

HBJ ADMISSIONS POLICY

APPLIES TO:	Admissions staff and all other staff involved in the admissions process
LAST UPDATED:	Feb 2025
REVISIONS: (Reviewer to enter initials and date)	PA – 28 th February 2025

1 SCOPE & PURPOSE

- 1.1 All of our AISL Harrow Schools (the “Schools” and each a “School”) are selective. We seek to admit students with the aptitude, ability and personality to thrive in, and contribute to, our diverse school communities.
- 1.2 Our motto and boarding ethos strongly influence the key areas of emphasis in each School and, therefore, impact admissions decisions.
- 1.3 The following principles guide the admissions process:
 - a) The process should be fair, open, honest and transparent.
 - b) Selection will be based on academic ability and potential contribution the applicant will make to the School.
 - c) Applicants must be able to engage meaningfully with the programmes offered at the appropriate level within the School.
 - d) Applicants and their families must be committed to the co-curricular life of the School.
 - e) Applicants and their families must value all relationships within the School community and pursue the personal formation of character.
 - f) All our students and their families must support and embrace our ethos and values.
- 1.4 We enroll students who will make a positive contribution to the School community and, subject to local regulations, seek to attract students from many diverse backgrounds (and in the case of HIS, nationalities as well) whose parents are in agreement with the School’s motto and values. There can be no deviation, preference or privilege from this policy.

2 GENERAL ADMISSIONS REQUIREMENTS

- 2.1 To be admitted, an applicant must successfully pass all stages of the School’s admissions process. Applications are accepted throughout the year, subject to space availability. In LiDe, admissions procedures must be compliant with the local regulations set by the EDB.
- 2.2 Year group placement is initially determined by an applicant’s date of birth. With applicants coming from many different educational systems, the final decision on year group placement will be made by the School, using the date of birth, the academic history of the student and the results of the admissions assessments.
- 2.3 The Admissions Office of each School must ensure due receipt of each of the following before any enrolment decisions are processed:
 - a) A completed application form and required supporting documents
 - b) A completed health record and/or vaccination record
 - c) Copies of reports from the previous school (two years of reports are required)
 - d) Reference(s) from the previous school
 - e) Copies of the personal identity documents of the applicant and his/her parents, such as identity cards or passports (together with the visa pages in the case of non-local residents);
 - f) Application fee, and;
 - g) The results of any admissions assessments, observations and interviews. (Admission testing varies depending on the applicant’s age. Generally, testing will include English, Mathematics, none verbal reasoning and an interview. An in-class assessment may be required for younger students.

2.4 The Admissions Office of each LiDe should pay attention to the following local EDB requirements:

- a) For Grade 1 and Grade 7 (1) student enrolment, the School should enrol the students through the EDB's Lottery System if so required by the local regulations.
- b) For student enrolment other than Grade 1 and Grade 7, please follow the guidance of "AISL Harrow Schools Future Star Programme".

**For current Grade 6 students of the School, direct enrolment to Grade 7 might apply. Admissions Office should ensure such policy is in place and approved by the EDB.*

2.5 The admissions procedures and decision making around accepting a student are underpinned by the principle that all students have an innate potential to thrive as learners. Good schools allow students to thrive regardless of the variation in children's starting points in their educational journey. One parameter that determines the acceptance of a student into our Schools relates to English (or Chinese) language proficiency. The admissions procedures must account for the ability of a child to make rapid gains in language proficiency, especially when they arrive in Pre-Prep, and so accommodate students with high potential but limited English.

2.6 There is an expectation on families applying for places that any information provided is accurate. We deem any attempt to subvert or influence these policies and procedures as serious misconduct which may result in a decision not to admit the applicant to the School.

2.7 Each School may produce and publish specific assessment guidelines and benchmarks related to assessment and admissions decisions, which should follow the general application process guidelines in Clause 2.8, and the specific assessment and procedural requirements set out in Sections 3 and 4 below.

2.8 General Application Process:

- a) All enquiries and applications for admissions should be handled by a member of the School's Admissions Office.
- b) All applicant's files must be properly completed with all the necessary documents set out in Clause 2.3 above. All applicant's files should be completed digitally or properly scanned and uploaded to the School's MIS system. All admissions assessment results must be printed out and added to the student's file.
- c) The School's Admissions Office should review every application and decide if the applicant is eligible for application having regards to his/her age, visa requirements and other relevant conditions. Those applicants who are not deemed eligible for application should be informed of the reasons as soon as possible and be given the opportunity to remedy their eligibility requirements.
- d) All eligible applicants will undergo appropriate age-specific admissions assessments or relevant evaluation processes as set out in Section 3 below.
- e) All eligible applicants (and/or their parents) will receive an interview or in-class assessment by an appropriate member of the School's staff.
- f) A thorough review of the applicant's assessment and interview results will be made by the head of the relevant phase of the School and Director of Admissions, who will report their findings and recommendations to the Head of the School.
- g) The Head of the School will make the final decision based on the findings and recommendations made to him/her, subject to such discretion he/she may reasonably exercise taking into account any special circumstances of the applicants.
- h) The parents will then be notified of the admissions result as soon as possible after the Head's decision.

