



The British International School  
in Hong Kong

Kellett School  
Admissions Office  
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Hong Kong

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Recent  
photo of  
applicant

## APPLICATION FOR ADMISSION (RECEPTION TO YEAR 13)

| Personal Information on Applicant   |  |
|---|--|
| Surname   | First names<br><small>(Please underline the name generally used)</small>   |
| Male/ Female  | Date of birth [dd/mm/yy]   |
| Proposed entry date   | Applying for Year Group  |
| Preferred <b>Preparatory</b> Campus Pok Fu Lam <input type="checkbox"/> Kowloon Bay <input type="checkbox"/> No preference <input type="checkbox"/><br><small>Where no preference is ticked, the default is Pok Fu Lam Prep</small> |  |
| Country of birth  | Nationality  |
| Passport Number   | HKID number<br>HK Birth Certificate Registration Number                    |
| Main language spoken at home  | Proficiency in English<br>Fluent / Intermediate/ Beginner / Not applicable |
| Home Address  |  |
| Has the applicant previously applied or attended Kellett School? Yes / No   |  |

| Family Information   |  |
|--|--|
| Parent 1 please circle relationship to the applicant<br><b>Mother / Father / Other</b> (if other, please clarify )                       | Parent 2 please circle relationship to the applicant<br><b>Mother / Father / Other</b> (if other, please clarify ) |
| Surname  | Surname  |
| First name   | First name   |
| Profession   | Profession   |
| Business name  | Business name  |
| Mobile Phone   | Mobile Phone   |
| Main e-mail *  | Main e-mail *  |
| <small>*(Most of our correspondence is via emails. Please ensure that a valid e-mail address is provided)</small>                        |  |
| Home address if different from applicant   | Home address if different from applicant   |
| Please list siblings' names, dates of birth and their current school   |  |
| If parents are divorced / separated, please state agreed custody arrangements on a separate sheet  |  |
| If applicant is child of an alumna/alumnus, please provide dates Parent 1 or Parent 2 attended Kellett School from _____ to _____ (yyyy) |  |

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 (if there is insufficient space on this form, please continue on a separate sheet)

**Present School Information**

|                         |                         |
|-------------------------|-------------------------|
| Principal/Head's name   | School name and address |
| Language of instruction | Curriculum              |
| Telephone number        | Email                   |
| Date joined [mm/yy]     | Current Year Group:     |

As part of the admissions process we may contact the Principal/Head and request the completion of a student reference form.

**Previous School Information**

| Name of school | Country | Period attended (mm/yy) |    | Year/ Grade Upon leaving | Language of Instruction |
|----------------|---------|-------------------------|----|--------------------------|-------------------------|
|                |         | From                    | To |                          |                         |
|                |         |                         |    |                          |                         |
|                |         |                         |    |                          |                         |

**Educational History**

| Languages studied at school other than English |                      |                               |
|--|----------------------|-------------------------------|
| Language                                       | No. of years studied | Average no. of hours per week |
|  |                      |                               |
|  |                      |                               |

**In order to meet the educational needs of your child, please answer the following questions and provide further details on a separate sheet if required.**

| <i>Failure to disclose any relevant information may lead to you being asked to withdraw your child once a need has been identified.</i>   |     |    |
|---|-----|----|
| Has the applicant ever been referred to, or assessed by, a professional for learning, emotional or behavioural reasons? This includes medical assessments for such conditions as ADHD | Yes | No |
| Has the applicant ever had a diagnosis of an additional learning need (e.g. ADD, ADHD, dyslexia, ASD)?  | Yes | No |
| Has the applicant ever received support for additional learning needs (including social, emotional, and behavioural needs)?   | Yes | No |
| Has the applicant ever been in receipt of access arrangements for exams, or do you anticipate any will be necessary in the future (e.g. extra time, reader, separate centre)?         | Yes | No |
| Has the applicant ever received a formal disciplinary, suspension or expulsion from school?   | Yes | No |
| Has the applicant ever been included in the current school's 'gifted and talented' programme?   | Yes | No |

