



HIS ADMISSIONS POLICY

HIS offers a co-educational and international education to students who qualify for admission to the school.

The grade structures are:

Pre –KG and Kindergarten:	Ages 4 to 6.
Elementary Grade Programme:	Grades One through to Five
Secondary Grade Programme:	Grades Six through Twelve

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 thirteenth grade.

HIS is a private and multi-cultural institution with an international curriculum taught in the English language. Its primary purpose is to provide quality education for national and expatriate children in Hanoi. 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.

HIS's goal is to meet, to the greatest possible extent the community's educational needs at all grade levels. The School makes every effort to accommodate growth in enrolment by following flexible and responsive staffing and use of the school building.

Parents who intend to enrol their children in HIS should submit a completed application for each prospective student using 'Open-Apply' found on the school website. If all personal and school information can be completed by the parent's employer, that agency may submit the application. A deposit is payable upon acceptance of the student's application to the school.

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 and activity programs offered at HIS. In addition to academic requirements, students must meet the English language requirement for that grade, reside with a parent or legal guardian, be able to pay the required fees, and meet the chronological age requirements as outlined in this policy.

Assessment and screening procedures include an interview, a language proficiency assessment. If the child will require EAL or Special Educational support, further testing by the School will follow. If required Special Educational specialists will be involved in the assessment process.

Due to the physical nature of the school, it is not suitable or safe for students applying who are challenged with severe physical disabilities.

Students will be admitted following a recommendation from the respective Head of Elementary or Secondary School to the Principal. If a class is full, 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 has been waiting although this is a consideration. The Principal will take into account for each grade the

availability of qualified teaching staff, available physical space, class composition in terms of gender, nationality and other factors, and its specific needs.

The waiting list applies to students who wish to enrol in the regular program. The EAL waiting list applies to students who are required to enrol in the EAL program in a classroom which has reached the maximum enrolment for EAL.

Once students are officially enrolled in HIS, they will be assured of continued enrolment provided their behaviour meets the standards of the school and the conditions of their admission.

Elementary School Admissions

Admission to HIS requires that students attain the minimum age requirements as stated below. Chronological age is calculated from the date of birth.

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| A. Pre-KG and Kindergarten: | Turning Four after September 1 |
| B. Grade 1: | Turning Seven after September 1 |
| C. Grade 2: | Turning Eight after September 1 |

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 decision for initial grade placement resides with the school.

Secondary School Admissions:

Students wishing to enrol at the level of 6th grade or higher must meet the following additional requirements, as determined by the Principal:

1. English ability (spoken and written, reading and comprehension) within the range of the grade level of entry.
2. Successful completion of the previous grade (or its academic equivalent), generally corresponding to the following minimum ages:

Age 12-Grade 6

Age 13-Grade 7

Age 14-Grade 8

Age 15-Grade 9

Age 16-Grade 10

Age 17-Grade 11

Age 18-Grade 12

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. An acceptable score on a recognized standardized achievement test or a similar test devised by HIS which reflects the current HIS programme.
4. A previous record free from behavioural or disciplinary problems. Students expelled from another school within the past two (2) years will be considered on a discretionary basis.

For a student who is borderline on one or more of the above points, the Principal may, following an interview and investigation, admit the student on a probationary basis. The Principal will be the final authority on all matters of admission, including the interpretation of the above requirements.

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. A student who is currently enrolled at HIS may attend for a 13th year if necessary to complete graduation requirements.

ADMISSIONS PROCESSING

1. When prospective parents and students come to the school, the initial meeting is with the Main Office Admissions staff and the PYP Coordinator in the Elementary School and the Head of Language Acquisition in the Secondary School. A tour of the school is arranged. In cases where parents arrive during a holiday break office staff will provide information, give a tour of the school and arrange a follow up appointment with the appropriate admissions staff for a time when they have returned to Hanoi.
2. If parents wish to take the next step, which involves testing/ assessments they must submit the registration documents and pay the deposit. If a place is available, the child will be invited by the school for assessment.
3. If the child is assessed and offered a place, and then the parents do not take the place – they will only be refunded 50% of the deposit. This covers administrative costs involved in processing prospective students and makes the family think more seriously about placing their child in HIS. The deposit is automatically transferred and considered as the Registration Fee on the day the student starts at school. This fee is non-refundable

No testing/ assessments without payment of registration deposit.

Time Line

Applicants are strongly encouraged to apply as early as possible, as HIS is at full capacity at some grade levels, and the earlier one can apply the better. Generally, applications should be submitted by May 1st for August (1st Semester) admissions, and by December 1st for January (2nd Semester) admissions. Applicants who cannot be enrolled due to lack of space in a grade shall be placed on a waiting list until a place becomes available.

Policy: August 2006

Revised August 2008

Reviewed May 2009 in light of revision of the Philosophy and Objectives

Reviewed 2012-2013 and 2015.

Reviewed 2017 and 2018