



Canadian International School Kunshan

Admissions Policy

Updated: June 2022

TITLE: ADMISSIONS POLICY

“Caring: We show empathy, compassion and respect. We have a commitment to service and we act to make a positive difference in the lives of other and in the world around us.” (Learner Profile, IBO, 2013)

1.0 Objective

To provide guidelines for the admissions of students into the Canadian International School Kunshan.

The School seeks to admit all qualified students who apply, subject to:

- a. The laws of The People’s Republic of China
- b. The maximum numbers of students who can be optimally accommodated on the School’s premises in the existing programs
- c. The maximum number of students per class according to Class Size Policy
- d. Documented evidence of prior academic results and good conduct
- e. Submission of all required supporting documentation.

2.0 Qualification for Applying to CISK

Canadian International School Kunshan must abide by the National Education Commission of China’s guidelines and the laws of the local government and educational bodies by admitting students to our school:

Type	Qualify	Additional Documentation Required
1. Foreign citizenships who are legally living and working in China (i.e. have a legal working permit and resident permit)	Qualified for admission. Acceptance conditional upon placement assessment	N/A
2. Children of Hong Kong, Macao and Taiwan residents	Qualified for admission. Acceptance conditional upon placement assessment	N/A
3. Chinese families whose parents have foreign permanent residence and the child holds foreign passport and VISA	Conditionally qualifies. Required to report to Suzhou Education Bureau for recording. Acceptance conditional upon placement assessment	Yes
4. One parent is imported overseas high-level talent and both the parent and child have foreign permanent residence	Conditionally qualifies. Required to report to Suzhou Education Bureau for recording. Acceptance conditional upon placement assessment	Yes

3.0 Application and Admission

Applications for admission are accepted throughout the year. No official decision on an application is given until all the relevant documents have been received. Families seeking admission for their child(ren) are advised to apply as early as possible as certain classes or groups could fill quickly. All are encouraged to visit our website to learn more about the Kindergarten, Primary and Secondary divisions.

3.1 Admissions Committee and Decision Making Process

The admissions committee is comprised of the Head of Division and Head of Admissions. When appropriate, additional members of staff will also be consulted. In exceptional periods (such as school holidays), a final decision on an application may be made by one member of the committee, rather than the two normally required.

Application files are reviewed by each member in turn and comments/recommendations are circulated on paper or by email. In cases where it is deemed necessary, the Committee will meet to discuss issues relating to the application in question. For the time the application is completed, the Admissions Committee aims to return a decision within ten days, pending and further follow-up that may be required.

All CISK students must have a legal guardian who resides in China, and any applicant who will turn 18 before they start school must provide proof of visa before a place can be offered. Parents of existing students are responsible for arranging visas as soon as the students turns 18. These documents are needed for curriculum-related trips and other school events, hence they are a requirement.

The final decision on all applications rests with the Head of School.

3.2 Application for Admission

An application cannot be process until all of the following items have been submitted:

1. Completed application form
2. The student's academic records from the past two school years
3. A copy of the vaccination record
4. A photocopy of the students' and parent's passport
5. Passport-size photo of the student and each parent/guardian
6. A photocopy of the student's visa
7. Payment of the non-refundable registration fee
8. Medical Form
9. Signed copy of the CISK Enrollment Agreement

All items requested for admission must be in English

Nursery and Kindergarten:

For all students enrolling in our Nursery or Kindergarten programs, additional information regarding their independence in feeding and toileting must also be provided. For children entering Nursery and above it is expected that they are able to feed themselves independently and are fully toilet trained.

3.3 Criteria for Admission

Each candidate's application materials are carefully studied to assess their suitability for admission. We look for candidates:

- Who are motivated/determined
- Whose academic performance is average to excellent
- Who have good behaviors, and who are respectful to others
- Who are, and whose parents are, committed to the CISK vision, mission and philosophy
- Who are internationally minded
- Who would benefit from the CISK curriculum
- Whose qualities would enrich the CISK community and be a positive contribution to it

Previous experience with Canadian or IB curriculum can also be an advantage, but are not a pre-requisite for admission

If a student broadly corresponds to CISK's admissions criteria, but is currently having difficulty reaching his or her full potential, the student may be admitted, in certain cases, pending his or her (and his or her parents' consent) to engage in additional support programs. This may include, for example, counseling, academic support and additional language support programs. Such decisions remain, however, entirely at the discretion of the Admissions Committee.

Fluency in English is not a criterion for admission (with the exception of students applying for grades 10, 11 or 12, in which cases a minimum level of English is required). However, we do aim to limit the number of students with no prior exposure to English in every grade.

3.4 Grade Level Placement

All grade level placement decisions and any change in grade placement are made by the Head of School in consultation with relevant staff.

- a) Pre-School: 3 years old by December 31 as of the year of entry.
- b) Junior Kindergarten: 4 years old by December 31 as of the year of entry.
- c) Senior Kindergarten: 5 years old by December 31 as of the year of entry.
- d) Placement in all other grades will be based primarily on the December 31 entry age date, although exceptions can be made on a

case-by-case basis at the discretion of the Head of School or the respective Principals.

