

Subject: Admissions Policy & Procedures
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ADMISSIONS POLICY & PROCEDURES

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1.0 Purpose

This admissions policy (“the Policy”) regulates the admission of children to the Canadian International School of Beijing (“the School”).

2.0 Application

This policy applies to all candidates for admission to the School.

3.0 Policy

Admissions Mission

The Admissions Office's mission is to recruit, inform, and admit new, qualified students to the Canadian International School of Beijing. The Admissions officers should enroll students professionally and forthrightly while maintaining the school's integrity and the privacy of the students and their families.

This policy ensures prospective families understand the CISB mission, vision, motto and community. Admissions will introduce them to our Canadian curricula and IB Programmes. The admissions officer will create a strong repour with each family they enroll.

3.1 General Admissions Policy

Applications for admission are accepted throughout the year. A conditional decision on an application can be provided if the minimum documents have been received. All relevant documents must be supplied by the first day of school. Families seeking admission for their child are advised to apply as early as possible, as there are limits for each grade level. All families are encouraged to visit the school to learn more about the school



curriculum and programs. Admissions officers are to provide complete and correct details to support families in making their decision.

All families are required to submit all documentation, and complete testing and interviews in order to be considered for admission to the School. Once the above is complete, the Admissions approval process should begin. All completed applications should have a recommendation from the principal to accept or not accept the student to the School within 48hrs for standard cases.

For applications, when appropriate, additional staff members may be consulted, or requests for external reports may be required. During the summer holiday, the School may employ staff to conduct language assessments and/or interviews. In cases of contention or significant issue, the Head of the School/Superintendent makes the final admissions decisions.

3.2 Admissions interviews and decision

When it is not possible for overseas families to arrange a parent's interview and/or student assessment, these must take place online. An additional face-to-face interview may be requested upon the family's arrival in Beijing.

In exceptional circumstances, the respective Principal may conditionally accept the child based on the application file. Minimum required documents for conditional acceptance; passports and/or foreign documents, at least two transcripts/reports or one report & school recommendation and language test results/ Interview or applicable. All other documents are required by the first day of school.

3.3 Admissions decisions notification policy

The Admissions officer will endeavour to notify the parents/guardians of admissions decisions within 48hrs of receiving the completed application documents, interview(s) reports and/or language assessment if required. In the event that a child is accepted for admission, the parent/guardian will be sent an Admissions Formal Acceptance Letter and be advised of any outstanding application procedures.

4.0 Interviews and School Visits Policies

4.1 Visit policy

While it is not always possible for overseas families to arrange a visit to the school, it is preferable to hold a virtual visit in these cases. Families are required to follow all entrance requirements as directed by the Admissions Officer and/or CISB security. Entrance to the school may be denied if the requirements are not met.

4.2 Interview policy

The school reserves the right to request a personal interview or second Interview with any applicant in cases considered necessary. A compulsory interview/ second interview may be required in cases where it is deemed necessary by the appropriate Principal to discuss a child's application in more depth for a decision to be made. The principals may request an interview/ second interview at any stage of the application process.

4.2.1 Home Schooled applications and interviews

All children who have not yet attended school or are part of the home-schooling system are required to interview with the appropriate Principal prior to submitting a completed application package.

5.0 Required Application Documentation

Before a student may start at the School, all of the following documents must be submitted:

- **The Application Form;** must be completed and signed by the parent/guardian.
- **Enrolment Agreement;** must be completed and signed by the parent/guardian.
- **Health Questionnaire;**
All sections must be completed and vaccination records uploaded.



- **Physical Examination**
It must be completed by a doctor upon examination of the child and uploaded.
- **Application Fee** (non-refundable).
- **Copy of Student's Passport with a Valid Visa;** the parents' / guardians' responsibility is to ensure that their child has the appropriate visa(s) to study at the School.
- **Copy of Student's Birth Certificate**
- **Copies of Parents' / Guardians' Passports with a Valid Visa**
- **Two Full Years of School Transcripts or Reports;** these should cover two complete years (the most recently completed academic year and the previous one) and the year in progress, if applicable. School reports/transcripts must be in English, with "notarized" official translations provided when originals are written in another language.
- **Student Pictures**
A clear image of the student must be uploaded into Open Apply. This image will be used for the student ID cards.
- **Proof of Medical Insurance (in English):** The parents' / guardians' responsibility is to ensure that their child has the appropriate accident and medical insurance covering China. An issuance waiver may be signed by the parents/ guardian if they do not hold accident and medical insurance.

