



Kellett School; The British International School in Hong Kong

This policy will be monitored by
Last Reviewed Date

Admissions Director then Senior Management Team
August 2018

Policy on Entry to Hong Kong and Overseas Schools

As an international school Kellett School recognises that student movement is inevitable and parents may wish to secure future school places in a timely manner. This policy outlines the support offered to students and their families to facilitate a move of school.

General Transfer Advice

General transfer advice is offered to all parents who are considering or are required to move their child to an overseas school.

Parents seeking a transfer within Hong Kong should seek advice from the relevant school's admissions department.

Confidential School Transfer and Recommendation Reports

UK Schools and Overseas Schools

An endorsed 'true copy' of a student's most recent academic report and relevant standardised test data will be provided at no charge on receipt of a formal request from the relevant Admissions Office or Head of School.

On receipt of a formal request from an Admissions Office or Head of School for a student reference, this will be prepared either using Kellett's pro forma reference template or the relevant school's template at a fee of HK\$1000. The report will cover the key areas generally required by schools in report requests and may be used for multiple schools at no further charge (within same school year) on receipt of additional formal report requests as above.

In the event that, at the end of Year 6, a school requires the completion of the Independent Common Assessment for Schools (ICAS) a fee of HK\$1000 is charged on receipt of a formal request from the relevant Admissions Office or Head of School. This report may be provided to multiple schools on receipt of additional formal requests as above at no further fee (within same school year).

In the event that an individual school requires additional/other reports or recommendations (including those related to scholarship applications) these will be provided on receipt of a formal request from the relevant Admissions Office or Head of School. Scholarship recommendations are at the discretion of the Principal.

Teacher, and other, recommendations for US style schools will be charged at \$500 per recommendation.

Hong Kong Schools

An endorsed 'true copy' of a student's most recent academic report and relevant standardised test data will be provided at no charge on receipt of a formal request from the relevant Admissions Office or Head of School.

For applications to Year 4 and above; in the event that an individual school requires reports to be completed to a specific format a fee of HK\$500 is charged per report on receipt of a formal request from the relevant Admissions Office or Head of School.

Please note:

A minimum of five days' notice is required for the preparation and sending of report copies

A minimum of **ten working days**, not including the first and last weeks of a term, is required for the preparation of reports and recommendations, and up to 15 days for multiple reports/recommendations.

It is assumed that should Kellett School receive a report or recommendation request, that you have granted permission for us to provide a report/recommendation and to charge you appropriately. UK Schools are required by law to ask if there are any safeguarding concerns relating to individual students. In line with Kellett School's Safeguarding Policy and a child's welfare being paramount, we will respond accordingly.

Evidence of Attendance Certificates or Evidence of Attendance at an International School

Certificates for designated nationalities and for entry to schools in the Middle East, Korea and where required by law are provided free of charge.

Should a school require authentication by Kellett of a document which is not in English, this will not be done unless a notarised translation of said document is provided.

Examination Prepping and Tutoring

Specific examination prepping and tutoring is not offered by Kellett School. If required, this service is offered by a number of agencies in Hong Kong to whom parents may address enquiries.

Entry Examinations

UK Common Entrance Examinations

Kellett School does not administer Common Entrance examinations, arrangements to do

so may be made through The British Council, Hong Kong.

ERB/ICEE Examinations.

We are unable to administer ERB/ICEE examinations. We believe arrangements may be made through the Hong Kong Education Authority.

Individual School Examinations

Kellett School will administer school examinations for families whose relocation is confirmed within or at the end of the current academic year (confirmation of relocation is required). Kellett School does not administer examinations for entry to boarding schools; arrangements to do so may be made through The British Council or other agencies in Hong Kong.

For relocating families, where a school permits their entry examination/assessment to be sat at Kellett School, a student may do so subject to the conditions set out below.