3.5 Placement Assessment

All students will have placement assessment that will take place on CISK campus:

- a) **Pre-Nursery:** Students need to have basic mother language skills as determined through a small group interview with a teacher. Social skills and the ability to follow instructions are also part of the assessment.
- b) **Junior Kindergarten:** Students need to have basic language skills as determined through a small group interview with a teacher. Social skills and the ability to follow instructions in English are also part of the assessment.
- c) **Senior Kindergarten:** Students need to have the ability to speak in simple sentences and to understand and respond to teacher's general instructions and questions in English. Social skills will also be part of the assessment.
- d) **Grades 1-5:** Students will be assessed on vocabulary, reading, writing, comprehension, mathematics, and speaking skills. Students must be a grade level in mathematics. Social Skills will also be part of the assessment.
- e) **Grades 6-10:** Students will participate in an entrance interview with a member of the admissions team and the MYP Coordinator. Students will complete an entrance examination in English, Chinese and Mathematics to help inform their admission decision. Previous academic results and a student reference will also be taken into consideration.
- f) **Grade 11:** Students will participate in an entrance interview with a member of the admissions team and the DP Coordinator. Students will complete an entrance examination in English, Chinese and Mathematics to help inform their admission decision. Previous academic results and a student reference will also be taken into consideration. **The acceptance of a student into the IBDP program is at the discretion of the Head of School and IB Coordinator.** Please see the promotion policy in the appendix for specifics on entrance into the DP and through the program.
- g) **Grade 12:** Students will not be accepted into the DP in grade 12 as it is a two year program. Special cases may be considered and **the**

acceptance of a student into the IB program in year 2 is at the discretion of the Head of School and IB Coordinator.

3.6 Special Education Needs

CISK has very limited access to specialized support systems to meet the needs of special needs students. Parents or guardians of any applicant having a specific need must submit complete reports with their application. These could include individualized education plans (IEPs), psychological reports or speech and language reports. Any student with significant academic or physical needs for which the school does not have adequate support will not be admitted.

Students needing learning support may be admitted if it is believed that the school can offer appropriate support and the child can be placed in a regular classroom where modifications or accommodations can address the learning needs. When reviewing the application of a student with specific needs, the Admissions Committee will take into consideration all of the other needs in that grade, and with additional support from staff make a decision. As part of this process the applicant will normally be interviewed and the Admissions Committee reserves the right to request that psycho-educational evaluation be conducted before a decision is made. In the case where a specific need has not previously been identified, the school reserves the right to review the situation in order to assess the appropriateness of the student's presence in the school based on our ability to address his or her needs.

3.7 Post-review Procedure

When a decision has been made on a candidate's application, parents will be notified by phone or email within 48 hours. Subsequently, the action taken varies depending on the decision made regarding the student:

Acceptance: if an applicant is accepted, this will be followed up by a formal email of acceptance. Some applicants may be accepted on a probationary basis and granted full admission upon successful completion of the necessary parameters. Parents have to accept the space at CISK within 5 working days, failure to do so could result in the space being offered to another student.

Denial: if an applicant is denied a place, an official phone call will be made to notify the parents.

Waiting List: if an applicant is accepted but there is no room in the current class (see below CISK class size policy), he or she will be placed on a waiting list. The parents will be notified this situation. When a place becomes available in the appropriate class, it will be offered to a student on the waiting list. Criteria used to decide which student on the waiting list is offered a place include:

- Siblings already attending, accepted or applying to the school

- Current classroom dynamic and considerations
- Background experience in a Canadian or IB Program

3.8 Class Size

The school will adhere to the following maximum class sizes:

- Pre-Nursery: 16 students per classroom, may extend to 18 with approval of HOS under special circumstances
- Nursery-Senior Kindergarten: 20 students per classroom, may extend to 22 with approval of HOS under special circumstances
- Grades 1-12: 20 students per classroom, may extend to 22 with approval of HOS under special circumstances

4.0 Absences

When a student is absent from school, the parents are required to inform the school either the day of the absence or immediately upon their return to school. This notification should be made to the front desk at CISK via the absence phone number. If notice of absence is not received, the school will contact the parents directly.

It is recommended that parents avoid scheduling trips that will result in the student missing school. If this is unavoidable, parents are encouraged to inform the school as far in advance as possible.

If a student is absent for more than fifteen days without informing the school they will be removed from the register and need to reapply to return to school.

5.0 Leaving/Withdrawal

Families intending to leave CISK must inform the school as soon as possible. The appropriate withdrawal application form needs to be completed and submitted to the Admissions Office. CISK will only accept the withdrawal application form, no other notification (verbal or written) will be accepted.

6.0 Re-applicants

All re-applicants to CISK are subject to the same admissions procedure they underwent during their first application. This includes any changes to policy, fees or documentation. At the discretion of the Head of School, students who left the school within 12 months may have the application process waved.

7.0 Re-registration

At the end of each school year, student at CISK must fill out the relevant documents indicating whether they intend to return the following school year.

8.0 Fees

8.1 Notes:

School fees shall be paid by the due date as indicated on the invoice, for the 1st & 2nd semester.

Family Program: When a family enrolls more than one child at CISK, the second sibling at the time of enrollment, will be eligible for a 10 % discount on tuition. The 10% discount applies to the cost of the lower tuition fee.

Transportation: "Within Kunshan" refers to Kunshan City Proper, excluding Huaqiao, Lujia, Zhouzhuang, Dianshan Hu, Qiandeng, Zhangpu and Jinxi.