

FOR OFFICE USE ONLY

Date Received

Start Date

Application FORM

Please complete in block capitals



THE BRITISH INTERNATIONAL SCHOOL
SHANGHAI, PUXI
A NORD ANGLIA EDUCATION SCHOOL

2016
-2017

Welcome to Our School

Parents seeking admission for their children are invited to make an appointment with our Admissions Advisor, in order to pay an initial visit to view the school. At that time, parents can discuss at length the future educational needs of their children and how we can best meet those needs. We recognise that it is often not possible, but it is helpful if children can accompany their parents on this first visit. Our Admissions Policy and the details of our Admissions Procedures offer useful guidance for this initial visit to the school.

We reserve the right to exercise discretion on age entry criteria. Children joining us from another school must provide the most recent reports from their current school, and parents are requested to ensure that any special educational requirements have been fully discussed before a place has been offered. We must reserve the right not to admit children when we believe that we cannot meet their behavioural or educational needs.

ADMISSIONS POLICY

The British International School Shanghai is an independent co-educational day school for children aged 2 to 18 years. In keeping with our ethos as a multicultural, inclusive and caring community, we are proud to welcome students of all nationalities, races and creeds. As an inclusive school, we seek always to promote equal opportunity, applying our regulations on admissions fairly and without prejudice.

The British education system operates on the premise that students thrive best in their correct class age groups. Differentiated teaching caters for differences in needs and abilities; the most able children are challenged, while children needing support or more time are cared for and encouraged to fulfil their potential.

We believe that it is important for children to be with peers at a similar stage in social maturity and experience tells us that changes made early on may have negative consequences later. For these reasons, we adhere to the policy of keeping children within their correct age band.

If parents feel that their child would benefit from being placed out of age, the school will assess the child, talk to the child's parents and, where possible, to former teachers to make the best decision. In general it is much more advantageous for a child to be older rather than younger in a class.

If a student in Y10 or upwards and working in a second language does not have a level of English high enough to follow successfully the IGCSE or IB programmes at our school, provided there is evidence of academic ability and the student has a reasonable basic level of English, the school will consider options which would allow the student time to focus on English skills and then join the appropriate programme.

CLASS ORGANISATION

In managing the composition of classes within a year group, our policy is to achieve as close a balance as possible, considering the following factors: language experience, nationality, ability and gender.

If it is felt it will be beneficial to the year group as a whole, existing class groups may be re-organised at the start of the academic year to ensure an appropriate balance. The children are given many opportunities to work and socialise with all of their peers across the year group, and this is especially encouraged by the House system.

In all issues of child placement the Principal's decision is final.

ENGLISH ENTRY REQUIREMENTS

The English level required is dependent on the age of the child and the course to which entry is sought. Please consult with the Admissions Advisor and the School's EAL Policy for further details.

SEN REGULATIONS

Our school has a Special Educational Needs (SEN) Policy based on provision available. The acceptance of students with learning needs will only be confirmed by the appropriate Head of School after discussion with parents. Upon application, it is important that parents share all of the information regarding their child's learning needs, including any professional assessments. Failure to do so might risk the loss of the place once the child has joined our school if we discover that we are not equipped to best assist and support the child's development.

Please note that the Learning Support fee may be higher than those stated. The final cost will be determined on an individual basis after analysis by our Special Needs department.

Stage 1 - Initial Visit

It is helpful if your child is able to accompany you on your initial visit, but we recognise that this is not always possible. However, it is certainly the case that the more information we have, the easier it is for us to prepare for your child's first day at school. For this reason, we request that you bring with you a copy of your child's latest school reports, preferably translated into English, and any other relevant details such as examination results.

During your visit, we will explain to you:

- the formal admissions procedure
- the details of our British Education
- all payments due, stating refund and notice requirements
- whether or not there is a waiting list at your child's level (we generally place children in the correct chronological year group according to the British system).

We will provide you with a school brochure and should you wish, answer your more detailed questions on such matters as school uniform, transport, school routines, extracurricular activities and lunch arrangements.