Kellett School will provide the following in respect of an individual child for a single school at a fee of HK\$2000

- *Four hours examination invigilation; additional time is charged at no extra cost*
- *Dispatch of completed papers by the school's preferred means; courier service, air mail or e-mail*

Conditions

Parents are responsible for

- Informing Kellett School in a timely manner of a request to administer papers.
- Liaising with prospective schools, completing the required parents' documentation and make arrangements for all necessary papers to be sent to Kellett School.
- Advance payment of the necessary charges as per summary of fees table below. Payment should be attached to the completed form.

Method of payment:

- Cheques made payable to "Kellett School Association Limited"
- Bank transfer (attach deposit slip)
- EPS in person
- Credit card in person or by phone

To ensure that a suitably qualified invigilator is available, requests for invigilation should be submitted at least **six weeks** prior to the first examination (if possible).

Invigilation services are not available during school holidays, designated public holidays including Saturday and Sundays or during periods of closure due to rainstorm or typhoon warnings T3-T10.

NB. No discount is offered for multiple entries or multiple students.

SUMMARY OF FEES

	Completion of	Cost (HK\$)	Additional (HK\$)
All Schools	One endorsed "True Copy" of student's most recent academic report with no signatures	Nil	500 /school
#Hong Kong Schools	Individual school's pro-forma report	500	500 /school
#UK and Overseas Schools	Kellett School Student Reference Independent Common Assessment for Schools (ICAS)	1000 1000	1000/ School Nil
US Style Schools	Teacher or other Recommendation	500 each	Nil
Individual Examination	4 hours Invigilation, dispatch of papers and reference letter	2000	Nil

Fee charged for applications to UK Year 4 and above only (or equivalent year groups in other education systems)

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Entry to Hong Kong and Overseas Schools

One form to be completed for each child (please continue on a separate sheet if required)

Child's name: DOB: Current Class/Tutor Group:

School to which you are seeking entry: Where details are not known please leave blank.

1. Name:
Desired entry date.....
Name and e-mail of Admissions officer.....
Name of Head teacher.....

School to which you are seeking entry: Where details are not known please leave blank.

2. Name:
Desired entry date.....
Name and e-mail of Admissions officer.....
Name of Head teacher.....

School to which you are seeking entry: Where details are not known please leave blank.

3. Name:
Desired entry date.....
Name and e-mail of Admissions officer.....
Name of Head teacher.....

Please complete the following where applicable. Providing this information assists in the preparation of the entry report.

Is your child presently receiving additional tuition? Yes / No
If Yes: For how long has this taken place and in which subject(s)?
.....

Does your child speak languages other than English, and if so at what level? Yes/ No
..... Beginner / Intermediate / Fluent
..... Beginner / Intermediate / Fluent

Is your child learning a musical instrument/s outside of school? If so please indicate the instrument/s and level/s achieved:

Does your child pursue any sporting/performing arts interests outside of school? Any awards or certificates obtained? If Yes, please outline:

Briefly outline your child's interests and hobbies outside of school:

Please add any additional information, which will assist us in supporting your child's entry to your selected school/s. This may include parents' contributions to the school and school life e.g. class parent, committee/Board member, donations etc.

Please note that we reserve the right to inform prospective schools if financial obligations have not been in met in a timely manner.

- I have read and understood the above information.
- I understand that I am required to submit separate Formal Notification of Withdrawal by the deadline dates stated by the School.
- I enclose evidence supporting the intended relocation or my child is applying to another school in Hong Kong because _____
- I understand that 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).
- I understand I am required to meet the cost of exam invigilation and reports as set out in the attached policy and payment of HK\$ _____ or confirmation of payment is enclosed.

Parent's Name..... Signed..... Date.....

This form should be completed and returned to the Admissions Office, or sent to admissions@kellettschool.com, at least six weeks prior to the first scheduled examination date.

or sent to:

Kellett School
Admissions Office
7 Lam Hing Street
Kowloon Bay