Information from other sources may be requested; for example, work samples required to interview and/or an appropriate grade-level academic assessment in literacy, numeracy and science.

6.0 Criteria for admission

Each child's application materials are carefully reviewed to assess suitability for admission. The School will consider the following factors, among others.

6.1 Nationality

The School follows the International Schools regulations for applicants' nationality eligibility prescribed by the Beijing Education Commission. Applicants who do not comply with the eligibility criteria will not be eligible to apply to the School.

CISB is a foreign ex-pat school requiring all students to qualify to attend. We accept applications from nationalities and permanent residents outside mainland China for 18 months to 18 years old.

6.2 Academic Skills

The School is a premium international school that challenges students to meet the highest standards and expects them to learn to their maximum potential. Therefore, based on previous school transcripts and reports, applicants must show their motivation to meet the high academic standards of the School successfully.

6.3 Social Skills

The School is a learning community bound together by adherence to the school values of community, integrity, resilience, respect and trust. As such, the School accepts only students whose record demonstrates a clear commitment to these principles.

6.4 Physical Disabilities or Learning Support

The School accepts students with mild learning disabilities and with certain physical disabilities. However, the School cannot accept students whose physical or learning disabilities are such that we cannot effectively educate the child.

6.5 English levels

Fluency in English is not a criterion for admission to our elementary school (up to Grade 5 Semester 1). A WIDA assessment assesses all non-native students from grades 1 to 10 to check if they need to be placed in either the



Bilingual and Multilingual Learners (BMLs) program at the Elementary levels or our English as an Additional Language (EAL) program in Middle/High. Exceptions can be made in grades 6 – 10 students who speak English as a first language, with school reports showing that strong English grades are not required to complete a full WIDA test.

This assessment will place the student on a scale of Level 1 (Beginner) to Level 6 (Fluent). Minimum English language proficiency levels are required for some grades listed below.

English level Requirements per grade level (2022-2023):

Grade	English level Requirement
Nursery to Grade 4	no minimal overall level required
Grade 5	3.6 with min. level 3 in reading & writing (needed by the end of the year to matriculate to Middle High)
Grade 6 & 7	minimum overall Level 3.6 (with min. level 3 in reading & writing)
Grade 8	minimum overall Level 4.6 (with min. level 4 in reading & writing)
Grade 9	minimum overall Level 5
Grade 10 to 12	minimum overall Level 5

7.0 Grade Placement Policy

7.1 Starting school

The date for determining an applicant’s age for the purpose of grade placement at the School is December 31st of the year of placement. This cut-off date applies to children in the Pre-Kindergarten 3-year-old class and older. Children who enter the Montessori Nursery class have to be at least 18 months. Children are placed in grades that most nearly approach the chronological age for the student, taking into account the student’s academic history.

7.2 Transferring to CISB

Children who transfer to the School from schools with different school calendars (i.e. January to November vs. August to June) or curriculums will be placed in the grade they are currently attending if they enroll at the beginning of the school year or in the grade most recently completed if they enroll in the second semester in the School.

8.0 Learning Support Admissions Policy

The School does not have a learning support department.

Children needing learning support may be admitted if it is believed that the School can offer appropriate support in class and that the children can be placed in the regular classroom. When reviewing the application of a student with learning support needs, the relevant Principal will consider all supporting documents.



Please reference the CISB language Policy for details regarding language support (EAL).

The School cannot accept students whose physical or learning disability is judged by the school administration to be such that the School cannot effectively educate the child.

In the case where a specific need has not been indicated on the application form, the School reserves the right to review the situation to assess the appropriateness of the student's presence in the school based on the School's capacity to address their needs and the impact on the other children in the class. The School reserves the right to terminate the contract under the provisions of the Enrolment Agreement.

If a student broadly corresponds to the School's admissions criteria but is currently having difficulty reaching their full potential, the student may be admitted, in some instances, pending their (and their parents'/guardians') agreement to engage in a program of additional support. This may include, for example, Individualized Personal and Social Education, Counseling, Learning Mentoring, and/or other appropriate learning support. However, such decisions remain entirely at the discretion of the Elementary and/or Middle/High School Principal.

