



Admissions Policy

1. Aims

The aims of this policy are to:

- i) ensure compliance with the School's Aims and the Hong Kong Government requirements for an International School;
- ii) identify and admit children who will benefit from the ethos, education and activities of our community.

Mount Kelly School Hong Kong (MKSHK) is a British curriculum School within an international setting. It has a strong UK Independent School ethos based on that of Mount Kelly, UK in terms of its values, curriculum and all round education. English is the School's language of operation and all pupils will need to be proficient in it. Therefore, MKSHK assesses children for entry in order to ensure that they are capable of accessing all aspects of the curriculum and to aid planning for teaching and learning. The evaluation of children seeks to ensure their happiness and well-being within the environment on offer. As such, the School is not selective solely on an academic set of criteria.

2. Government Requirements and Equal Opportunities

MKSHK will comply with the Hong Kong Government's requirement that as an International School we aim to maintain a minimum of 70% non-Hong Kong passport holders.

We welcome children from different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected and are balanced within the lawful needs of Hong Kong and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, birth or other status.

3. Disability and Special Educational Needs

Presently the School has limited facilities for children with disabilities and special educational needs but will do all that is reasonable to comply with its legal and moral responsibilities under the auspices of Hong Kong law. The School needs to be made aware of any known disability or special educational needs which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full written details at registration, or subsequently, before accepting the offer of a place.

The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

4. Age Guidelines for Entry

The placement of the children in the appropriate year group is a joint decision of the School and the parent. Our primary consideration when selecting the most appropriate year group will be the child's date of birth:

School	Year Group	Age as of 31 st August in the Academic Year of Entry
Preschool	Nursery	3 Years
	Reception	4 Years
Prep School	Year 1	5 Years
	Year 2	6 Years
	Year 3	7 Years
	Year 4	8 Years
	Year 5	9 Years
	Year 6	10 Years
	Year 7	11 Years
	Year 8	12 Years

The original birth certificate will be used to calculate the age of the child. If this is not available, reference will be made to a valid passport. If the passport does not include the full date of birth, the age will be calculated as of July 1st of the year of birth shown in the passport.

The School will also take into consideration previous School reports. These reports must be translated into English if necessary. On occasions, the School may offer a place to children whose command of English is below age related expectations on condition that parents pay for additional English as an Additional Language sessions.

In exceptional circumstances, the School may agree, with the consent of the parents, to place their child in a class with younger pupils. This is only done if it is agreed that it is in the best interests of the child. Such a decision is at the discretion of the Head of School.

Places will be offered in the standard year of the child within the UK National Curriculum wherever possible, according to the child's date of birth; or based upon the year following the completed year on their transfer certificate; or by mutual agreement with the parents, a child may be placed back a year if it is deemed by all involved to be in the best interests of the child.

5. Admissions Procedures

Our admissions procedure is designed to evaluate your child's suitability for MKSHK and this then informs our teachers and their planning for your child's individual learning. The admissions procedure is reviewed by the Admissions Office in order to ensure each child will benefit from an MKSHK education. These following procedures apply at all main points of entry.

i) Application Form

An Application Form must be completed and submitted for each child. The Application Form is returned to the Admissions Office together with the required documents (listed below) and a non-refundable Administrative Fee of HK\$1,500 (By cash; by cheque payable to "Mount Kelly International Limited"; or by bank transfer details found on the Application Form)

If you are posting the Application Form and supporting documents, please include all copies of documents listed below. At the Assessment and Interview stage, we will request to sight the necessary originals. If you are using the postal service, we recommend using Registered Post to ensure delivery.

You are also welcome to personally deliver the Application Form and supporting documents to our Admissions Office. If you choose this option, please bring the necessary original documents for our sighting.

All the requirements above must be completed before the assessment and interview will be arranged.

You may apply for a place two years in advance of the desired year of entry.

ii) Required Documents

The following documents are required for each child, and the copies must be submitted with the completed Application Form. Documents not in English or Chinese should be translated by a professional translator or consular service.