3 ASSESSMENT TEST CRITERIA

- 3.1. All Schools should use Cognitive Ability Test 4 (“CAT4 Test”) as their assessment standards for all applications for enrolment.
- 3.2. An applicant who achieves the following scores should be deemed as having passed the School’s assessment for admissions:

Up to Year 6/Grade 5:

- CAT4 Verbal 74 - 88, supported by a mean of Quantitative, Non-verbal and Spatial (Standard Age Score or “SAS”) > 110; or
- CAT4 Verbal > 88 and mean SAS > 100; or
- Mean SAS > 97 if the applicant obtains good interview score to demonstrate he/she has the potential to thrive in the School.

Year 7/Grade 6 or above:

- CAT4 Verbal 82 - 88, supported by a mean SAS > 110; or
- CAT4 Verbal > 88 and mean SAS > 100; or
- Mean SAS > 97 if the applicant obtains a good interview score to demonstrate he/she has the potential to thrive in the School.

4 ADMISSIONS PROCEDURES

4.1. Enquiries

- Initial enquiries should be followed up by a member of the Admissions Office within one working day of receipt.
- All enquiries (phone, email, in person) should be entered into the School’s CRM system as soon as possible and within two working days.
- Any referrals or associations with internal or external parties in connection to prospective students and/or parents should be immediately brought to the attention of the Director of Admissions and duly noted in the applicant’s files with accurate details of the referee(s) and/or association(s).

4.2. School Tours

- All visitors to the School should be noted in the admissions calendar and notification should be given to the School’s security team.
- A member of staff or School’s representative must accompany visitors at all times when on the School’s premises.
- Admissions tours should ideally follow a pre-designed route around the School campus to ensure all relevant features are shown to prospective parents and students. Deviations will be unavoidable, and certain areas may be out of bounds at certain times, but the visitors should still be made aware of all relevant facilities.
- Visitors may take photographs of the School facilities but must not take photographs of students under any circumstances.
- Following a visit/tour, a member of the Admissions Office should follow-up with the visitors within two working days.

4.3. Applications

- Applications must be submitted to a member of the Admissions Office.
- Confirmation of receipt of application material should be sent to parents within two working days.
- An application will not be deemed complete until all the documents referred to in Clause 2.3 above have been submitted.
- Parents must sign the last page of the application form.
- If an application made by a student with a learning difficulty/physical impairment, that student will be considered, provided the School can support their specific needs. Consultation will take place with the Inclusion Department if appropriate. If the School cannot support that student's needs, we will suggest other Schools that may be more appropriate.

4.4. Assessments, Observations and Interviews

- Eligible applicants will be invited for assessment based upon their application.
- Applicants and their parents should report to the Admissions Office when they arrive. A member of the Admissions Office will lead the student to the assessment or interview at the agreed time.
- All applicants must bring photo ID (passport or national ID) with them to an assessment/interview to confirm their identity.
- The relevant observation or interview form should be in the applicant's files and given to the interviewer the day before the interview.

4.5. Assessments

- Each School will operate and evaluate the admissions assessments in accordance with the provisions set out in Section 3 above.
- Admissions Office or academic staff are authorised to conduct these tests, as deployed by the Director of Admissions.
- Any formal tests must be carried out under examination conditions and appropriately invigilated.
- Tasks for writing tests will be determined by the heads of phase of the School and Director of Admissions. Any writing question will be released only on the day of a test to ensure, as much as possible, that students have not been able to prepare for the test.
- The results of the assessments will be printed and added to the applicant's files.
- For applicants who fail the assessment, Admissions Office staff will inform the applicant accordingly and may offer advice of re-assessment (the appropriate time for re-assessment will be decided by each School). Applicants who fail the assessment test or the re-assessment will be put on the 'unsuccessful applicant' list and advised whether to re-apply or not, and if so, when.
- If an applicant is being assessed whilst overseas, the assessments may be invigilated by academic/administrative staff agreed with the School, including staff from the student's current school.
- If an applicant is being assessed online, the Admissions Office must ensure that he/she is taking the test under proper and effective invigilation and is writing the test by himself/herself without unauthorised assistance.

4.6. Staff Children

- We endeavour to enrol the children of staff members who meet the entrance requirements of the Schools.
- The terms and conditions of employment for each category of staff determine the extent of the fee remission for staff children, if any.

