



# Canadian International School of Hong Kong

香港加拿大國際學校



## **ADMISSIONS POLICY AND PROCEDURES**

### **INTRODUCTION**

Since its inception in 1991, CDNIS has experienced tremendous growth. Recognized as a leading international school in Hong Kong and Asia, the school is in the position of having waiting lists of applicants for vacancies at most grade levels.

The school admissions process is designed to ensure students are placed in the appropriate grade level to meet their learning needs. By embracing the common understandings articulated in our Vision, Mission and Values statements, CDNIS ensures an outstanding education that prepares students for an ever changing world.

To ensure a thorough and fair process and to aid in developing an understanding of the application procedure, stringent policy, guidelines, criteria and practices are in place to support the application and admissions process.

### **ADMISSIONS POLICY**

The school seeks to admit applicants and parents who support the CDNIS mission statement and the mission statement and principles of the International Baccalaureate. Further, the school seeks to admit applicants who will benefit from an inquiry-based conceptual programme in the Lower School and a rigorous university-preparatory programme in the Upper School.

### **ADMISSIONS PROCESS**

The school practices a selective admissions process in which students are assessed prior to entry into the school. Admission decisions are based on a careful assessment of each applicant's age appropriate knowledge, skills and understandings as well as their social and emotional development. Successful applicants must demonstrate that they are capable of meeting the school's high academic standards as self-directed and responsible individuals. The IB Learner Profile also helps to govern selection as we look for students who are caring, open-minded, balanced, and principled.



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## ***Age Requirements***

|               |   |
|---------------|---|
| Early Years 1 | 3 years old by August 31 of year of entry |
| Early Years 2 | 4 years old by August 31 of year of entry |
| Preparatory   | 5 years old by August 31 of year of entry |

Please note in March 2015 the School announced a change in its age requirement date from December 31 to August 31, to move into line with most other schools in Hong Kong and elsewhere. This change applies to applications for entry in August 2016 and beyond.

Placement in all other grades will also be based primarily on the revised entry age date, although exceptions can be made on a case-by-case basis at the discretion of the Head of School or respective Principals based on the level of educational attainment.

## ***Note for applicants who are not permanent residents of Hong Kong:***

Proof must be provided that the applicants meet Hong Kong Immigration requirements for entry to a school in Hong Kong prior to admission. In accordance with regulations of the Hong Kong Education Bureau and Hong Kong Immigration Department, all students joining CDNIS must hold a valid Hong Kong ID card and/or a valid passport with authorized residency status to be eligible for a place at CDNIS. A visitor visa does not entitle the holder to attend any school in Hong Kong. Visit the Hong Kong Immigration Department website for their requirements: <http://www.immd.gov.hk/index.html>

It is the responsibility of parent(s)/the legal guardian to make appropriate visa arrangement for the student(s) prior to start of school.



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## ***Parental Agreement***

Upon successful submission of the application, it is confirmed that Parent(s)/Legal Guardian understand and agree to the following:

Students may not enrol in CDNIS unless one Parent or Legal Guardian is a full-time resident in Hong Kong. This Applicant will be living with at least one Parent or Legal Guardian while enrolled in CDNIS.

Parent(s)/Legal Guardian give CDNIS permission to obtain records from the Applicant's current and previous schools.

Parent(s)/Legal Guardian are providing true and accurate information for this application. CDNIS reserves the right to restrict entry into, or withdrawal of a place from, the School.

CDNIS reserves the right to revoke an offer of admission if it is found that any relevant reports have been withheld.

Parent(s)/Legal Guardian understand data collected will be used for processing the admission application only.

Application/Processing fee is non-refundable, non-transferable and valid for the applied academic year only. Collection of the application/processing fee constitutes no assurance that a school place or an admissions assessment will be offered.

In accordance with regulations of the Hong Kong Education Bureau and Hong Kong Immigration Department, all students joining CDNIS must hold a valid Hong Kong ID card and/or a valid passport with authorized residency status to be eligible for a place at CDNIS. A visitor visa does not entitle the holder to attend any school in Hong Kong.