- a) Child's valid passport – sight of the original and one copy of photo page only
- b) Child's birth certificate – sight of the original and one copy
- c) Child's Hong Kong Identity Card or visa label (where applicable) – sight of the original and one copy
- d) Copy of both parent's passport photo pages only
- e) Both parent's Hong Kong Identity Card (where applicable) – sight of original and one copy
- f) Proof of address (recent utility bill or bank statement)
- g) Copies of the pupil's two most recent School reports
- h) Name of pupil's current School and the Head's contact details for a reference

- i) Copies of any previous Educational Psychologist's evaluations (if applicable)
- j) Two recent passport sized photos of child
 - Taken within the past three months
 - Plain background
 - Showing full frontal face with clear facial features
 - Dimensions: 40mm (width) x 50mm (height)

iii) Assessment and Interview

Assessment and interview will take place for all children applying to Mount Kelly School Hong Kong. Parents and children are invited to attend our appointment for assessment and interview. For children entering Preschool or Years 1 and 2, you should allow approximately one hour; for children entering Years 3 and above, allow up to two hours. Our assessment sessions are child-friendly and developmentally appropriate.

The parent interview is an opportunity to discuss Mount Kelly's educational programme, your child's future potential at our premier British School and alignment of our School's ethos.

iv) Invitation to accept your place

Within two weeks of your assessment and interview, you will be informed of the outcome by email and post. If your application has been successful, you will be invited to take up your place at Mount Kelly School Hong Kong. Unsuccessful candidates and their families are encouraged to contact the Admissions Assessment Team for feedback and further discussion on areas of development.

v) Offer and Acceptance

An offer of a School place will be made upon Provisional Registration of Mount Kelly School Hong Kong by the EDB. On receipt of the offer, payment of a non-refundable Registration Fee equivalent to one months tuition and the Capital Levy will be required within 7 days to secure your place at Mount Kelly School Hong Kong. Another amount equivalent to one terms tuition (three months tuition) will be collected as deposit when the pupil is offered a place. Individual Nomination Certificate Holders (INC) are exempt from paying the annual Capital Levy.

The Registration Fee and Capital Levy are non-refundable and non-transferrable whether the place is taken or not.

For oversubscribed year groups, children will be offered a place on the waiting list.

A letter of welcome and confirmation will be sent on receipt of the Registration Fee and Capital Levy.

6. Admissions Assessments and Evaluation

For children entering Preschool Nursery and Reception, and Prep School Years 1 and 2, there will be an observational process and assessment. Children entering Year 3 and above will sit an evaluation which serves to provide the School with a clear indication on each child's academic ability. This ensures that all children entering Mount Kelly School Hong Kong are able to access the curriculum on offer at the School. The School will further use the results of this evaluation when base lining the pupils following entry, to track and monitor individual progress.

The assessment and evaluative aspects of the admission procedure itself has three components:

Entry observational and/or evaluations are used in order to ensure that all children are able to readily access the MKSHK curriculum. Baseline assessment is used in order to provide information to teachers for their planning of teaching and learning, in the case of each individual and/or cohort.

Confidential references – The Head of the child's current School will be asked to provide a written reference or school report about the child's academic ability, attitude and behavior, involvement in the School community, talents and interests, and any other special circumstances such as special education needs, or a disability. The reference may also include the results of tests taken at the School (such as NFER or SATs).

Disability assessments – where applicable.

Admissions assessments are structured in the following way for different entry points:

Preschool (Nursery and Reception) or Prep School Years 1 and 2 (3 – 6 years old)

For children entering Preschool or Years 1 and 2, each child will be assessed within a warm and nurturing small group environment.