You may also have the opportunity to meet with the Principal or the appropriate Head of School. It may also be helpful for you to meet other senior or specialist teachers, though this may not always be possible on your initial visit. The Admissions Advisor will be able to guide you through the process and advise you on class placement and choice of academic subjects. However, it must be clearly understood that such advice does not constitute part of the formal offer. Only senior academic staff can confirm such details after receipt of the formal application and following initial assessments.

STAGE 2 - APPLICATION

Should you decide to apply formally for admission to The British International School Shanghai on behalf of your child, we will require:

- a signed and completed Application Form
- a copy of your child's passport and residence visa
- copies of your child's latest school reports
- a copy of both parents' passports and residence visa
- a copy of the working parent's work permit
- child's immunization records
- educational psychologist report for any special learning needs (if applicable).

If at this stage you have a need to discuss the particulars of your application further with the Principal or the appropriate Head of School, we will be pleased to make an appointment for you. We will acknowledge your application as soon as we receive it, and, if there is a waiting list, will then contact you when a place becomes available. If you would like more information during the waiting period please contact our Admissions Advisor.

STAGE 3 - ADMISSION TO THE SCHOOL

Please note that we assess all students in order to ascertain their level of English and to see their level of achievement relative to our current students. The level

of attainment at The British International School is high and we need to be sure that your child will cope and settle happily with us. We will also request references and reports from your child's previous school. We have support staff who offer additional help where there are gaps to fill or, for younger children where additional reading or maths support is required. We do offer EAL support, the details of which may be found in our EAL Policy. Such support will incur an additional fee. A formal offer of a place will be made in writing for your child/children should a place be available or alternatively when a place becomes available if there is a waiting list at your child's year level.

APPLICATION AND ENROLMENT FEE

We will require a non-refundable application fee of RMB 2,000 payable on submission of the application and a non-refundable enrolment fee of RMB 4,000 payable on acceptance of place in school. Your acceptance of the offer should be made prior to your child starting school. The payment of the application and enrolment fees constitutes your acceptance of a place.

Application Fee RMB 2,000	Non-refundable fee payable on submission of application.
Enrolment Fee RMB 4,000	Payable on acceptance of place in school. A seat will not be guaranteed until these fees are paid. The RMB 20,000 deposit will be credited against the next term's tuition fees.
Enrolment Deposit RMB 20,000	
Re-enrolment Deposit RMB 20,000	Payable by 30 April each year to guarantee a place for the following school year. This deposit will be credited against the first term's tuition fees.

DETAILS OF LEGAL GUARDIAN

PLEASE COMPLETE IN FULL

	Father	Mother	Legal guardian/other
Surname			
First name(s)			
Occupation			
Employer			
Mobile			
Work address			
Business telephone			
Email address			

Please tick email for initial school correspondence

Father	Mother	Both
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Is the person making the application the parent or legal guardian? Yes No

If no, why is the parent or legal guardian not making this application and what is the relationship?

The following persons are authorised to collect our child from School/School Bus:

Name	Relationship to pupil
Name	Relationship to pupil
Name	Relationship to pupil

Would you like your child's name and your contact details sent home to his/ her class and class representative? Yes No

SCHOOL FEES

SCHOOL FEES

Responsible for school fee		Company	Parents
Method of payment	Bank transfer	Cash	Cheque
Duration of payment		Yearly	Termly

BILLING INFORMATION

Organisation for billing	
Accounts/Invoices for the attention of Contact name and telephone, number, email	
Address for billing	

SCHOOL LUNCH FEE

Responsible for school lunch fee		Company	Parents
Method of payment	Bank transfer	Cash	Cheque
Duration of payment		Yearly	Termly

SCHOOL BUS FEE

Do you require the school bus service		Yes	No
Responsible for school bus fee		Company	Parents
Method of payment	Bank transfer	Cash	Cheque

CONTRACT

In consideration of The British International School Shanghai (hereafter referred to as the School) accepting _____
_____ (hereafter referred to as the Pupil) as a pupil at the School, I / we being the Parent(s) /
Guardian(s) of the Pupil do hereby jointly agree to undertake with the School as follows:

1. The Pupil will regularly attend the School and strictly conform to the Rules and Regulations of the School.
2. That I/we will conform to the aforementioned Rules and Regulations in so far as the same affect me/us and are notified to me/us.
3. That I/we have read and understood the terms and conditions listed in the Schedule of Fees for the current academic year attached herewith (as amended from time to time by notification from the School). The failure on my/our part to comply with any of the payment conditions of that schedule may result in the Pupil being prevented from attending School classes.
4. Any change of my/our address should be immediately notified to the School. In case of such notification failure, any correspondence from the School shall be deemed to be delivered after five working days from its dispatch.
5. That I/We will give six weeks notice (excluding holiday) in writing before removing a child from the school. Such notice will be given before the agreed dates, which are published annually by the school. In default of my/our giving notice as required, I/we shall pay in full on demand the six weeks tuition fees in lieu of notice.
6. The School may at its absolute discretion require the removal of a Pupil without notice if he or she has been guilty of serious misconduct. In this event, no claim shall arise for the refund (or reduction) of any portion of any School fees already paid (or payable) to the School.
7. That I/we authorise the School to take photographs of the Pupil for the School's use.
8. That I/we have disclosed all relevant medical data about the Pupil in the Medical Record and Authorisation Form submitted herewith and will keep the School informed of any changes to the information provided therein.
9. That I/we agree to allow the Pupil to participate in all of the School's activities. If any of these activities involves excursion outside of the School, prior notification by the School will be sufficient
10. That any changes to the Pupil's particulars shall be advised in writing as soon as possible to the School.
11. That if any matter requires the approval of or notification to us, it will be sufficient for the School to notify or obtain approval from one of us.
12. That the School will use its best endeavours to ensure that only those authorised persons listed herein are able to collect the Pupil from School.
13. I/we agree that the Pupil attends the School at his/her own risk. The pupil will have his or her own medical insurance as the school will only be liable for injuries or illness where the incidents are deemed (by the school insurers) to be the responsibility of the school. The School will not be responsible for any loss or damage to the Pupil's personal belongings.

I/WE HAVE READ AND FULLY UNDERSTAND THIS COLLECTIVE CONTRACT AND AGREE TO BE BOUND BY IT AND BY ANY SUBSEQUENT AMENDMENTS AS NOTIFIED FROM TIME TO TIME BY THE SCHOOL.

PARENT SIGNATURE

DATE

PAST SCHOOL RECORDS RELEASE FORM

Student's Family Name

First Name

I hereby give my permission to the school listed below to submit a Letter of Recommendation, if requested, or to release my child's school records to The British International School Shanghai and to provide information regarding my child's:

- Grades and report cards
- Standardised test results
- Attendance records
- Special education records (if any)
- Discipline records
- Individualised Education Plan (if any)
- Other relevant records

PREVIOUS SCHOOL

Contact name, phone number, address and email

PARENT SIGNATURE

DATE

PERSONAL INFORMATION

Please complete in BLOCK CAPITALS

Applications can be accepted by the Admissions Office with a copy of the following documents

- Child's passport and visa
- Official school report from last 2 years
- Supporting documents for any special learning needs (if applicable)
- Parent's work permit (upon availability)
- Residency permit (upon availability)

Requested year level	Expected start date	
If your child will enter Pre-Nursery or Nursery	Part-time	Full-time
Name(s)	Preferred name	
Surname	Gender	
Date of birth	Current age	Current year level
Nationality	Place of birth	
Religion	Home language	
Other languages spoken		
Current home address in English		
Home phone number		
Emergency contact name and numbers (other than parent)		
Are there other children (siblings) linked to this application?		

ACADEMIC INFORMATION

This information should be as full and accurate as possible. Please append any further information which you think may be helpful.

PREVIOUS SCHOOLS (STARTING FROM MOST RECENT)

1.	From	To
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Contact name, phone number, address and email

2.	From	To
----	------	----

Contact name, phone number, address and email

Please tick the level of English proficiency which best describes your child

Beginner	Gaining confidence	Confident	Fluent
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Number of years tuition (if applicable)

How would you best describe your child in the following areas (please tick)?

Independence and organisational skills			
Excellent	Good	Satisfactory	Needs support
Personal relationships and social interactions			
Excellent	Good	Satisfactory	Needs support
General Academic standards			
Excellent	Good	Satisfactory	Needs support

ACADEMIC INFORMATION

In what activities has your child shown special interest or talent?

