

School Information and Application Guidelines



Email admissions@shrewsbury.edu.hk or call direct on +852 2480 7603.

[STUDENT APPLICATION FORM \(EDITABLE VERSION\)](#)

[GUIDANCE NOTES \(ENGLISH\)](#)

[入學申請表填寫指南 \(TRADITIONAL CHINESE\)](#)

[入学申请表填写指南 \(SIMPLIFIED CHINESE\)](#)



INTRODUCTION

We know how important it is to find the right international school for your child and care deeply about the ambitions and interests of each family we meet. School tours allow families to explore our incredible facilities and develop a deeper understanding of the values that stand at the heart of a Shrewsbury education.

Our Admissions Team listens carefully and are always ready to speak directly with parents who want to find out more about the unique opportunities available at Shrewsbury.

We offer a wide range of tour options to groups and individuals, hosted both physically and digitally.

Applications can be submitted at any time and will be supported individually. Student meetings can be hosted in person and on campus, or remotely via conference call.

We encourage prospective parents to contact our Admissions Team directly via admissions@shrewsbury.edu.hk or on +852 2480 1500.

We look forward to welcoming your family into our school community.



Ms Sarah Bowler
Director of Admissions



Ms Katy Ng
Admissions Officer



Ms Elsa Lau
Admissions Officer



Ms Chelly Tsang
School Partnership
Coordinator



We review all applications with great care to ensure that all children admitted thrive in our ambitious and academically challenging environment.

The Selection Criteria at Shrewsbury International School Hong Kong vary according to the age of the child and their entry point into the school.

In order to qualify for entry:

- The School must have a place available in the appropriate year group
- Your child must be of the appropriate age and maturity
- The application fee and Capital contribution (Levy or Certificate) must be paid in full
- Parents must accept the Terms and Conditions associated with the place



ENTRY AGES

The age ranges for enrolment are listed below.

Whilst we accept [applications](#) throughout the year, please note we will not invite applicants to a student meeting any earlier than 12 months prior to the intended start date.

AGE OF CHILD	AGE RANGE BY DATE OF BIRTH	SHREWSBURY CLASS	CURRICULUM KEY STAGE
3+	1 Sep 2018 - 31 Aug 2019	Nursery	Early Years Foundation Stage
4+	1 Sep 2017 - 31 Aug 2018	Reception	Early Years Foundation Stage
5+	1 Sep 2016 - 31 Aug 2017	Year 1	Key Stage 1
6+	1 Sep 2015 - 31 Aug 2016	Year 2	Key Stage 1
7+	1 Sep 2014 - 31 Aug 2015	Year 3	Key Stage 2
8+	1 Sep 2013 - 31 Aug 2014	Year 4	Key Stage 2
9+	1 Sep 2012 - 31 Aug 2013	Year 5	Key Stage 2
10+	1 Sep 2011 - 31 Aug 2012	Year 6	Key Stage 2



ADMISSIONS PROCESS

We are currently accepting applications for the 2022/23 and 2023/24 academic year. Please contact our Admissions Team at admissions@shrewsbury.edu.hk and +852 2480 7603 for more information.

While the information here will guide you through the application process at Shrewsbury International School Hong Kong, our Admissions Team is always on hand to support interested families personally.

We encourage all families interested in learning more about our incredible school to join a [campus tour](#) at the earliest possible opportunity.

[STEP 1: SUBMIT AN APPLICATION](#)

Submit the completed Application Form to our Admissions Office in person or by email to admissions@shrewsbury.edu.hk together with the required supporting documentation.

If the prospective student has an individual or special educational need, families should provide relevant reports wherever they are available. Please note that the school reserves the right to withdraw a school place if an individual or special educational need has not been disclosed prior to admission.

As part of the process, we ask that all applicants provide proof of payment of the Application Fee.

The purchase of a Capital Certificate, if applicable, should also be made at the point of application.

Families will be contacted directly by a member of our Admissions Team as soon as an application has been received.

STEP 2: PROVIDE DOCUMENTS

Parents are required to provide the following identification documents alongside their application:

1. Recent passport photo of the child (within the last 3 months)

2. Copy of the child's:

- Birth certificate
- Passport page, showing the photo, name, date of birth, nationality and validity date
- Valid Hong Kong visa
- HKID card (if available)
- School reports for the most recent two years of education
- Vaccination record

3. Copy of the parents':

- Passport page, showing the photo, name, date of birth, nationality and validity date
- HKID card
- Valid Hong Kong visa (unless you are a Permanent Resident) - If valid visas are not available, the reasons should be stated on the application form

STEP 3: SCHOOL MEETING

All families will be invited to meet with the school team shortly after their application has been received. Meetings can be hosted on campus or digitally depending upon the preference of parents - they will be made up of two distinct parts and involve both parents and children.

STEP 4: OFFER

Applications are reviewed in full immediately after a school meeting has taken place - feedback is usually available to parents within five working days.

Upon offer of a placement, families will be required to submit a signed Letter of Acceptance, proof of Capital payment (Levy or Certificate) and agreement to the associated Terms and Conditions to secure their place.

If the year level applied for is full, the accepted applicant shall be placed in the Waiting Pool. The Waiting Pool expires at the end of each academic year - re-application is required for subsequent entry.

FURTHER QUESTIONS

Our international school campus is open between 8:00 am and 5:30 pm, Monday to Friday. We encourage you to book a meeting at any time at admissions@shrewsbury.edu.hk or call direct on +852 2480 7603.



SECONDARY SCHOOL SELECTION

The experiences on offer at Shrewsbury International School Hong Kong provide each of our students with the attributes to thrive both within and beyond their Primary years.

Drawing upon the success of the guidance services available to students at our [sister school](#) in the UK, we provide individualised support to every family built upon a shared and growing knowledge of each child’s academic and social profile. With a vast range of options available to parents, our Secondary School Selection Programme stands as one of the key advantages of a Shrewsbury education.

"Every child brings a very individual set of strengths and interests – we help families to identify a Senior setting that will allow them to maximise their potential and have an outstanding track record that attests to the strength of the service available." Mr Ben Keeling, Principal

Three distinct phases, delivered over the course of a student’s final three years of primary education, shape the process of Secondary School Selection at Shrewsbury - for some families, they offer a supported route through to boarding education at Shrewsbury School in the UK.

	TERM 1	TERM 2	TERM 3
Y4: EXPLORE	Launch	Consult	Long List
Y5: SELECT	Consult	Visit	Short List
Y6: APPLY	Apply	Consult	★

MS CHEE, Y6 PARENT

Chelly's in-depth knowledge of the Secondary School sector is incredible and her individual follow up during the application and interview process was outstanding. My son gained entry to his first choice school.

ANDREA, Y6 STUDENT

I am going to my dream Secondary School and am excited about the music and performing arts opportunities. Thank you to my teachers who inspired me.

MS GAO, Y6 PARENT

Shrewsbury students are guided and supported personally. Our daughter shares a rich and varied range of positive relationships and will treasure her primary years forever.



“Shrewsbury students receive offers from an incredibly strong and varied selection of schools. The broad range of systems marked on our record stands as the best possible validation of our deeply personalised programme.”

Ms Chelly Tsang, School Partnership Coordinator

Contact Chelly at chelly.tsang@shrewsbury.edu.hk
or +852 2480 7611 for more information.



FEES & CHARGES

1. 2022/23 TUITION FEES*

YEAR GROUP	HKD
Nursery Half Day	99,500
Nursery Full Day	150,000
Reception	161,000
Year 1 to Year 6	185,800

* subject to EDB approval

2. ANNUAL CAPITAL LEVY OR CAPITAL CERTIFICATE

Shrewsbury International School Hong Kong is incorporated under the Companies Ordinance (Chapter 32) and is a not-for-profit organisation under Section 88 of the Inland Revenue Ordinance. In order to develop and maintain its facilities, all places at the school must be supported by either the payment of an Annual Capital Levy or the purchase of a Capital Certificate.

2.1. ANNUAL CAPITAL LEVY

For each child enrolled at the school a Capital Levy is payable in each academic year. Payment is non-refundable and non-transferable.

Holders of Standard and Premium Certificates are exempt from paying the Capital Levy.

2022/23 CAPITAL LEVY	HKD
Annual Capital Levy (Half Day Nursery)	30,000
Annual Capital Levy	50,000

Capital Certificates do not guarantee admission. All applicants to the school are subject to satisfaction of the School's general admission criteria.

Order of priority for assessment:

1. Premium Certificate Holder
2. Standard Certificate Holder
3. Sibling Applications
4. Children from other Shrewsbury Schools

Certificates are purchased at the time of submission of the application to the school. Where the child does not meet the school's entry criteria, the face value of the certificate paid will be refunded.

Where the child meets the school's entry criteria and an offer of a place is accepted, the certificate shall depreciate with time. The refundable values are as follows (for certificate purchased for 2021 Academic and subsequent years):

TIME FROM THE ACCEPTANCE OF A PLACE AT THE SCHOOL	REFUNDABLE VALUE OF PREMIUM AND STANDARD CERTIFICATES IN HKD
On acceptance of place	150,000
2nd year	100,000
3rd year	50,000
4th year	0

The initial depreciation charge occurs from the moment an offer of a place at the school is formally accepted, subsequent charges being made on confirmation of enrolment for the following year or at each anniversary date (whichever comes first).

The child must commence as agreed with the acceptance letter and continue attending the school for the certificate to remain valid.

Certificates have a maximum validity period of 4 years and provide no exemption from the payment of tuition fees. All certificates are unsecured, non interest-bearing and are not transferable.

The prices of Capital Certificates are reviewed annually.

PAYMENT METHODS

TUITION & MEALS

Payment of the Tuition fees is collected through a process of Direct Debit Authorisation (DDA). Payments are spread over 10 instalments. Parents must ensure that the DDA facility is maintained throughout the academic year. Meal fees are collected three times a year at the beginning of each term alongside Tuition fees for the relevant month.

1. BANK TRANSFER

Any transfer fee must be settled by the parent or company making the payment

Account Name: Shrewsbury International School Limited

Account No.: 025-328-82-56576-8 (Current Account)

Bank Name: SHANGHAI COMMERCIAL BANK LTD

SWIFT code: SCBKHKHH

Bank address: Shanghai Commercial Bank Tower, 12 Queen's Road Central, Hong Kong

Please send a copy of the transfer receipt, which includes the amount paid and the applicant's full name to: admissions@shrewsbury.edu.hk

2. CHEQUE

Made payable to: Shrewsbury International School Limited

Please deliver cheques to: Shrewsbury International School Hong Kong, 10 Shek Kok Road, Tseung Kwan O, Hong Kong

For finance related enquiries, please contact us via finance@shrewsbury.edu.hk or on +852 2480 1500.

Shrewsbury International School Hong Kong reserves (at any time and in any manner at its discretion) the right to alter the Annual Capital Levy and Certificate structure along with any associated terms, conditions and rights, and to issue Debentures.



WHAT CAN I EXPECT FROM A SCHOOL MEETING?

All families making an [application](#) for Shrewsbury International School Hong Kong will be invited to attend a school meeting as soon as all relevant application documentation has been submitted and reviewed. In addition to assessing current academic and linguistic attainment, our procedures are also designed to assess the ability of each child to adapt to and thrive in our ambitious learning environment. Meetings are made up of two distinct parts:

1. A student meeting

The nature of the meeting will depend upon the age of your child. For applications to enter Year 3 and above, children will be asked to complete a series of adaptive online assessments and provide a sample of writing in English - the process lasts approximately 90 minutes. Younger students will be observed at play and while their basic skills are explored.

2. A parent meeting

This meeting allows for a transparent discussion about the expectations of each family and services available to them upon enrolment. The process lasts for approximately 20 minutes.

HOW CAN I COMPLETE AN APPLICATION FROM OVERSEAS?

For some relocating families, we understand that a visit to campus in person prior to moving is simply not possible. We are highly adept at conducting digital tours and meetings and can ensure that members of our Senior Leadership Team are on hand to address enquiries wherever required.



BURSARY AND SCHOLARSHIP

Shrewsbury International School Hong Kong is committed to developing a broad and representative community of learners.

The Bursary and Scholarship programme:

Enables The School to attract and retain students irrespective of their parents' financial circumstances by providing for tuition fee remission.

Ensures that children demonstrating exceptional talents, gifts or commitment are both recognised and rewarded.

RATIONALE

The Bursary and Scholarship programme at Shrewsbury International School Hong Kong has been designed to serve The School's Service Agreement which states that 10% of The School's tuition fee income should be set aside for qualifying students.

BURSARY

Bursaries are available to parents who share the commitment and ambition of the [Shrewsbury family](#), if financial constraints affect their ability to pay [tuition fees](#). An application for a Bursary can be made at any time. For example, families who experience a sudden change in financial circumstances that would otherwise result in the withdrawal of their child mid-way through an academic year.

Through the [application process](#), The School will consider a wide range of financial matters including, but not limited to, family income, assets and personal circumstances. Applications for a Bursary must be made to The Principal by completing a Bursary Application - awards are reviewed annually.

Recipients of Bursaries remain eligible for the award of a Scholarship.

SCHOLARSHIP

Scholars at Shrewsbury International School Hong Kong are expected to uphold the highest standards and be a role model for other children. There are two forms of Scholarship available at Shrewsbury - both are strictly limited in volume:

1. Entrance Scholarships

Designed to recognise extraordinary potential, Entrance Scholarships are awarded to children able to present independently supported validation of their academic potential as they enter Key Stage 1.

Nominations must be supported by a current or former school - they are assessed by The Principal who then acts to present a recommendation for award to the School Management Committee.

Entrance Scholars will receive:

- The Scholars' Certificate;
- A partial remission to their Tuition Fee.

The associated Tuition Fee remission is awarded for the first year on entry only. In order to qualify, enrolment must be secured prior to the end of Term 1 of the year preceding entry.

2. Achievement Scholarships

Awarded to students on roll, Achievement Scholarships are awarded to students in Key Stage 2 able to present an outstanding record of achievement.

Nominations must be supported by at least two members of school staff in May each year - they are assessed by The Principal who then acts to present a recommendation for award to the School Management Committee.

Achievement Scholars will receive:

- The Scholars' Tie;
- Acknowledgement in an end of year Awards Assembly;
- A partial remission to their Tuition Fee.

The associated Tuition Fee remission is awarded for the year following award only.

All scholarships are not transferable or otherwise redeemable and remain dependent on settling The School's fees in full by the due date.



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HOW DO I TRACK MY APPLICATION STATUS?

We work closely with families to ensure that their application is tracked closely at every point towards entry. While the average time observed between the receipt of an application and the delivery of an offer of enrolment is 12 working days, each journey is unique and depends enormously upon the specific circumstances presented.

SHOULD I CONSIDER PURCHASING A CAPITAL CERTIFICATE?

The purchase of a [Capital Certificate](#) ensures priority for application review. It demonstrates a medium term commitment to the school and safeguards against potential future rises in the cost of Capital contribution. If you are seeking enrollment into an oversubscribed section of the school, the purchase of a Capital Certificate can certainly help.

It is important to understand however that the purchase of a Capital Certificate does not guarantee entry. All applicants to the school are subject to satisfaction of the School's general admission criteria.

DO YOU TEACH CHINESE LANGUAGE LESSONS?

Shrewsbury students take part in Chinese language lessons every day. We offer a three tiered programme and group students according to their linguistic proficiency to ensure that they remain suitably engaged and inspired.

SHOULD I CONSIDER ENTRY INTO YEAR 5 OR 6?

Students joining us at the very top of the school can rest assured that they will receive every possible advantage of a Shrewsbury education for the time when they are with us. While the [Secondary School Selection programme](#) is usually initiated in Year 4, parents joining our community in Year 5 or 6 will benefit from close contact with our School Partnership Coordinator on entry so that we are able to develop a range of personalised options for entry into Year 7 together.