Children will be observed whilst participating in planned group activities. These observations will focus on School readiness. 'School Readiness' is a term that relates more to a child's characteristics rather than their competencies in Literacy and Numeracy. Some of the expected characteristics of School readiness at Mount Kelly School Hong Kong include:

- Confident and good self-esteem
- Age appropriate abilities in:
 - separation from parents/caregiver
 - focus and attention
 - taking turns and sharing
 - responding to simple questions
- Enthusiastic and active in learning and inquiry

Years 3 and beyond

For children entering at Year 3 or above, an assessment will be completed in Mathematics, Reading and Writing. During this time, your child will also meet with our Head of Prep or one of the Admissions Team members to discuss their interests and answer any questions they may have. At all times we endeavour to provide your child with support, comfort and encouragement.

Overseas candidates

For admission to Year 3 and above, an evaluation will be completed in the child's current School under formal arrangements with that School and an interview will be conducted via Skype. A confidential report from the current Head, including supplementary standardised assessment scores, will be required. For Preschool and Years 1 and 2, previous School reports as well as a letter of recommendation from the Head will be required. We will also conduct a Skype call to speak with the child.

The parent interview for overseas candidates is conducted via Skype at the same time we speak with the candidates.

7. Special Circumstances

We will recognise that a child's performance may well be affected by particular circumstances, if

- s/he is unwell when taking tests or has had a lengthy absence from his/her School;
- there are particular family circumstances such as a recent bereavement;
- there is a relevant educational history, for example education outside the British system;
- s/he has a disability or specific learning difficulties;

In any of these cases, we may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the child's current School (including samples of work) or any family history of dyslexia, as we consider necessary to make a fair assessment.

8. Disclosures

Parents must, as soon as possible, disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

9. Admissions Priority

The School is likely to be oversubscribed in many year groups. If we have to decide between two or more children who meet our admission requirements, after all appropriate allowances and special consideration have been taken into account, we may give preference to:

- i) CNC Nominee + current enrolled sibling(s) in MKSHK
- ii) CNC Nominee
- iii) INC Nominee + current enrolled sibling(s) in MKSHK
- iv) INC Nominee
- v) Currently has sibling enrolled in MKSHK
- vi) Children of Old Mount Kelleians

10. Offered Places

When a place is offered, a Reserved Place Form must be completed and a non-refundable Registration Fee and Capital Levy paid in order to hold the place. Once a place has been taken up, as a courtesy to the School and other families on the waiting list, a full term's notice should be given in writing to the Head if the pupil is to be withdrawn.

For a child to be offered a place, all information supplied must be true and accurate.

11. School Fees

- Fees are invoiced monthly in advance and must be paid in full at the end of the previous month. The due date will be notified by the Finance Department during the School term.
- Full term fees will be applied irrespective of the start date.

Schools fees for the 2017/18 academic year are set and all subject to EDB approval. Please refer to MKSHK website for details www.mountkelly.com.hk

- With approval from the Hong Kong EDB, fees will be reviewed annually.
- Once you have been offered a place, a non-refundable Registration Fee and Capital Levy must be paid and all the necessary documentation be submitted to the Admissions Office.
- All fees to be paid in advance of a new pupil joining the School.
- There are no refunds or discounts if your child is absent due to illness, holiday, etc. or when the School is closed.
- Written notice of parents' intention to withdraw a child (or a child wishing to leave the School) must be given to the Admissions Office at least one full term in advance of the leaving date. Failure to do so can result in a penalty of a term's fees being imposed. The School will require completion of a Leaving Form, so that the Finance Department can contact parents about any outstanding fees. Reports and transfer certificates will not be released until all outstanding fees have been settled in full.
- Parents are accountable for payment of fees regardless of whether the fees are reimbursed by an employer.
- Cost of uniform is not included.
- Some co-curricular and after School activities may be charged separately.

12. Register of Enrolments

The School will hold an electronic Register of Enrolments. This will include all the information listed in an easily accessible format. Records of enrolments will be kept for each individual pupil on roll as follows:

- Name in full
- Gender
- Name and address of the parent/s of the pupil, and an indication of the parent with which the pupil normally resides in the case of a split family
- Age: day, month and year of birth
- Day, month and year of enrolment/admission (or re-admission) to the School
- Name and address of last School attended, including the Head
- Day, month and year of leaving the School