

Admissions Policy

Chaoyang Kaiwen Academy



CHAoyang KAIWEN ACADEMY
北京朝阳凯文学校

Approved by: Martin George **Date:** November 2018

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1. Policy Aims

1.1 The main purpose of the CKWA Admissions Policy is to provide a clear process and procedure for the admission of students into CKWA.

1.2 Admissions staff will use this policy to ensure a transparent and effective process which allows the school to admit appropriately qualified students in an efficient and timely manner.

1.3 The policy further provides clarity in respect of the various responsibilities associated with student admissions.

2. Principles

2.1 CKWA aims to admit students regardless of previous educational experience, race, religion or other characteristics provided that the minimum academic and language standards are met and satisfactory references for previous schools are provided.

2.2 CKWA will operate a fair and transparent admissions test which grants equal opportunity to all students applying for admission to be judged against a set of consistent criteria. This includes, where appropriate, making special arrangements for students with recognised and specific special educational needs.

2.3 CKWA will provide parents of students applying for admissions with all necessary support and information to be able to make balanced judgements as to the suitability of the school for their child(ren).

2.4 CKWA is committed to develop means by which children from less advantaged backgrounds who meet the standards for admission are provided with the financial support to join the school.

2.5 CKWA will request and hold only such data on a student applying for admission as is necessary.

3. Outline Process

Enquiry

3.1 Usually enquiries are made via the school's bespoke software, "Open Apply", which is accessible via the school's website. Alternatively enquiries may be made via email, phone call, personal visit, recommendation, We Chat or other media. In all cases the enquiry represents the first contact between parent(s) and school and as such it is important that the school acknowledges the enquiry in good time (within 24 hours). In the case of Open Apply enquiries the school response is generated automatically, but a personal response from the Admissions Office should follow within 24 hours.

3.2 Where an enquiry is made via a means other than Open Apply the Admissions Office must ensure that the details of the enquiry are entered into the Open Apply system so as to ensure data accuracy is maintained. This must be completed within 24 hours of receiving the enquiry.

3.3 Open Apply will be set up with the required fields to be completed by parents using the system to submit an enquiry.

Visit

3.4 Normally the next stage of an admission is to arrange a visit. Parents can do this directly via Open Apply. Where an enquiry via Open Apply does not include a visit request, or where the enquiry is made via a means other than Open Apply, the Admissions Office should follow up with a contact to parents within 48 hours of the enquiry to arrange a visit.

3.5 Visits are typically scheduled for prescribed days and times each week, but the school recognizes that flexibility is required to meet parental circumstances. Therefore, whilst the preference will be that visits occur at the designated times, it will always be possible for bespoke visits to be tailored to individual needs.

3.6 Each visit will be designed to follow a similar pattern. The component parts of a visit, whether an individual family or multiple families, will be:

3.6.1 A procedural briefing from the Admissions Office, including provision of necessary documentation.

3.6.2 A tour of the school, including an opportunity to see classes in action. Tours will be conducted by the Admissions Office. In ideal circumstances it may be possible for students to accompany tours where these are scheduled in advance.

3.6.3 An opportunity to meet members of staff, ideally one of the Principal, Deputy Head or Director of Curriculum & Instruction **and** one of the Head of Primary, Primary Co-ordinator, KG Co-ordinator, Lower Primary Co-ordinator, Upper Primary Co-ordinator, Head of Secondary or Head of Middle School.

3.7 Ideally the Admissions Office will book a student in for an Admissions Test at the conclusion of the visit. Parents may opt to make the test booking directly through Open Apply.

3.8 The Admissions Office will follow up each visit with a telephone contact to parents within one week in order to maintain the relationship.

Admissions Test

3.9 The Admissions Test must be taken by all students applying for entry to the school. Tests may be taken either:

At one of the prescribed tests held on a designated weekday or;

At one of the test weekends, held on designated Saturdays throughout the year.

3.10 The Admissions Test comprises:

-An English Language Proficiency Test (The Cambridge English Placement Test: CEPT for incoming students of grades 6-12 or the Young Learners Placement Test; YLPT for incoming students of grades 3-5).

-Parts of the CEM MidYIS test(G6-9), CEM YELLIS test (G10), and a bespoke CKWA test (G11).

-A family interview (all grades) and a student interview (G6-G12).

-Class observation (Reception-G5).

At least one reference from a student's current school, which must be completed or counter-signed by the school Head/Principal.