9.0 Post Admissions Decision Policies

9.1 Accepted

If a child is accepted, the Admissions Office will send a formal letter and/or email of acceptance accompanied by the School Fee invoice for each child. Parents / Guardians are required to pay the School Fee by the invoice due date in order to officially reserve the space(s) for their child.

If payment cannot be made before the due date, the Admissions Office has the right to request a further Deposit of 30,000RMB to reserve the space(s) for the child.

If the offer of placement has not been confirmed by the parent/guardian within ten days of the delivery of the letter of acceptance, the placement may be offered to another child. The admissions officer must follow up via phone or email to ensure the family knows the placement has been revoked.

9.2 Not accepted

If a child is not accepted, the Admissions Office will send an application not accepted email to the parent/guardian. The School will take no further action.

9.3 Waiting lists

If a year group reaches capacity, applications past that point will be placed on a waitlist. When a space becomes available at the appropriate grade level, it will be offered to a child on the waiting list. Criteria used to decide which child on the waiting list will be offered an available space include whether the child:

1. Staff child
2. Is a returning student (previously attended the School)
3. as siblings currently attending, accepted in or applying to the school
4. is the child of a staff member of the Canadian Embassy

All standard applications will be offered a placement in order of application completion date.

The above criteria may also be applied in cases where several children are competing for a limited number of remaining placements prior to the waitlist creation in a given grade.

10.0 Deferred Applications

A child who has been accepted or waitlisted can choose to defer their place to the following academic year, provided that the school receives notification within one month of the delivery of the letter of acceptance and



that there are still spaces available. In such cases, the Application Fee is also deferrable for one academic year. However, all deferrals are subject to the Admissions Office receiving satisfactory additional school recommendations and school reports/transcripts over the course of the school year preceding the deferred entry.

Students who are enrolled in the School and then leave can re-enter the School at a later date. The School reserves the right to request new submissions of any of the application documents and the Application Fee if the re-entry occurs more than two academic years after the departure before accepting the student.

11.0 Re-Enrollment

Formal re-enrollment occurs between February and April each year once the fees and calendar have been approved and published. At this time, the Enrollment Confirmation Letter includes Confirmation of Enrollment, Confirmation of School Bus Service, Enrollment Agreement, School Calendar and Fee Schedule. Bus stops and Fee Schedule forms are sent to all parents/guardians.

Parents/Guardians intending to re-enroll their child(ren) at the School for the following academic year must complete, sign and return the Confirmation of Enrollment, Confirmation of School Bus Service and Enrollment Agreement forms by the given deadline. Failure to do so may result in the placement being given to another child. In some instances, such as where there is a financial, academic or behavioural issue with a student, parents/guardians may not be invited to re-register their child until the situation has been resolved, and it must be noted that in some cases, re-enrolment may be denied. The Head of School, Principals and/or Admissions, and Finance departments are responsible for coordinating any communication with the parents/guardians regarding the resolution of such issues.

Upon receipt of the completed re-enrollment forms by the Admissions Office, the student(s) will be officially re-enrolled for the following academic year. The Admissions Office will issue an invoice for the coming year's fee balance.

12.0 Fees

12.1 General

For returning students, school fees are payable in one installment before the last day of school. For new students, school fees are payable one month from the date of the acceptance letter. In appropriate circumstances, a payment installment plan may be permitted upon approval of the Head of Admissions.

12.2 Financial Assistance

No financial assistance is provided.

Academic Scholarships are available to High School students (Grades 9 – 12) and Leadership Scholarships are available for students (Grades 3-11). Scholarship decisions will be made by a Scholarship Committee appointed by the school (including the Head of School, Middle/High School Principal, Head of Admissions and Board of Directors). They will be awarded based on academic excellence and/or demonstrations of growth in the Learner profile attributes or ALT skills.

Students who have been awarded scholarships and bursaries are required to pay for the discounted tuition fees in full at the start of the school year.

13.0 APPROVED BY

Megan Sinclair – Head of Admissions and Marketing
Douglas K. Prescott – Head of School/ Superintendent