Does your child have any areas of exceptional ability?

Does your child have Special Education Needs (SEN)?	Yes	No
Does your child have any physical disabilities?	Yes	No
Has your child's application been rejected by another school?	Yes	No

* If yes, please provide details of reason and date.

* If yes, please provide most recent medical/psychological reports.

Please provide any other information in relation to circumstances or needs which may affect schooling, such as physical, social, emotional or family circumstances, e.g. allergies, dyslexia, health issues, learning difficulties, disrupted schooling etc...

MEDICAL RECORD & AUTHORISATION

PRESENT HEALTH

Does your child need/have:					
Regular medical attention	Yes	No	Regular medication	Yes	No
Eyesight problems	Yes	No	Hearing problems	Yes	No
Asthma/respiratory problems	Yes	No	Skin problems	Yes	No
Epilepsy	Yes	No	Hay fever	Yes	No

If yes to any of the above questions please provide details:

Known Allergies - Please provide details if your child has any allergy:

Does your child have any special dietary requirements?

VACCINATIONS

Please provide details if your child has had any of the following vaccinations:

Tuberculosis		Polio	
Diphtheria/Tetanus/ Pertussis (DTP)		Rabies	
Measles/Mumps/Rubella (MMR)		Typhoid	
Japanese Encephalitis		Hepatitis A & B	

AUTHORISATION

I/We understand that whilst the School will make all reasonable efforts to contact me/us in case of medical emergency, this is not always possible. Therefore, I/we authorise the School to seek medical advice and treatment for our child if the School believes there to be an emergency and I/we hereby undertake to pay all costs incurred by the School.

I/We also hereby authorise/do not authorise the School to give our child minor medications (e.g. paracetamol tablets) if deemed necessary by the school.

PARENT SIGNATURE

DATE

CHILD 2: PERSONAL INFORMATION

Please complete in BLOCK CAPITALS

Applications can be accepted by the Admissions Office with a copy of the following documents

- Child's passport and visa
- Official school report from last 2 years
- Supporting documents for any special learning needs (if applicable)
- Parent's work permit (upon availability)
- Residency permit (upon availability)

Requested year level

Expected start date

If your child will enter Pre-Nursery or Nursery

Part-time

Full-time

Name(s)

Preferred name

Surname

Gender

Date of birth

Current age

Current year level

Nationality

Place of birth

Religion

Home language

Other languages spoken

Current home address in English

Home phone number

Emergency contact name and numbers (other than parent)

Are there other children (siblings) linked to this application?

ACADEMIC INFORMATION

This information should be as full and accurate as possible. Please append any further information which you think may be helpful.

PREVIOUS SCHOOLS (STARTING FROM MOST RECENT)

1.	From	To
----	------	----

Contact name, phone number, address and email

2.	From	To
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Contact name, phone number, address and email

Please tick the level of English proficiency which best describes your child

Beginner	Gaining confidence	Confident	Fluent
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Number of years tuition (if applicable)

How would you best describe your child in the following areas (please tick)?

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Personal relationships and social interactions			
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General Academic standards			
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ACADEMIC INFORMATION

In what activities has your child shown special interest or talent?

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Has your child's application been rejected by another school?	Yes	No

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MEDICAL RECORD & AUTHORISATION

PRESENT HEALTH

Does your child need/have:					
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Asthma/respiratory problems	Yes	No	Skin problems	Yes	No
Epilepsy	Yes	No	Hay fever	Yes	No

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Known Allergies - Please provide details if your child has any allergy:

Does your child have any special dietary requirements?

VACCINATIONS

Please provide details if your child has had any of the following vaccinations:

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Diphtheria/Tetanus/ Pertussis (DTP)		Rabies	
Measles/Mumps/Rubella (MMR)		Typhoid	
Japanese Encephalitis		Hepatitis A & B	

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PARENT SIGNATURE

DATE

Contact us

The British International School, Puxi, Shanghai
111 Jinguang Road, Huacao Town, Minhang
Shanghai, 201107

上海英国学校浦西校区
上海市闵行区华漕镇金光路111号, 201107

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