



ADMISSIONS POLICY

Introduction

Harrow International School Hong Kong is an academically selective school, which seeks to admit those pupils with the aptitude, ability and personality who are most likely to thrive in and contribute to its diverse international community and whose ability and attitude is in keeping with the School's ethos and traditions. The School's vision statement, '*Educational Excellence for Life and Leadership*', and its boarding ethos, strongly influence the key areas of emphasis in the School and, therefore, the factors that are important in its admissions procedures and decision-making about which pupils to admit. They are:

- Academic ability
- Commitment to a broad range of co-curricular activities
- The importance of relationships in the School community and the personal formation of character of each pupil
- Alignment with the School's ethos
- Ability to attend School on a regular basis

Given the diversity of nationalities and first languages among its pupil body, English is the only inclusive language of the School and applicants need to be proficient in it in order to access the full range of the curriculum and be fully integrated into the community. The School's admissions procedures, therefore, evaluate the current level of proficiency in English of all applicants in an age-appropriate way.

Guiding Principles

There are a number of important guiding principles that influence the selection process:

- The Education Bureau currently stipulates that no more than 30% of places can be given to local pupils with Hong Kong passports and require a specific number of weekly boarders (from Year 6 and above). The School will, therefore, consider applications from pupils relocating to Hong Kong from overseas after the published deadlines. Applications from overseas passport holders and boarders are as a result given priority to the School should they have met the School's entry requirements.
- Applications from pupils from Mainland China, Macau and Taiwan can only be considered if parents have Hong Kong residency and the necessary supporting documentation or if the pupil holds an additional overseas passport eligible for entry to Hong Kong.
- English is the only inclusive language of the School and applicants must be proficient in it in order to access the full range of the curriculum, and to be able to contribute positively to the School community.
- The House structure in the Upper School means there must be a balance between boarders and day pupils, in both the Lower School and Upper School, the balance of boys and girls in each year group is considered.
- Apart from exceptional circumstances, and at the discretion of the Head, the School does not normally accept pupils into Years 11 and 13.

Age Guidelines

Please refer to the age guidelines on the website for the appropriate year of entry.

Entry to the School

Applications must be received by the following dates for entry in the proceeding years.

Year Group	Application Deadline	Assessment Dates
Nursery (3+ years)	15th October	Autumn and Spring Term
Reception (4+ years)	15th October	Autumn and Spring Term
Year 1 (5+ years)	15th October	Autumn Term
Year 2 (6+ years)	15th October	Autumn Term
Year 3 (7+ years)	15th October	Spring Term
Year 4 (8+ years)	15th October	Spring Term
Year 5 (9+ years)	15th October	Autumn Term
Year 6 (10+ years)	15th October	Autumn Term
Year 7 (11+ years)	15th October	Spring Term
Year 8 (12+ years)	15th October	Spring Term
Year 9 (13+ years)	15th October	Autumn Term
Year 10 (14+ years)	15th October	Autumn and Spring Term
Sixth Form (16+ years)	15th October (Ongoing applications will be considered for exceptional pupils)	Autumn Term Spring and Summer Term

Applications may be considered after the published deadlines but are subject to places being available. Should you wish to discuss the availability of a place after the published deadline date, please contact the School's Admissions team who will be happy to advise.

How to Apply For a Place

- Complete the online Application Form on the School website. There is one standard form for all years; K1 to Year 13.
- Complete and submit the Application Form to the School, along with the non-refundable Application Fee and a copy of the pupil's most recent two school reports.
- Registration is not completed until the parents have received an acknowledgement of application and the Application Fee has been duly paid. Registration does not, however, constitute an offer of a place at the School.
- Pupils can only apply two years before entry. The most appropriate time to submit an Application Form is towards the end of the Summer Term (i.e. fourteen months prior to entry) when your child has received their end of year/term report.

Before a place is offered at the School (and preferably prior to application):

Individual Needs

The School endeavours to make reasonable adjustments to the admissions procedures to enable pupils with an individual need to compete for a place at the School without disadvantage. A telephone conversation or meeting may be arranged between the School and the applicant's parents. All cases are dealt with on an individual basis and the purpose of such meetings is to establish whether the School best meets the needs of that particular pupil.

Parents must disclose to the School any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The School reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected individual needs.

Where a child's individual needs are identified, or develop, after the child has started at the School, we will endeavour to continue supporting the child as long as we have the appropriate resources and facilities to provide them with the support they require.

Where, in our judgement, any of these conditions no longer apply, we reserve the right to withdraw a place at the School. In such circumstances, we will communicate closely with parents and use our reasonable endeavours to support parents in finding alternative arrangements.

Language and Learning (LAL)

The Language and Learning (LAL) Department is a whole-school department that provides support to any pupils from Years 1 to 13 who may benefit from additional English input to thrive in their academic pursuits and in the wider School community. The language of instruction at Harrow Hong Kong is English, therefore, it is necessary to have a certain level of English in order to access the curriculum fully. A part of the assessment process is the English paper and the interview which tests for level of English.

Assessment

The Members of the Senior Leadership Team, School staff and the Admissions Department review all applications and every pupil who applies is assessed. The Admissions process consists of four key areas:

- Assessment
- Interview
- School report
- Recommendation from current school

Format of Assessments

Assessments take place at the School. Applicants should bring their passports and Hong Kong ID card (if applicable) with them. The dress code is the pupil's school uniform or smart-casual. Overseas applicants sit an online computer test or, in some cases, written papers in English, Mathematics and Non-Verbal Reasoning at their current school, or at an authorised Examination Centre. A face to face interview between the applicant and a member of the Senior Leadership Team or a House Master/Mistress is also part of the process; however, if the School is closed but remote learning is in place, then this will be conducted over online.

The assessment system evaluates the current level of proficiency in English of the applicants in an age-appropriate way in different age groups, in addition to their academic performance, ability to communicate and interact, extra-curricular interests, and their potential to thrive in, and contribute to the School's diverse international community.

Year Group	Format of Assessments	Duration
K1 & K2	• Play-based interview designed to mirror activities undertaken in a Kindergarten setting with opportunities for conversation • Review of the latest school report, if applicable	45 minutes
Years 1 - 2	• Drawing, early writing and numeracy • Phonics • Engagement in conversation about themselves • Review of the latest school report • References may be obtained from current school	45-60 minutes
Years 3 - 5	• Interview with the pupil during which his/her strengths, interests and aspirations are discussed • Externally moderated online computer tests which assess Mathematics, English and Non-Verbal Reasoning • Independent writing task to test the level of written English • Review of the latest school report • References may be obtained from current school	2 hours
Years 6- 10	• Interview with the pupil during which his/her strengths, interests and aspirations are discussed • Externally moderated online computer tests which assess Mathematics, English and Non-Verbal Reasoning, with internal written subject tests where necessary • Independent writing task to test the level of written English • Review of the latest school report • References may be obtained from current school	3 hours
Year 12	• Interview with the pupil during which his/her strengths, interests and aspirations are discussed • 30-minute written papers in a pupil's chosen and/or possible A-Level subjects • Externally-moderated online computer tests which assess Mathematics, English and Non-Verbal Reasoning • Review of the latest school report • References will be obtained from current school	3 hours

Scholarships & Bursaries

The School offers a range of scholarships to the talented pupils in the fields of Academics, Art, Drama, Music, Sport, STEAM and Chinese.

The School offers means-tested bursaries for those families who could not otherwise afford the fees.

For full details regarding Scholarships and Bursaries, please refer to the Scholarships and Bursaries Policy.

Priority System

The Capital Certificates and Debentures do not guarantee the admission of applicants. All admissions of applicants to the School are subject to satisfaction of the School's admissions criteria. All applicants are assessed, however, ICC, CCC and Debenture holders have priority of places that are available or on a waiting pool for entry to the School, should their child be successful in the School's assessments.

Priority Number	Categories
1	• Corporate Capital Certificate nominees • Individual Capital Certificate nominees • Individual Certificate nominees • Children of staff • Overseas passport holders • Pupils applying for Entry for Year 1 from Harrow Little Lions Kai Tak
2	• Siblings of current pupils • Boarding pupils (Year 6 - 13)
3	• Those who are applying from a school which is a member of the Harrow family • Returning pupils

The School reserves the right to alter the types of Capital Certificates and Debentures on issue, the rights attached to the Capital Certificates and Debentures and the priority afforded to applicants thereby, and to issue further Capital Certificates or Debentures or notes or other instruments upon such terms and conditions, with the same or different degrees of priority and with or without guaranteed admission, at any time and in any manner, in its absolute discretion.

Offer of a Place

The assessment process is competitive and following it, parents are informed that their child has been either:

- Offered a Guaranteed Place (for Year 12 pupils, places in most cases are conditional upon IGCSE or equivalent results) if candidates perform strongly in the assessments and there are places available.
- Placed in the Successful Waiting Pool for possible entry if further places become available if they perform well in the assessments, but cannot be offered an immediate place because there are no places available.
- Unsuccessful in their application, because they performed at a standard below what is necessary to access the curriculum effectively at Harrow Hong Kong.

Unsuccessful Applications

If any applicant is unsuccessful, it is because the results of the assessment suggest that they would not have thrived in this School. Parents of applicants who are not successful in gaining a place will be informed in writing, but may contact the Admissions Department for more specific details about why the application was unsuccessful.

The Admissions Department will ask parents of applicants who are not successful in gaining a place, if they would like their child to be considered for entry in the following year. As long as they inform the Admissions Department in writing by the deadlines stated in the Admissions timeline, their application will be rolled over to the following year. Under these circumstances, there is no need to pay a further Application Fee, but they will be required to take the assessment and submit all the necessary documents, the following year. Failure to inform the Admissions Department by the appropriate deadline will result in their child's name being withdrawn from our lists.

Acceptance of a Place

In order to accept the offer of a place at the start of the next academic year, the next term or for immediate entry in exceptional circumstances, parents should complete and return the Acceptance Pack and pay a Reservation Deposit (which is non-refundable whether or not the place is subsequently filled, but will be offset against the first Term's fees) within the time frame specified in the offer letter. Failure to do so may result in the place being offered to another pupil.

The Reservation Deposit consists of:

- For Day Pupils - 10% of the current annual tuition fee.
- For Boarders - 10% of the current annual tuition and boarding fees.

The invoice for the remainder of the current tuition fees (and boarding fees if appropriate), together with any increase in fees approved for the following academic year, and the Annual Capital Levy (for those applicants without a CCC, ICC or Individual Debenture) will be issued before the start of the academic year. For pupils starting during the course of the year, current tuition (and boarding fees if appropriate) and the Annual Capital Levy (if applicable) will be calculated on a pro-rata basis.

Fees

Application Fee

A fee of HK\$1,500 is charged to cover the costs of actions and procedures by the Admissions Department in processing all applications for entry.

This fee is non-refundable and non-transferable.

- Tuition fees include the costs of textbooks and handouts, certain essential school supplies, some field trips, pupil activities and insurance, but exclude other mandatory costs as listed below.
 - Tuition fees do not include the cost of compulsory lunch, snacks and transport by school bus or school uniform
 - Year 9 tuition fees exclude the cost of textbooks in the core subjects of English, Mathematics and Sciences. For those pupils in the Year 9 Language and Learning programme, textbooks and examination fees are excluded.
 - Year 10 to Year 13 tuition fees exclude the cost of textbooks and examination fees.
 - Discounts on tuition fees will be applied for siblings who are in the School at the same time, as follows:
 - 3rd child - 5%
 - 4th child - 10%
 - 5th child - 15%
- Fees are subject to annual review.

Boarding Fees

- Boarding Fees do not include excursions or medical insurance.
- Fees are subject to annual review.

All the fees above (except the Application Fee and other charges) are due on or before the first day of term or by the date shown on the invoice, whichever is earlier.

Late payment charges: Accounts outstanding after the due date will incur a late payment fee. This fee may be charged on a monthly basis so long as fees are unpaid.

Other Charges (where appropriate)

- Years 10 to 13 pupils are required to purchase their own text books for IGCSE and A-Level as directed by the School
- Examination fees are charged for IGCSE/A-level candidates in Years 10 to 13. These fees cover the regular examination programme for each pupil's particular course of study throughout these years. Pupils undertaking resits of particular examinations will be charged extra fees comprising actual costs from the external Examination Boards and administration charge
- All year groups from Year 3 upwards have one residential trip per year. In addition there will be opportunities for other expeditions, cultural visits, sporting and outdoor pursuits throughout the year
- Individual music lessons
- Other expeditions and trips during school holidays

Annual Capital Levy (for pupils without Capital Certificates and Debentures)

Change of Boarding Status

If pupils wish to change their Boarding status ie. If they wish to change from day to boarding or vice versa, they will need to complete the Change of Boarding / Day Status Form. The School requires at least one full term's notice. If a term's notice is not given, particularly if a pupil is changing from being a Boarder to a Day pupil, they will be charged a term's boarding fees in lieu of notice.

Enquires with regard to fees should be addressed to the Accounts Manager or Director of Finance.

Fees in lieu of notice

As per the School's Terms and Conditions, notice to withdraw a pupil from the School should be given one term in advance. Parents who do not abide by these conditions will be charged a term's fees in lieu of notice.

Key Dates for Withdrawal	
Leaving Date	Withdrawal Deadline
End of Autumn Term	First Day of the Autumn Term
End of Spring Term	First Day of the Spring Term
End of Summer Term	First Day of the Summer Term

Please note: Term dates are published on the School calendar.

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