

# HIS Admissions Policy

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

The grade structures are:

Early Years: Ages 4 to 6

Elementary: Grades 1 through to 5

Secondary: Grades 6 through 12

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.

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 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 expatriate 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. 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 support, further testing by the EAL Department will follow. If required Special Educational specialists will be involved in the assessment process.

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.

Reception: Turning Six after September 1

Grade 1: Turning Seven after September 1

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 determined by the WIDA testing method.
2. Successful completion of the previous grade (or its academic equivalent), generally corresponding to the following minimum ages:

Age	Grade
12	6
13	7
14	8
15	9
16	10
17	11
18	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. 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.

### **Admission to the post-16 programme**

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.

The above guidelines are used to recommend a course of study for students, however each student is considered on a case-by-case basis. Our primary goal is for all students to be enrolled in a personally challenging but manageable programme that will provide them with room for personal and academic growth over these two years and set them on a pathway to future success.

The school normally does not accept students into the post-16 Programme beyond the first semester of Grade 11.