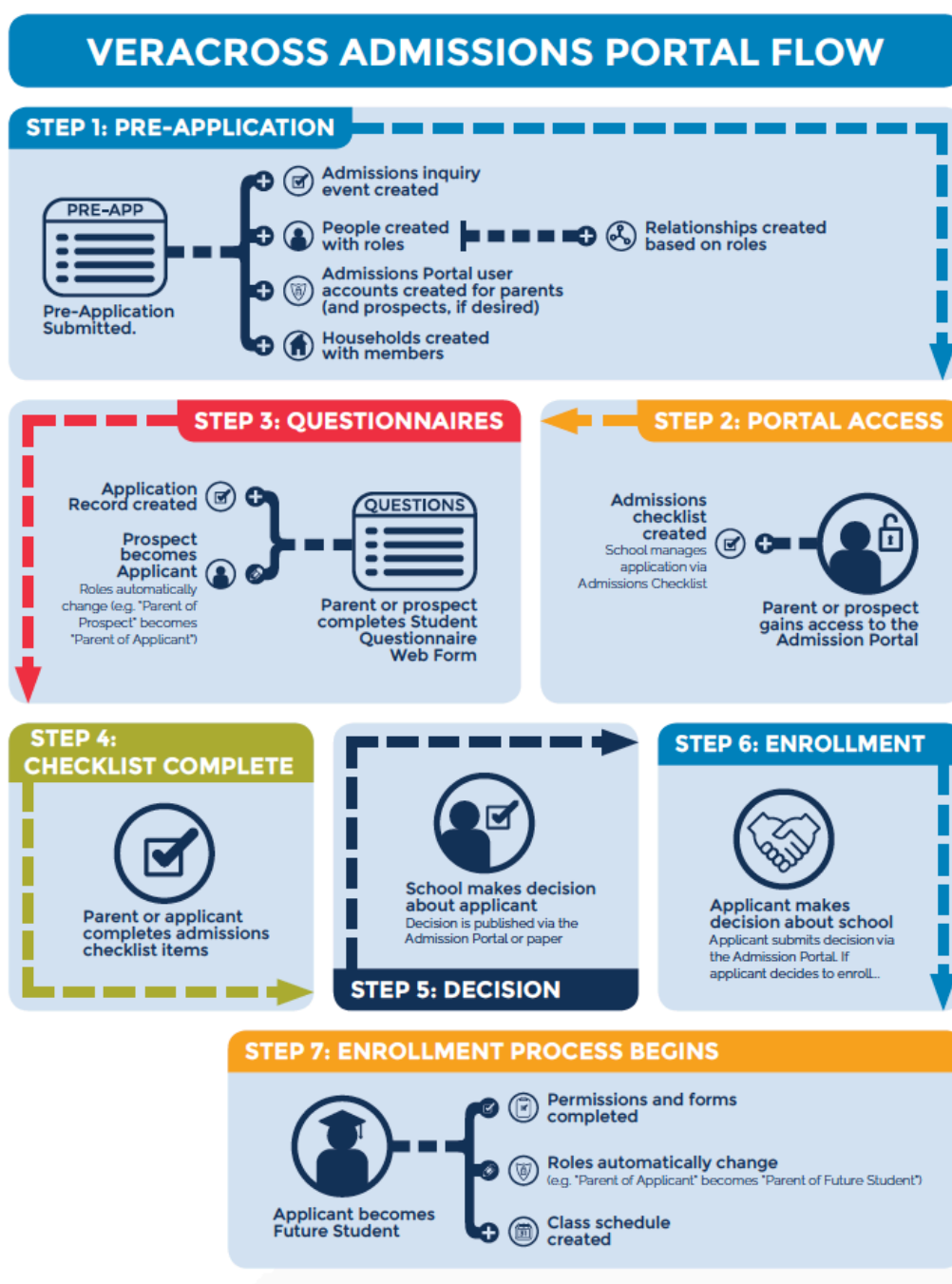


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## Application Procedures

1. Applications must be submitted online. Please refer to our school website [www.cdnis.edu.hk](http://www.cdnis.edu.hk) for information.



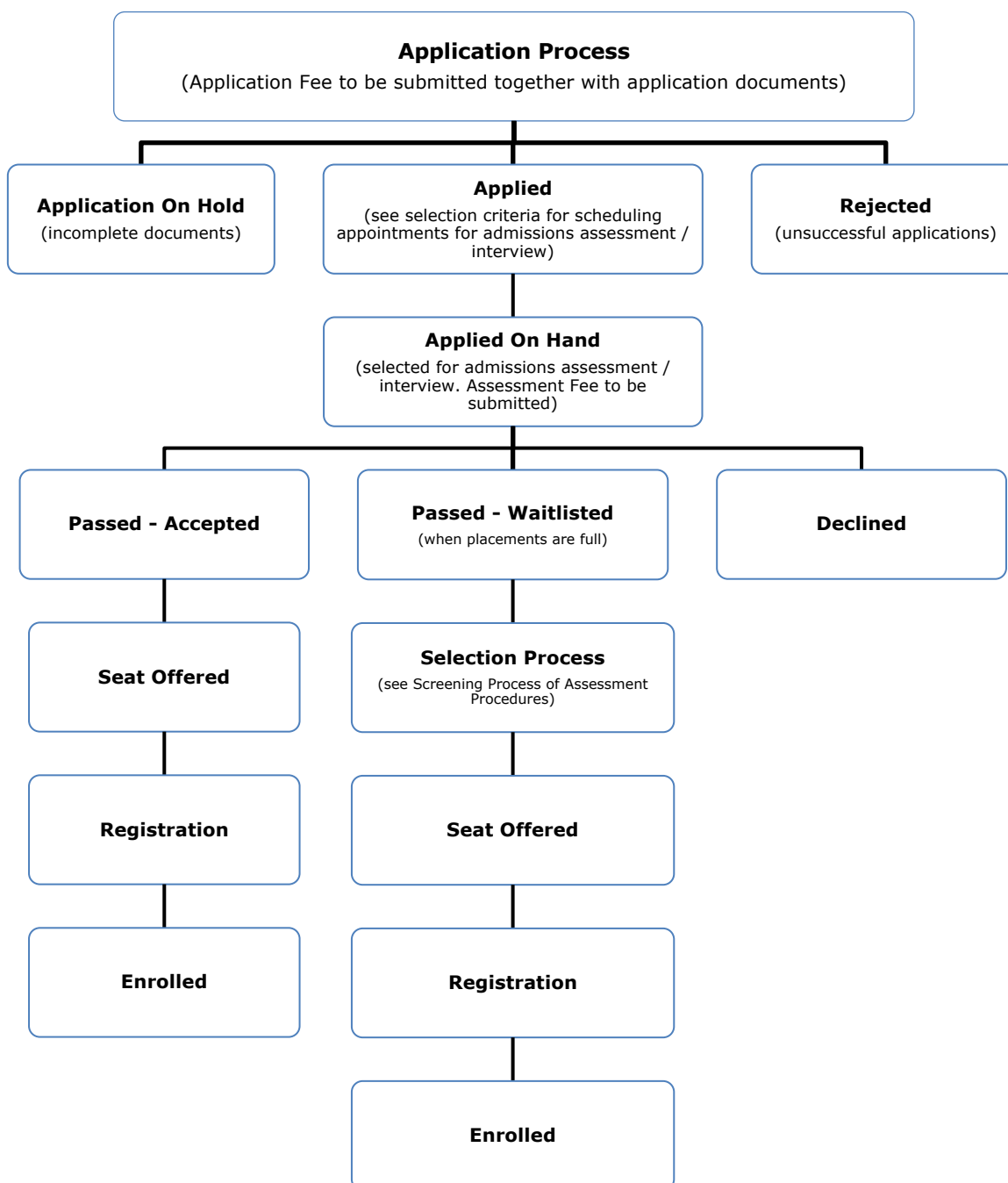


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2. Once the application and supporting documents have been received, your child's application will go through the following process:



Note:

1. Application fee and assessment fee are non-refundable and non-transferable.
2. Re-application is required if the applicant is not enrolled within the academic year applied for.



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## **SELECTION CRITERIA FOR SCHEDULING APPOINTMENTS FOR ADMISSIONS ASSESSMENT/INTERVIEW**

### Early Years 1, Early Years 2 and Preparatory Levels

Due to an overwhelming number of applications received, priority for scheduling appointments will be based on the following criteria. Those who fulfill one or more of the following will receive an assessment interview as long as all available documentation is submitted on or before the application deadline:

- Applicants who are nominees under the Capital Debenture Programme
- Siblings of students enrolled at CDNIS
- Applicants who hold Canadian citizenship/Canadian passport (please provide a copy of citizenship certificate or passport with application)
- Qualified children of alumni and staff
- Applicants who passed the admissions assessment and were placed on the waiting list of the preceding school year

### Grade 1 to Grade 12

All applications received before the deadlines will be studied and considered for an assessment test/interview. Assessment test/interview for late applications received may be considered, subject to enrollment situation.



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## ***EARLY YEARS 1 TO GRADE 12 APPLICATIONS***

After an application is received, the applicant may be invited to the school for an admission assessment. A member of the Admissions Team will contact the applicant's parent(s)/legal guardian to arrange a date and time for the assessment.

Admissions assessments for Early Years 1, Early Years 2, Preparatory, Grade 1 and Grade 2 will begin in December for applicants who applied on or before **2 October of the preceding school year**. Applications received after the 2 October deadline will not be considered.

Admissions assessments for Grade 3 to Grade 12 will begin in March/April for applicants who applied on or before **31 January of the entering school year**. Applications received after the 31 January deadline may not be considered.

Admissions assessments are only administered at CDNIS by admissions/academic staff.

### ***Assessment Format***

#### Early Years 1 (45 to 60 minutes)

- Play-based interview, group activities and chance for beginners English conversation opportunities.
- Review of playgroup/kindergarten school report(s) and school reference (if applicable).

#### Early Years 2 (45 to 60 minutes)

- Play-based interview, group activities and chance for basic English conversation opportunities.
- Review of playgroup/kindergarten school report(s) and school reference (if applicable).



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## Preparatory (45 to 60 minutes)

- Play-based interview, group activities and English conversation skills.
- Review of school reports and school reference.

## Grade 1 & Grade 2 (1.0 to 1.5 hours)

- Interview designed for the grade level with individual and group work activities.
- An in-house designed work paper, which includes vocabulary, writing, reading, comprehension, mathematics and speaking skills.
- Review of school reports and school reference.

## Grade 3 to Grade 12 (1.5 to 2.5 hours)

- Measures of Academic Progress (MAP) Test to determine competency in English and Mathematics.
- Interview, oral reading and literacy test to write a short piece about a prescribed topic.
- Review of school reports, school reference and official transcript (if applicable).

## ***Screening Process***

The screening takes place in two stages. Applicants who do not meet the requirements of the first stage will not undergo the second stage of the process.

### Stage 1

The following criteria are considered, the weighting of which varies, depending on the applicant's age/entering grade:

- Admissions interview/test results
- Previous school results
- Student Reference Form





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Applicants will then be ranked as follows:

1. Excellent : exceeds the school's expectations for the grade level to which the application is made
2. Good : meets expectations
3. Marginal : approaching expectations; only admitted in extenuating circumstances
4. Not suitable : does not meet school expectations for the grade level to which the application is made

## Stage 2

Students ranked under Categories 1 and 2 will proceed to the second stage of the admissions process. Applications are weighted according to the following criteria:

- Sibling(s) attends CDNIS
- Debenture Holder
- Applicant holds Canadian citizenship/Canadian Passport

The Principals of each of the Lower and Upper Schools make admissions decisions for their respective schools. The final decision regarding admissions rests with the Head of School.

## ***Acceptance Procedures***

Once a student has been accepted, subject to space availability, placement will be offered by written notification to his/her parents or legal guardian. Parents of students for immediate entry will also be informed by telephone. If the grade level applied for is full, the accepted student will be placed in the waiting pool. Waiting pool terminates at the end of each school year and re-application for the subsequent school year is required.



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Upon receipt of a letter of acceptance, placement will be confirmed upon receipt of the tuition fee deposit. This amount is deductible from the annual tuition fee.

For students accepted for immediate entry, full payment of the tuition fee on a prorated basis is required prior to student enrolment.

Kindly refer to our Fees Schedule for further details of tuition and other fees.

Please feel free to approach the Admissions Office if you need further assistance or information.

Admissions Hotline: (852) 2240 6363

Email: [admissions@cdnis.edu.hk](mailto:admissions@cdnis.edu.hk)

The above Admissions Policy and Procedures were approved by Head of School on

**July 1, 2020**

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Date

A handwritten signature in black ink, appearing to read "Jane Camblin", is written over a horizontal line.

Jane Camblin (Head of School)