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.
Age Requirements

<table>
<thead>
<tr>
<th>Grade</th>
<th>Age Requirement</th>
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<tbody>
<tr>
<td>Pre Reception</td>
<td>3 years old by August 31 of year of entry</td>
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<tr>
<td>Reception</td>
<td>4 years old by August 31 of year of entry</td>
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<tr>
<td>Preparatory</td>
<td>5 years old by August 31 of year of entry</td>
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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.
Application Procedures

1. Submit a completed and signed application form
   (Parent(s)/Legal Guardian understand data collected will be used for processing the admission application only)

2. The following documents must be submitted before an application will be considered:
   - Copy of the applicant's school reports for the current and previous academic year
     (Children at ages 3 and 4 may not have any reports to submit but can still proceed with the applications)
   - A transcript is a must (Grade 10 and above applicants)
   - One (1) passport-size photograph
   - Copy of the applicant's birth certificate, passport, valid visa and/or HKID card, if available/applicable
   - Application fee – cheque should be made payable to “CDNIS”
   - For details of application fee and payment methods, please refer to our Fees Schedule
   - Application fee is non-refundable and non-transferable
   - A Student Reference Form may be required
3. Once the application and supporting documents have been received, your child’s application will go through the following process:

### Application Process
(Application Fee to be submitted together with application documents)

- **Application On Hold**
  (incomplete documents)

- **Applied**
  (see selection criteria for scheduling appointments for admissions assessment / interview)

- **Rejected**
  (unsuccessful applications)

- **Applied On Hand**
  (selected for admissions assessment / interview. Assessment Fee to be submitted)

- **Passed - Accepted**

  - **Seat Offered**

  - **Registration**

  - **Enrolled**

- **Passed - Waitlisted**
  (when placements are full)

  - **Selection Process**
    (see Screening Process of Assessment Procedures)

  - **Seat Offered**

  - **Registration**

  - **Enrolled**

- **Declined**

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

**Pre Reception, Reception 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)
- 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.
PRE RECEPTION 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 Pre Reception, Reception, Preparatory, Grade 1 and Grade 2 will begin in December for applicants who applied on or before 14 October of the preceding school year. Applications received after the 14 October deadline may not be considered.

Admissions assessments for Grade 3 will begin in January/February; Grade 4 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 be considered at a later time.

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

Assessment Format

Pre Reception (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).

Reception (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).
Preparatory (45 to 60 minutes)
• Play-based interview, group activities and English conversation skills.
• Review of school reports and school reference.

Grade 1 to Grade 3 (1.5 to 2 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 4 to Grade 12 (1.5 to 2 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
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
- Applicant holds Canadian citizenship/Canadian Passport
- Debenture Holder Family

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.
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

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

September 14, 2017

Date

David Baird (Head of School)