3.11 The Admissions Tests will be administered by the Admissions Office, who will liaise with the Director of Curriculum & Instruction for the staffing of interviews and marking of bespoke tests.

3.12 The Admissions Office will collate all results, including school reference, for the Admissions Panel within 5 days of the Admissions Test (CEM results are typically available within 48 hours).

3.13 The Admissions Panel will endeavor to make decisions within 7 days of the Admissions Test.

3.14 All results will be entered into Open Apply by the Admissions Office.

Decisions

3.15 The Admissions Panel will consist of the Principal or Deputy Head, the Director of Curriculum & Instruction, one of Head of Primary, Primary Co-ordinator, Head of Secondary, Head of Middle School and the Director of Admissions. The PA to the Director of Curriculum & Instruction will take minutes of all Admissions Panel meetings.

3.16 One of three decisions will be made for each student

3.16.1 **Offer** – a student has met the school's entrance standards in all respects

3.16.2 **Conditional Offer** – a student has met the school's entrance standards in most respects and an offer can be made subject to certain conditions. Such conditions, determined by the Admissions Panel, will vary from student to student, but may include:

A probationary period.

Entry to a lower grade.

A requirement to attend an intensive English Language programme.

An agreement that a student may resit a grade if progress over a year is deemed to be insufficient to move up.

3.16.3 **Unsuccessful** – a student has not met the school's entrance standards. For students looking for entry into KG to G7 may attempt another Assessment Test not less than 6 months later.

3.17 Once offers have been confirmed the Admissions Office will communicate officially the decision of the Admissions Panel to parents within 2 days. All appropriate paperwork will be sent to parents at this time (see Enrolment section).

3.18 Where a decision is **Conditional Offer** or **Unsuccessful** parents may appeal to the Principal. This is not a formal process and the school reserves the right to hold to the original decision without prejudice.

3.19 If parents wish to make a formal appeal against the decision they will be referred to the Admissions Office and request for a meeting with the school leadership team.

Scholarships

3.20 CKWA is committed to rewarding excellence via the awarding of a limited number of scholarships.

3.21 Student applicants entering to Grade 6 through Grade 12 may apply for a scholarship, subject to acceptable satisfaction of entrance and interview requirements, in the following categories:

3.21.1 **Yinghe Overall Achievements Awards** at CKWA are awarded on the basis of a selection process, with base criteria being used along with information gathered from relevant documents.

Base Criteria for Yinghe Overall Achievements Awards: 1) A score-band of B2 or higher for the Cambridge English Placement Test (CEPT), administered during the admissions process; 2) A score of 120 or higher in the 'Maths' section of the MidYIS placement test, administered during the admissions process.

Other Information to be Considered in the Selection Process of Yinghe Overall Achievements Awards: 1) Other relevant standardized and internationally-accepted examination scores; 2) Comments from the CKWA interview panel regarding the applicant's academic aptitude and learning attitudes; 3) School reports for the past 2 years; 4) A minimum of two letters of reference, one academic-related and one based on the character of the applicant. Both of these should be completed by previous teachers or academic staff at the Applicant's previous school(s)/current school; 5) A written (typed) essay (two pages minimum) that addresses the following question: "In what ways do you embody the CKWA mission and motto?"

3.21.2 **Kaiwen Merit Scholarships** recognize those students who are highly skilled in sports/arts/STEM. Kaiwen Merit Scholarships are awarded on the basis of a selection process, with base criteria being used along with information gathered from past relevant experiences and related documentation.

Base Criteria for Athletic/STEM/Arts Achievement Scholarships: 1) A score-band of A2 or higher for the Cambridge English Placement Test (CEPT) for students entering G6-8; a score-band of B1 or higher for CEPT for students entering G9-12 CEPT is administered during the admissions process; 2) A score of 110 or higher in the 'Maths' section of the MidYIS placement test, administered during the admissions process.

Other Information to be Considered in the Selection Process of Athletic/STEM/Arts Achievement Scholarships: 1) Other relevant standardized and internationally-accepted examination scores; 2) Comments from the CKWA interview panel regarding the applicant's skills and unique talents that the applicant has that would enhance the CKWA community; 3) School reports for the past 2 years and documentation of achievements; 4) A minimum of two letters of reference, one academic-related and one based on the skills and unique talents of the applicant. The academic reference should be completed by a previous teacher or academic staff member at the applicant's previous school(s), and the skills and talents references can be from any mentor or coach

throughout the applicant's studies; 5) Notes from a specific talent-related professional at CKWA, following an athletic combine or talent showcase session.

3.22 All scholarship applicants will have a further interview with a senior member of staff.

3.23 The Admissions Office will make the arrangements for the scholarship tests/assessments/auditions in co-ordination with relevant specialist staff. The Director of Curriculum & Instruction will assist the Admissions Office where necessary.

3.24 All scholarship tests should be completed within 2 weeks of the results of the Admissions Test.

3.25 The Admissions Office will collate the results of the scholarship tests and present these to the Scholarship Panel, which will include the Principal, the Deputy Head, the Director of Curriculum & Instruction plus for:

Academic Scholarships – the Lower Secondary Co-Ordinator

Arts/Music Scholarships – the Head of Arts

Sports – the Head of Sport

3.26 The Scholarship Panel will aim to meet within one week of the collation of the results by the Admissions Office and determine which applicants, if any, will be awarded a scholarship. Where an applicant is unsuccessful in gaining a scholarship the offer made (section 3.16.1) remains valid.

Scholarship Awards

3.27 Scholarship recipients will receive either an honorary award (with no fee reduction) or up to a full scholarship (with a 100% fee reduction).

3.28 Scholarship awards remain valid for the duration of a student's career at the school subject to an annual review of progress, behaviour and contribution to the life of the school. The Deputy Head is responsible for this annual review, working with relevant staff. Where it is considered that a scholar may not meet the relevant expectations the Deputy Head will alert parents and the scholar in good time. If insufficient progress is made following this the school may remove the scholarship and the associated fee reduction. The student may, in such cases, remain in the school provided the necessary standards are met. More details on this can be found in the school's Assessment Policy.

Enrolment

3.29 Following the decision(s) of the Admissions Panel and the Scholarship Panel the Admissions Office will send the relevant Offer Letter to the parents. Parents are requested to notify the school of their decision on whether to accept or reject the offer in reasonable time. This will vary depending upon the time of year and the required date of entry.

3.30 Where parents choose to accept the offer the Admissions Office will immediately send the following documentation:

The Parent Contract

Fee and Refund Policy

Bring Your Own Device Policy

Social Media Agreement

Medical Declaration Form

CKWA ADMISSIONS POLICY

Student Register Confirmation Form

Other Documentation which may apply

3.31 Parents must return signed copies where appropriate and pay relevant invoice before their child(ren) may be enrolled.

3.32 Once all paperwork in 3.32 is returned there is a 5 day grace period before the student may enroll. This grace period is for HRTs to make contact with parents, for timetables to be produced and other administrative arrangements to be made.

3.33 On the day of enrolment the Admissions Office will make arrangements for the greeting of students and parents.

3.34 Where parents reject an offer the Admissions Office will follow up with a call to attempt to ascertain the reasons for the rejection.

Taster Visits

3.35 CKWA recognises that moving school is a major decision and sometimes parents and students may wish to have a trial.

3.36 If a request is made, or if the Admissions Office feels it might be beneficial to suggest a taster visit, arrangements will be made for, usually, a one day visit. The Admissions Office will liaise with the relevant academic staff to ensure that an appropriate date is chosen.

3.37 Where a taster visit is arranged the following paperwork will be sent to the parents by the Admissions Office. No taster visit may take place without relevant forms being completed and returned in advance by parents:

Parental consent for the student to partake in all scheduled activities

Medical and dietary information

Emergency contact details

Arrival and collection details

HRT contact details

Behavioural expectations

Dress and equipment requirements

3.38 In exceptional circumstances a taster visit may be for 2 consecutive days or 2 separate visits, but any parental request must be authorised by the Principal or Deputy Head.

4. Open Apply

4.1 Open Apply is the school's Admissions software. It is administered by the Admissions Office.

4.2 The Admissions Office is responsible for ensuring all applicant data is up to date in Open Apply and for producing Admissions reports as required by SLT.

4.3 At the point of enrolment the Admissions Office, with the Powerschool Manager, is to ensure that all student data is successfully migrated into Powerschool, the school's Management Information System.

5. Links to Other Policies and Documents

This policy is linked to CKWA's Assessment Policy and relevant Financial Policies.

6. Oversight

Oversight of the Admissions Policy is undertaken by the Senior Leadership Team, via the Director of Admissions. The policy will be reviewed by members of the Academic Board as appropriate.

Reviewer: Director of Admissions