



Hanoi International School

Admissions Policy 2022/23

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1. MISSION AND VISION

As a diverse and caring community, HIS provides excellence in international education within an inclusive, compassionate environment.

HIS Core Values:

- To embrace and celebrate our diversity as a community of learners
- To develop an understanding and appreciation for our host country and its culture
- To make the world a better place through education and taking action
- To provide life-long learners with a variety of opportunities to develop the whole-person
- To develop internationally-minded people who strive to demonstrate the IB Learner Profile attributes.

2. PURPOSE AND GOAL

Hanoi International School (HIS) is a multi-cultural International Baccalaureate (IB) school located in downtown Hanoi, Vietnam. HIS is a fully accredited IB and CIS World School offering all 3 IB Programmes; PYP, MYP and DP. HIS offers a high-quality, inclusive educational experience to students from PreK to Grade 12, that promotes excellence to ensure all students succeed socially and academically in an innovative learning environment.

HIS offers a broad and balanced international curriculum designed to develop responsible, global conscious citizens with strong connections to their local and international communities. HIS strives to develop the whole child as a lifelong learner.



3. ADMISSIONS CRITERIA

Citizenship/Residency

HIS serves children of the expatriate community working in Vietnam and Vietnamese nationals. For the purpose of this policy, a student will be considered an expatriate if he/she holds a non-Vietnamese passport with a valid Vietnamese visa.

Guardianship

HIS will only accept students that reside in Vietnam with at least one parent or with an approved guardian (with power of attorney) in line with Government requirements.

Language

English is the language of instruction in all grades.

Age alignment and class sizes:

Age alignments 2022/2023			
Program	Age	Grade	Date of birth
PYP	4	Pre K	1 September 2017 – 31 August 2018
	5	K	1 September 2016 – 31 August 2017
	6	1	1 September 2015 – 31 August 2016
	7	2	1 September 2014 – 31 August 2015
	8	3	1 September 2013 – 31 August 2014
	9	4	1 September 2012 – 31 August 2013
	10	5	1 September 2011 – 31 August 2012
MYP	11	6	1 September 2010 – 31 August 2011
	12	7	1 September 2009 – 31 August 2010
	13	8	1 September 2008 – 31 August 2009
	14	9	1 September 2007 – 31 August 2008
	15	10	1 September 2006 – 31 August 2007
DP	16	11	1 September 2005 – 31 August 2006
	17	12	1 September 2004 – 31 August 2005

Class sizes 2022/23			
Elementary		Secondary	
Grade	Max	Grade	Max
Pre K	16	Grade 6	24
Kinder		Grade 7	24
Grade 1	18	Grade 8	24
Grade 2	20	Grade 9	26
Grade 3	20	Grade 10	26
Grade 4	22	Grade 11	30
Grade 5	22	Grade 12	30

(Admissions are granted according to enrollment limits to ensure class teacher ratios are in line with the schools facilities and staffing.)

(The cut-off date for entry into each grade level is 1st September. Candidates must have reached the specified age on or before September 1st. Entry into non aligned grade levels will be at the discretion of the Principal.)



Rolling Admissions and waiting lists:

HIS accepts students throughout the year on a rolling admissions basis, although places are subject to vacancy.

If a class is at capacity, children will be placed on a waiting list. A child's position on a class waiting list is not necessarily a function of how long he/she will wait although this is a consideration.

Special Educational Needs

As an inclusive school, HIS welcomes applications from all pupils irrespective of their gender, race, disability or special educational need. Children with special needs will be considered for admission on an equal basis with all other applicants so long as HIS has the availability of staff, resources and facilities to meet the child's needs.

HIS can support students experiencing a range of learning barriers related to academic, social, emotional and behavioral issues, however HIS currently does not usually accept students with physical disabilities due to the nature of our facilities. Parents of students with special educational needs must provide all previous reports relating to their child's needs and consult with HIS to ensure that the school has the resources available to serve their children before applying for admission.

Assessment fees, EAL fees and refunds conditions

- For the 2021/2022 academic year, HIS will not charge an assessment fee to the parent due to the ongoing Covid Pandemic.
- Acceptance of an enrollment offer is only confirmed upon receiving the payment of the enrollment fee.
- Students who require EAL support will be required to pay an additional fee for this service.
- HIS has a firm policy regarding refunds of the enrollment fee and/or other funds received as outlined in the HIS Tuition and Fees document.

For further reference - [HIS Tuition and Fees 2022/23](#)

4. HIS POLICY STATEMENT – Whole School

The HIS whole school grade structures are:

- Early Years: Pre Kindergarten (PreK) and Kindergarten (K)
- Elementary: Grades 1 through to Grade 5
- Secondary: Grades 6 through to Grade 12

Parents who intend to enroll their children in HIS should submit a completed application for each prospective student. All students, regardless of origin, who apply for admission to HIS must demonstrate through previous school records and entrance assessments that they can benefit from the academic programs offered at HIS.

In addition to academic requirements students must meet the English language requirement for their grade and meet the chronological age requirements as outlined in this policy.



Assessment and screening procedures include an interview and a language proficiency assessment. If the child requires EAL support based on the outcome of this assessment, further testing by the EAL Department will follow. Special Education specialists may also be involved in the assessment process upon request from the Heads of Divisions.

a. Elementary School Admissions

Elementary Admission to HIS requires that students attain the minimum age requirements as stated in the age alignment chart above. It is strongly recommended that students be placed with their peers of the same age.

Students may only be considered for entry to an age group one year in advance of their grade level when there is written evidence to suggest those students have successfully completed their designated grade level in a reputable educational establishment. In order to clarify similarity in standards, students must also successfully complete the HIS entrance test for the advanced grade.

Students whose test results on entry suggest they will benefit from being placed in a grade one year below their appropriate age level will be offered a place in the lower grade level.

In all cases, the final decision for initial grade placement resides with the school Principal.

b. Secondary School Admissions

Students wishing to enroll at the level of 6th grade or higher must meet the following requirements, as determined by the Head of Secondary:

1. English ability (spoken, written, listening and reading comprehension) within the range of the grade level of entry determined by the WIDA assessment system. Please refer to the chart below for details:

English Phase	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
1	YES	YES	NO	NO	NO	NO	NO
2	YES	YES	YES	NO	NO	NO	NO
3	YES	YES	YES	YES	YES	NO	NO
4+	YES	YES	YES	YES	YES	YES	YES



2. Successful completion of the previous grade (or its academic equivalent). Students who are more than one year older or younger than the expected age for a grade level will not normally be considered for admission into that grade level.
3. A previous record free from behavioral or disciplinary problems. Students expelled from another school within the past two years will be considered on a discretionary basis.

For a student that is borderline on one or more of the above points, the Head of Division may, following an interview and investigation, admit the student on a probationary basis or with conditions (i.e.: additional English tuition).

A student who has received schooling equivalent to the highest grade offered at HIS from another educational institution is eligible for admission to HIS on a discretionary basis to repeat that grade if required.

The Principal will be the final authority on all matters of admission, including the interpretation of the above requirements.

c. Diploma Program (DP) Admissions

HIS offers the IB Diploma Programme in Grades 11 & 12 and all students enrolled in these grades will take IB Diploma Programme courses. For those students whose overall performance in Grade 10 means they meet the minimum requirement of 3 SL and 3 HL courses, the recommendation is that they take the full IB Diploma Programme. Students who do not meet this requirement will be considered for a combination of SL & HL courses, according to their academic record.

Students entering the DP programme need to carefully consider the subjects that they select: two of the most important factors to consider should be (i) comfort with the academic level of the subject and (ii) enjoyment in the subject. These guidelines are used to recommend a course of study for students, however each student is considered on a case-by-case basis.

The school normally does not accept students into the Diploma Program beyond the first semester of Grade 11. In exceptional circumstances, a student may be required to complete an additional year at HIS if the academic requirements for graduation cannot be met by the end of the twelfth grade.

Students who enter HIS must demonstrate equivalent grade achievements in G9 and G10 before entry into IBDP will be considered. This is because students need to have achieved a minimum of 24 points before continuation with IBDP will be considered. School reports with grades from two years prior to IBDP admission must be submitted upon request during the enrollment process.

Full details on graduation requirements can be found in the [IBDP Handbook](#).



5. POLICY REVIEW – Bi-Annual

The HIS Admissions Policy will be reviewed twice per academic year, to ensure it remains aligned with the HIS guiding statements and continues to support the admissions at HIS.

The review dates in 2022/2023 will be:

Semester 1 – November 2022

Semester 2 – June 2023

The 2022/2023 review committee will include:

HIS Principal – Terry Hamilton

Head of Secondary – Mark Schoemer

Head of Elementary – Bradley Ringrose

Assistant Head of Elementary/PYP Coordinator – Lara Johnston

Assistant Head of Secondary/DP Coordinator – Heather Neill

Assistant Head of Secondary/MYP Coordinator – Jeffrey Araula

Director of Admissions – Lucy Ringrose

Minutes of each review will be filed for future reference within the Admissions Department files.