
S2	At least 50%	At least 50%	Only those who obtained at least 70% for Secondary 2 Mathematics are eligible to take Additional Mathematics.

Secondary 3

Level	Requirements
S3	Obtain 4 credits and a D7 pass, of which one of these subjects must be English.

Note: Students who failed English (less than 50%) and are advanced must take Extra English Lessons (EEL) in the following year. Promotion criteria takes into account the attendance and conduct of the student. Promoted on conditions, if applicable.

Double Promotion

Level	Requirements
P1 to P3	Must be of the right age for the level they are double promoting to
P2 to P4	
P3 to P5	Overall average must be at least 90%
P4 to PS1F	Conduct must be at least 90%
P5 to S1	Attendance must be at least 90%
S1 to S3	Must be recommended by form teachers and subject teachers

Students who fulfill the requirements for double promotion can request with Form Teacher for recommendation to the Examination Board. However, the double promotion is subjected to the approval by the Examination Board.

ANNUAL ACADEMIC AWARDS

CLASS PRIZE

Purpose To recognize the top 3 positions per class in terms of their academic achievements throughout the year.

Character Criteria At least 75 points for conduct
At least 90% in attendance

Academic Criteria In order to determine the student's class position, the following subjects are used for calculations.

Level	P1 to P6	PS1F	S1 and S2	S3	S4
Criteria	Average % of all core subjects (Including MT)	Average % of all core subjects	Average % of all core subjects (Including MT)	L1B4:English + Best 4 subjects (including Bible)	L1B4:English + Best 4 subjects (not including Bible)
	Min: 70% overall	Min: 60% overall			
	At least 50% for English Language				

Values

Value of class prize for each class in	P1	P2	P3	P4	P5	P6	PS1	S1	S2	S3	S4
1 st in class	\$40	\$40	\$40	\$60	\$60	\$60	\$70	\$70	\$70	\$100	\$100
2 nd in class	\$30	\$30	\$30	\$40	\$40	\$40	\$50	\$50	\$50	\$70	\$70
3 rd in class	\$20	\$20	\$20	\$30	\$30	\$30	\$30	\$30	\$30	\$50	\$50

In the event that a student fails to meet the character criteria, the next best performing student will take his/her place.

The number of class prizes actually given (even if none) to a particular class is at the discretion of the school and the school's decision is final and no correspondence will be entertained.

Class prizes are given to recipients in the form of vouchers which can be exchanged for cash at Business Office.

SUBJECT BEST

Purpose To recognize the student who showed excellence in his or her work in a particular subject.

Character Criteria At least 75 points for conduct
At least 90% in attendance

Academic Criteria The student who scored the highest across his/her level.

List of subjects

Level	Min % for subjects	Subjects		
P1 to P6	P1-2: 90% P3-6: 80%	English Language Chinese Language	Mathematics Bible Knowledge	Science
PS1F	70%	English Language	Mathematics Bible Knowledge	Science
S1 to S2	70%	English Language Chinese Language	Mathematics Bible Knowledge Literature in English	Science Geography History
S3 and S4	60%	English Language Chinese Language Bible Knowledge (For S3)	Mathematics Additional Mathematics Principles of Account Business Studies History	Science Biology Science Chemistry Science Physics

Values

Level	P1	P2	P3	P4	P5	P6	PS1	S1	S2	S3	S4
Value of prize	\$10	\$10	\$10	\$10	\$10	\$10	\$20	\$20	\$20	\$20	\$20

In the event that a student fails to meet the character criteria, the next best performing student will take his/her place.

The number of prizes actually given (even if none) to a particular class is at the discretion of the school and the school's decision is final and no correspondence will be entertained.

Class prizes are given to recipients in the form of vouchers which can be exchanged for cash at Business Office.

MOST IMPROVED STUDENT

Purpose	To recognize the most improved student who put in a lot of hard work to achieve better results
Character Criteria	At least 75 points for conduct At least 90% in attendance
Academic Criteria	The Mid-year and Year-end results will be compared to determine which student improved the most.

Level	P ₅ to 6	S ₃ to S ₄
Criteria	Average % of all core subjects (Including MT)	Average % of all core subjects (Including MT)

Values

Level	P ₁	P ₂	P ₃	P ₄	P ₅	P ₆	PS ₁	S ₁	S ₂	S ₃	S ₄
Value of prize	\$10	\$10	\$10	\$10	\$10	\$10	\$20	\$20	\$20	\$20	\$20

In the event that a student fails to meet the character criteria, the next best performing student will take his/her place.

The number of prizes actually given (even if none) to a particular class is at the discretion of the school and the school's decision is final and no correspondence will be entertained.

Class prizes are given to recipients in the form of vouchers which can be exchanged for cash at Business Office.

SCHOLARSHIP AWARDS

Purpose To reward the top students who have achieved excellence both in and out of the classroom.

Character Criteria

1. At least 90 points for conduct
2. At least 90% in attendance
3. Made significant contributions in service to the school
- 4a. Consistently demonstrated leadership qualities **or**
- 4b. Highly recommended by all his/her teachers for reflecting the school's core values of integrity, caring, cooperation, respect, responsibility, perseverance and trust in God.

Academic Criteria Passes in all the academic subjects taken by the students

The average % must be at least

- 90% for a Scholarship Award
- 85% for a Study Award
- 80% for a Merit Award

Level	P6	PS1F	S1, S2 and S3
Criteria	Average % of all core subjects (Including MT)	Average % of all core subjects	Average % of all core subjects (Including MT)

Values

Scholarship Award	100% of course fee
Study Award	50% of course fee
Merit Award	25% of course fee

The award is

- **not exchangeable for cash**
- **not transferable**
- **only applicable if the recipient studies in the school the following year**

A student who does not have to pay course fee but who qualifies for a scholarship award will be given a certificate and a cash award determined by the school.

The number of prizes actually given (even if none) to a particular class is at the discretion of the school and the school's decision is final and no correspondence will be entertained.

NON ACADEMIC AWARDS

CHIN FUI NGOH'S STUDENT OF THE YEAR AWARD

Purpose The Student of the Year Awards is conferred on students who best represent SYAS's vision of a holistic person and serves as a role model for other students in SYAS. This award focuses on the non-academic aspect of the student, in contrast to the scholarship awards.

Criteria

1. Have studied at SYAS for at least 6 months by the point of nomination.
2. Have displayed leadership or character to make a positive change in the school and/or the society around.
3. Nominated by form teacher
4. Only one award winner per category

Values

Level	Lower Primary (P1-P3)	Upper Primary (P4-P6)	Lower Secondary (PS1F to S2)	Upper Secondary (S3 to S4)
Value of prize	\$200	\$300	\$500	\$750

The number of prizes actually given (even if none) is at the discretion of the school and the school's decision is final and no correspondence will be entertained.

PREFECT ATTENDANCE

Purpose To recognize students who achieved full attendance since joining the school in Jan

- Criteria**
1. No Absence (MC, LOA, etc. are considered as absent)
 2. Joined school by 31 Jan

GOOD CONDUCT

Purpose To recognize students who achieved 100 conduct points and exhibit good conduct throughout the year since joining the school in Jan

- Criteria**
1. 100 conduct points
 2. Supported by teachers during promotion committee
 3. Joined school by 31 Jan

NATIONAL EXAMINATION

O-LEVEL EXAMINATION

GCE O-Level examination registration starts at the end of February. Payment is to be made at Business Office either by cheque payable to San Yu Adventist School Ltd or bank transfer.

Students are required to register at least 5 GCE O-Level subjects taught by SYAS and are not allowed to register for a subject that they have not studied in S₄, except for a second language, without SYAS approval.

Students are advised to check their registration details carefully before submission. During the registration period, students can make amendments to their subject/paper entries without any amendment charges. After the registration period, an amendment fee is payable in addition to the new subject fee. SEAB will not accept requests for amendment made after April.

SEAB has implemented a regulation that no candidate can apply to take two examinations in one exam year. SEAB has tightened their checks to disallow all candidates, who are interested to take PSLE/GCE/iPSLE within the same exam year, from registering for S-AEIS at the beginning of the calendar year. SEAB will also disallow unsuccessful S-AEIS candidates to take PSLE/GCE/iPSLE.

Mother Tongue Subjects. For the Mother Tongue subjects, students will register for the Mid-Year examination during the February registration period. However, if students who wish to re-sit the Mother Tongue written papers for the subjects, they can register for the Year-End examination after the release of Mid-Year results. Students will be advised on the registration procedures when they receive their Mid-Year results. Students who sit the Mid-Year examination, regardless of whether they offer any subject in the Year-End examination, will receive only one result slip and certificate reflecting all the subjects that they have offered in the year. If they sit their Mother Tongue subject during both the Mid-Year and Year-End examinations, the better result of the two sittings will be reflected in the result slip and the certificate.

Examination Entry Requirements. Students must satisfy the minimum age requirement of 15 years as of the 1 of January of the examination year and may register up to a maximum of 9 subjects.

Incompatible subjects. For more information about incompatible subject combination, please refer to SEAB's registration information for private candidates.

(<https://www.seab.gov.sg/home/examinations/gce-o-level>)

Withdrawal and Refund. Students may withdraw from the whole examination and be entitled to a refund of half of the subject fees paid (inclusive GST) provided the withdrawal letters reach the school 2 weeks before the date stipulated by SEAB. Applications for withdrawal from an examination must be made in writing to SEAB through the school. No refund will be made to a student whose letter of withdrawal reaches the school after the above deadline.

Students who have sat any part of the examination, including oral, listening comprehension and practical components are deemed to have sat the examination and will not be entitled to any refund of the examination fees.

Students who withdraw from the examination will NOT receive any result slips/certificates for any subjects or components of subjects that they may have taken. If the results for these have already been released, for example, the mid-year written examination results, these results will be invalidated.

Examination fees are not transferable from one year to another or from one student to another.

Personalised Entry Proof/Timetable. Student registering for Mid-Year subjects will receive a Personalised Entry Proof/Timetables with only the Mid-Year subjects shown by middle of **May**. The Entry Proof/Timetables will show a student's Centre Number, Index Number and Mid-Year Written Examination Centre as well as the exam date and time for all papers.

All successfully registered students will receive a Personalised Entry Proof/Timetables by end of **June**. The Entry Proof/Timetable will show a student's Centre Number, Index Number, Practical and Written Examination Centres, the subjects and papers entered (excluding Mid-Year subjects) as well as the exam date and time for all papers.

The Entry Proof/Timetable is an important document and a student will be required to produce it during the oral, listening comprehension, practical and written examinations.

Access Arrangements are arrangements granted to students with specific learning and physical needs before the examination to enable them to sit the examination without compromising assessment objectives. Access arrangements are not intended to give the student an unfair advantage over other candidates in the same examination.

Access arrangements are subject to approval by SEAB and will require necessary documents to support the application. Students are to download and complete the access arrangement application form from SEAB website at www.seab.gov.sg and to submit their applications to SEAB through the school before end of February.

Students are to note that their results slips and certificates may be annotated for the access arrangements made.

Results. Mid-Year Examination results will be released in August of the examination year. Examination results will be released in January the following year. Students will receive their result slips through the school. They may also view their results through the SEAB website.

Appeal for Review of Result. Students may apply to review their examination results. An appeal for review of results must be submitted online through <http://www.seab.gov.sg> after results are released and **not** later than 5 days after the official release of the results. Appeals received after this period will not be considered.

Certificate and Statement of Results. Successful students can collect their certificates in person from the school by January of the following year. In the event that you need to appoint a proxy to collect your result, please ensure that you provide your proxy with an original letter of authorisation. The letter must contain the following information: student's name, student's NRIC number, and the proxy's particulars (Name, NRIC/Passport no./Fin no.). The proxy must also produce his/her NRIC/Passport/Pass when submitting the request on your behalf.

SEAB does not issue duplicate copies of a certificate as examination certificates and result slips are controlled documents, no replacements will be issued if you lose them. Students may contact SEAB for more information.

Private candidates may request for a re-print of your examination certificate(s) if there is an error in their name. For private candidates, all requests must be sent to SEAB, within one (1) month from the date of issue. A service charge is applicable.

Please refer to SEAB's website at www.seab.gov.sg or MOE's website at www.moe.gov.sg for more details on GCE 'O' level examination.

PSLE

The Primary School Leaving Examination (PSLE) is conducted in Singapore annually. It is a national examination which students sit at the end of their final year of primary school education. A student can sit for the PSLE if he/she meets the requirements of the school.

SEAB has implemented a regulation that no candidate can apply to take two examinations in one exam year. SEAB has tighten their checks to disallow all candidates, who are interested to take PSLE/GCE/iPSLE within the same exam year, from registering for S-AEIS at the beginning of the calendar year. SEAB will also disallow unsuccessful S-AEIS candidates to take PSLE/GCE/iPSLE.

Certificate and Statement of Results. All students who have sat for the PSLE examination will receive their result slips and certificate upon the release of results at the end of November. Students are advised to check their personal particulars printed in the result slips as the same personal particulars will be printed on their certificates later. If any error is found, students should notify Admissions Office within one week from the date of issue of the result slips.

Student will receive his/her PSLE certificate if he/she is awarded a grade for at least one PSLE subject. Ungraded subjects are not reflected on the certificate.

SEAB does not issue duplicate copies of a certificate as examination certificates and result slips are controlled documents, no replacements will be issued if you lose them. Students may contact SEAB for more information

Certificate Amendment. Students are advised to check their personal particulars printed in the certificates. If any error is found, candidates should submit their requests for reprint of certificates through Admissions Office together with the original certificates. All requests for reprint of certificates have to be submitted within two months from the date of issue of certificates.

There is an administration fees per reprint of certificates.

For any clarification, please contact Ministry of Education (MOE), Customer Service Centre at 6872 2220.

Purchase of Statement of Results

If you have lost or misplaced your PSLE or GCE O-level certificate(s), simply drop by at MOE Customer Service Centre, call the Call Centre or e-mail to request to purchase a copy of your statement of results.

Please refer to SEAB's website at www.seab.gov.sg or MOE's website at www.moe.gov.sg for more details on PSLE.