4.7. Siblings

- Applications from siblings are strongly encouraged, with fee discounts applying where multiple members of the same family attend the same school.
- Whilst automatic entry cannot be given to siblings, the School will endeavour to facilitate their enrolment if possible, as long as the prospective student meets the entrance requirements.

4.8. Enrolment Waiting Lists

- All applicants of a particular year group of the School who have passed the School’s assessment and interviews will be placed on the successful waiting list for offers (the “Enrolment Waiting List”) in respect of that year group.
- Placement on, and ordering of, the Enrolment Waiting List will be with due consideration by the head of the phase of the School and Director of Admissions of the applicants’ category set out in Clause 4.9, their assessment and interview scores, their dates of application, and such other factors as the head of phase and Directors of Admissions deem relevant.
- Offers will be made to those students on the Enrolment Waiting List in their respective order on the list when places of their year groups are or become available .

4.9. Priority Categories

- When deciding on the order of Enrolment Waiting Lists, the heads of phase of the School and the Director of Admissions may accord priority to an applicant if he/she falls within one of the following categories:

Priority Level	Categories
1	Children of staff
2	Siblings of current students
3	Those applying from another AISL Harrow School

4.10. Offers

- Parents should be notified of the outcome within one week of a student completing the final stage of the admissions process.
- A designated window for notification will be given to the large groups of applicants applying to entry year groups in August.
- Parents should be notified, preferably initially by phone, of the outcome of the admissions process.
- Confirmation of the offer of a place is subject to the parents' acceptance of the Home School Agreement and the Terms and Conditions of the School. Parents must return all required documentation and complete payment of the first term’s fees in advance. The returnable deposit must also have been paid.
- All admitted students are put in the year group matching their chronological age, as of 1st September, unless there are qualifying circumstances, at the sole discretion of the School.

- Before a formal offer is sent, a final check of the student’s file must be completed to ensure there are no outstanding documents or details. Where applicable, parents may need to come to the School to sign the appropriate documentation before an offer is released.
- Offers are only applicable to the academic year of application. If an applicant who is offered a place does not enrol with the School for that academic year, the offer will lapse and he/she will need to apply again in subsequent years.

4.11. Transfer and Enrolment of Students from Other Schools

- We adhere to the Code of Ethics for Schools, as outlined by CIS and FOBISIA, when transferring and enrolling students from other Schools.
- Students and parents have the right to hold preliminary discussions with other schools about possible admission, AISL Harrow Schools will not seek to initiate an attempt to enrol a student currently enrolled elsewhere or offer financial or other advantages to influence enrolment. We do not condone this behaviour in other schools.
- Where a student is transferring from another school and that school notifies our AISL Harrow School that some financial obligation due to the former remains outstanding, our AISL Harrow School should delay admission of the student until a satisfactory arrangement to settle the account has been agreed.
- We adhere to the principle that a student’s welfare and safeguarding is paramount when enrolling a new student.

4.12. Privacy Protection and Data Retention

- By signing the Application Form and by agreeing to be bound by the School’s Terms and Conditions, the parents on behalf of themselves, and their child, authorise the School to process personal information including financial and sensitive personal data such as medical information or biometric information as might be necessary for the School. The School’s Personal Data Protection Policy explains how the School collects and uses parent and/or student information.
- For the data collected, the retention period is the minimum time necessary for the operation functions of the School. The School will strictly abide by local laws and relevant regulations. Upon the expiration of the retention period, or where parent/student information is no longer needed, or when it is not required to be retained in accordance with relevant laws and regulations, the School will ensure the full deletion of all personal information.

4.13. Reporting and Data Projection

- Each School’s Admissions Manger should report student roll and admissions updates to the Head of School and Group Admissions Director on a weekly basis.
- Each term, each School Admissions Manager should prepare the student roll projection of current academic year and next academic year for School budget planning. Additionally, each term, each School Admissions Manager should report student roll and commentary including such as challenges, admissions events, use of agents and other matters of note for governor meeting.

4.14. The Roll-Over Mechanism

- If for any reason a student defers their acceptance of a place before entry in the same academic year, the School Deposit (if paid) will be retained by the School to secure the place. Priority will be given to students who can join the School earlier.

4.15. Filing

- Admissions Office staff are responsible for updating and maintaining the applicant's files both on the School's MIS system and in hard copy.
- Hard copy files need to be stored in the correct cabinet and cabinets should be locked when not in use and at the end of each day.
- Soft copy files need to be stored in the School's MIS system. Admissions Office staff should log out of the system when not in use.
- Student's files must be signed out and signed back in, when academic staff wish to take files for official School purposes.

5 THE ADMISSIONS PROCESS

The diagram below shows how the admissions process works:

