

## **Admission Policy & Procedure 入學政策及程序**

(Updated 15/11/2023)

### **Objectives of this policy 政策的目的**

- The admission policy reflects our school's commitment to providing inclusive education to all students in the local community.  
本校的招生政策體現了本校致力為本地所有學生提供融合教育的決心。
- To provide clear and transparent information to support parents.  
為家長提供清晰和透明的信息指引。
- To ensure the school's admission process is fair, efficient, and inclusive. S&P (0301-01)  
確保學校錄取過程是公平、高效和包容的。S&P (0301-01)

### **Responsibilities 責任**

#### Admissions 入學

The admission team is responsible for arranging school tours, admission enquiries and the admission process. Enquiries can be made via the school website, email, phone, or walk-in.

招生小組負責安排參觀學校、招生查詢和招生流程。招生查詢可以通過學校網站、電郵、電話和到校查詢。

#### School Tours 學校導覽

Prospective families are welcome to tour our school campus during school hours. School Tours will be led by the Primary Years Programme Coordinator (PYPC) or the administrative manager.

歡迎家長在學校的上課時間到校參觀。到校參觀事宜會由PYP主任或行政經理負責安排。

#### The school community 學校團隊

We ensure that all teaching and non-teaching staff are welcoming and respectful during the admission process and school tours, ensuring our communication is open and honest and providing opportunities for dialogue.

在入學流程和校園導覽中確保家長受到本校所有教職員的熱誠歡迎和尊重，同時確保學校和家長間能有開放和誠實的直接溝通。

## Criteria 標準

In line with our inclusion policy, we enrol students on a first-come, first-served basis. We welcome all children regardless of gender, race, language, ethnicity, sexuality, abilities, or challenges. (0301-01-0311)

為了配合學校的融合教育政策，我們按照報名順序錄取學生。我們歡迎所有的孩子，無分性別、種族、語言、民族、能力或特別需要。(0301-01-0311)

## Age guideline 入學年齡指引

Year Level 年級	Age 年齡	Admission Criteria (Child's birth date) 入學標準(子女出生日期)
Pre-Nursery 學前班	2 to 3 years old 2-3歲	Must be 2 years old at the time of admission 入學時必須年滿2歲
Nursery 幼兒班	3 to 4 years old 3-4歲	Must be 3 years old by 31st December 12月31日前必須年滿3歲
Lower Kindergarten 低班	4 to 5 years old 4-5歲	Must be 4 years old by 31st December 12月31日前必須年滿4歲
Upper Kindergarten 高班	5 to 6 years old 5-6歲	Must be 5 years old by 31st December 12月31日前必須年滿5歲

## Programme implementation 規劃實施



We are an IB World School offering the International Baccalaureate Primary Year Programme to all children aged 2 to 6 years. Our U2s programme is based on a thematic approach to learning and teaching. (0301-01-0312)

我們是IB國際文憑組織學校，為2到6歲的孩子提供國際文憑小學項目課程。我們的U2s班級課程採用的是主題學習的教學方法。(0301-01-0312)

## **Admission Procedure** 入學程序

To allow for more flexibility and cater to families' various needs, we accept applications all year round.

為了更靈活的安排及照顧不同家庭的需求，學校全年均接受入學申請。

Submit online or hardcopy application along with the following supporting documents:

於網上或打印遞交申請時請附上以下證明文件：

- Digital Photo of Applicant – passport size  
申請人數碼照片—護照尺寸
- Copy of Applicant's Birth Certificate  
申請人出生證明副本
- Copy of Parents / Guardian's Permanent HKID or Passport and valid Visa  
家長/監護人的香港永久居民身份證或護照及有效簽證副本
- Copy of Applicant's Immunisation Record (for PN - UKG levels)  
申請人的免疫接種紀錄副本 (PN – UKG年級)
- Copy of Application Fee (\$40) payment slip (for all programmes)  
申請費用(\$40)付款單副本(所有課程)
- Copy of Admissions Fee (\$500) payment slip (for PN - UKG levels)  
報名費(\$500)付款單副本 (PN – UKG年級)

Additional Documents for non-local families

非本地家庭的額外文件



- Copy of Applicant's Passport and Dependent Visa  
申請人護照及家屬簽證副本
- Copy of Parent/Guardian's Passport and valid Visa  
家長/監護人護照和有效簽證副本

Acknowledgement of the receipt of application and confirmation letter will be sent to parents by email. Welcome packages will be sent nearer to the start of school for the child.  
入學申請收據和入學通知書會以電子郵件形式寄給家長。迎新禮包會在臨開學前提供給貴子女。

## **Withdrawal Procedure** 退學程序

For a student's withdrawal, one full calendar month advance notice in writing is required prior to the last date of a student's attendance. The parents are required to pay for their children's tuition fee up to the last month which the withdrawal notice serves.

退學需於在學生最後出席日期一個月前提交書面通知。在退學申請生效的最後一個月前，家長仍須為貴子女支付學費。