**Has it been necessary for the applicant to be seen by any of the following? If so please attach reports.**

| <i>Failure to disclose any relevant information may lead to you being asked to withdraw your child once a need has been identified.</i> |     |    |
|---|-----|----|
| Speech Therapist/Pathologist  | Yes | No |
| Occupational Therapist  | Yes | No |
| Educational Psychologist / Psychiatrist   | Yes | No |
| Behaviour Modification Drug Therapy (for example Ritalin)   | Yes | No |
| Extended Counselling  | Yes | No |
| Vision Therapy  | Yes | No |
| Audiology Support   | Yes | No |
| Learning Support Teacher  | Yes | No |

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**Medical Information**

(If the answer to any of the following questions is yes, please provide further details)

|   |     |    |
|---|-----|----|
| Does the applicant have any medical conditions?                                     | Yes | No |
| Does the applicant have any allergies?  | Yes | No |
| Does the applicant need regular medication?   | Yes | No |
| Does the applicant have any special dietary requirements?                           | Yes | No |
| Does the applicant have any physical disability?                                    | Yes | No |
| Are there any matters relating to this application that we should be made aware of? | Yes | No |

**Educational Attainment**

For applicants attending full time education, please attach copies of:

- The applicant's complete set of school reports for the last two academic years
- Results from school or external assessments the applicant has completed including sports or music awards. (We do not require portfolios or DVDs)

**Applications for entry into Year 7 to Year 12**

What are the applicant's main extra-curricular activities and interests (include sports and music)?

Please list the subjects the applicant is currently studying

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Applications for entry into Year 12 only**

A letter of application, written by the applicant either handwritten or computer typed, and addressed to the Head of Senior School. The letter needs to cover the following areas and should be no more than 1500 words.

- The applicant's current interests and pursuits both within and outside of their current school
- The applicant's strengths and weaknesses
- The contribution the applicant intends to make to the Kellett community
- The applicant's career aspirations

# APPLICATION FOR ADMISSION (RECEPTION TO YEAR 13)

(if there is insufficient space on this form, please continue on a separate sheet)

## This application will only be processed if the following have been attached:

1. Copy of the applicant's birth certificate/ passport page with HK visa/ Hong Kong Identity card
2. Application Fee **HK\$2,000** (Reception to Year 4) or **HK\$2,500** (Year 5 – Year 13 includes assessment fee )  
(The Application Fee is non-refundable)
3. Copies of the applicant's school reports for the past two years (if available)
4. Any other reports applicable
5. For Sixth Form students only – a Letter of Application

A receipt will only be issued upon request

## Payment methods

- Cheque or E-Cheque payable to Kellett School Association Limited – cheque # \_\_\_\_\_
- Bank Transfer to Kellett School Association Limited, Bank code HSBC [004] A/C no. 111 064697 001  
Swift Code HSBCHKHH

Please attach copy of the PDF e-cheque or transfer confirmation with the Applicant's full name as reference

## Capital Cover

I have read the Kellett School Debenture Guidelines on the Kellett website.

The applicant will be covered by: Individual Debenture  Corporate Debenture (debenture number \_\_\_\_\_)

Capital Contribution (for sixth form applicants only)

## Direct Marketing Opt In/Opt Out

The information submitted on this form is being collected in accordance with the Kellett School Policy for Data Privacy and its related Personal Information Collection Statement ("PICS"). A copy of the PICS can be found on the Kellett School website [www.kellettschool.com](http://www.kellettschool.com)

Yes, I wish to receive communications from Kellett School Association Limited and the Kellett School Parents' Association, which may have a direct marketing component.

No, I do not wish to receive communications from Kellett School Association Limited and the Kellett School Parents' Association, which may have a direct marketing component. **Please remember that by ticking "no", you may miss information relating to Corporate Debentures and, later, you or your son or daughter may miss receiving information related to school activities that may affect his or her participation in the school community.**

You can withdraw your consent at any time by writing to the Personal Data Privacy Officer of Kellett School ([pdpo@kellettschool.com](mailto:pdpo@kellettschool.com)).

## How did you hear about us?

Word of Mouth  Website  Employer  Social Media  Advertisement  Relocation Company

If other, please state \_\_\_\_\_

## Declaration and signature of parent

I agree to be bound by the School's selection process and Admissions Policy

I declare that the information provided is true and correct. I understand that if I fail to disclose any relevant information, I may be asked to withdraw my child.

Parent's name:

Signature:

Date: