SHREWSBURY INTERNATIONAL SCHOOL
HONG KONG

Policy Title:	Admissions
Policy Section:	Section D: Teaching and Assessment for Learning
Publish to:	Policy Compendium Parent Portal Staff Portal Website

Introduction

Shrewsbury International School Hong Kong highlights Care and Compassion as a core value within Guiding Statements that describe a 'vibrant and diverse' population as well as a 'selective' approach to admission.

The School works closely with prospective families to ensure that the benefits of a Shrewsbury education are well understood - each enrolment journey is both considerately and individually managed to ensure full transparency.

This policy details the admission procedure and criteria for selection with the aim of ensuring consistent application and supporting the identification of applicants whose abilities and personal qualities suggest that they have the potential to contribute well to its community. It acts in support of the provision of school places for 'non-local families coming to Hong Kong for work or investment'.

The Admissions Team

Selecting a school for their child is one of the most important decisions a parent will make. The Admissions Team at Shrewsbury is extremely well placed to guide discussion and consideration as to whether a family would be well supported here in advance of the submission of an application.

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Entry Points

While The School accepts applications for all classes throughout the school year, entry into Nursery or Year 1 is most common. Place offers are dependent upon availability and the meeting of admission and selection criteria. Students are assigned to year groups according to their date of birth - placement is determined by the age of the child on 1st September.

The Admissions Journey

Parents are required to submit a completed Application Form and relevant Home Assessment Form alongside the requested supporting documents and application fee. They are also required to identify whether they would prefer to be placed within the British International Pathway (BIP) or the Hanqing Bilingual Pathway (HQP).

Once an application has been received, it will be reviewed by the Admissions Team. Parents will be invited onto campus for a meeting with the Admissions Team lasting approximately 25 minutes, while their child (or children) undertakes an age-appropriate assessment. Families making an application from outside of Hong Kong will be hosted digitally.

The assessment conducted varies considerably according to the age of the child and their proposed entry point.

Children eligible to join a class in Nursery or Reception (Early Years) will usually be engaged as part of a small play group by a member of the teaching team, who will make observations as they read and play. The process usually lasts for approximately 20 minutes.

Children eligible to join a class in Year 1 or Year 2 (Key Stage 1) will usually be engaged as part of a small play group by a member of the teaching team, who will read to them and conduct a series of individual phonics and mathematics assessments. The process usually lasts for approximately 30 minutes.

Children eligible to join a class in Year 3, Year 4, Year 5 or Year 6 (Key Stage 2) will undertake a written task and complete a series of computerised and other assessments. The process usually lasts for approximately 75 minutes.

To support with the application, The School will also make contact with the applicant’s current or former schools, wherever possible, to help substantiate data generated by the

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formal assessment procedure. The Admissions team also make routine disclosure requests of new students as per the Child Protection and Safeguarding (E1) Policy.

Students enrolled in the HQP pathway may be considered for transfer to the BIP pathway, typically at the end of the academic year, based on an individual assessment of the student's progress. Any transfer discussions will involve the parents, the class teacher, and the academic head. The final decision regarding transfer rests with the school Principal. Please note that transfer from the BIP pathway to the HQP pathway is not available at Shrewsbury International School.

Admissions Criteria

The preconditions for admission are:

1. The applicant is of the appropriate age and sufficient maturity;
2. The School has a place available in the appropriate year group;
3. The applicant has successfully satisfied the selection criteria;
4. The applicant is in receipt of an appropriate and valid visa prior to joining The School;
5. The application and appropriate capital contribution fees are paid in full.

Selection Criteria

Shrewsbury International School Hong Kong is a selective school. We explore the strengths of all children with great care to ensure that they will thrive in our environment. Selection criteria include:

Nursery and Reception (Early Years)

- Level of independence;
- Engagement in activities;
- Speaking and understanding;
- Fine motor and gross motor skill;
- Forming relationships with others.

Year 1 and 2 (Key Stage 1)

- The potential to achieve age-appropriate levels of reading, writing and speaking in English;
- An age appropriate level of basic mathematical concepts;
- An ability to interact positively with adults and children;
- Secure emotional development.

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Year 3 to Year 6 (Key Stage 2)

- The potential to achieve age appropriate levels in English and Mathematics;
- An ability to interact positively and confidently with adults and other children;
- Age appropriate learning and emotional development.

For admission to the Hanqing Bilingual Pathway (HQP), children will also be expected to demonstrate an age appropriate aptitude for the utilisation of the Chinese (Mandarin) language.

The Decision

All information relating to an application is compiled by the Admissions Team and a standard file presented to The Principal who will make the final decision as to whether an offer is to be made in reference to the selection criteria.

Following the decision, parents are notified by the Admissions Team as to whether the application has been successful or not. If successful, a Letter of Offer will be sent together with an Acceptance of Place Form.

The Acceptance of Place Form must be signed and returned, along with any associated fees due and agreement to the associated Terms and Conditions to secure their place in strict accordance with the timeline set out - failure to comply by the date set may result in the offer being withdrawn and the place being offered to another applicant.

Deferral is not supported. Parents looking to delay entry will be asked to re-apply in full for their desired year of entry.

Wait Pool

If a child meets the entry criteria but a place is not available, their name will be added to a Wait Pool for the appropriate year.

When a place becomes available, the Admissions Team reviews Wait Pool candidates alongside the Principal and makes an offer of admission based on a range of criteria connected to the available space, such as assessment performance and chronological date of application.

The Wait Pool is cleared at the end of each academic year. At this point, applicants still interested in enrolling at Shrewsbury will need to resubmit their application.

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Individual Need

Parents must notify The School at the point of application should their child or children require any specific adaptations to their current school provision or environment, have a known or suspected learning need or developmental delay, or suffer a disability of any type, so that an access assessment can be made. Full written details (to include specialist reports wherever available) will be required before an application will be considered complete.

If during the course of gathering information, it is suggested that the applicant may require additional support for any reason, the Individual Needs Coordinator will be asked to review the application prior to its submission to the Principal.

During the course of the internal admissions process, it may become apparent that further assessment by an independent professional is required for the proper processing of an application. While the School can help with the identification of a suitable person and the arrangements connected to the undertaking of an additional assessment, all associated costs will be borne by the parents.

Parents should be aware that The School may withdraw the place of the Student at the School if important information required to determine and support required by a student has not been adequately disclosed in advance or intentionally withheld.

Progress

While students normally progress from admission to graduation seamlessly, progression cannot always be guaranteed. In every case where there is a concern, parents can expect direct engagement from a member of the Senior Leadership Team or the Individual Needs Coordinator prior to the conclusion of the second term of the preceding year.

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Related Policies

This policy should be read alongside:

- B2: SHK Terms and Conditions
- B8: Bursary and Scholarship
- E1: Child Protection and Safeguarding
- E9: Individual Needs and Inclusion

The successful implementation of this policy supports the wider assessment of our achievement in relation to our Guiding Statements (A1), with admissions records identified as a key performance indicator.

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