**Admissions Procedure as from March 2020**

* Parents are encouraged to pre-book a school tour but drop in parents are also welcomed.
* Both scheduled and drop in parents must sign the Visitor’s Book at the Security Checkpoint before entering the Admissions Office. Admissions Team to check with the parents that they have signed in and to remind them to sign out when leaving.
* The Admissions Director, or in his or her absence, a member of the Admissions Team will give parents general information about the school, followed by a school tour, and then supply information about tuition fees, school bus service etc.
* Information about Early Years, Primary or Middle Years can be given, and a 2-day trial arranged, at either campus but the Admissions Officer must be responsible for organizing transport to the other campus for a school tour, whenever relevant.
* Please note that the same Admissions staff giving the tour and supplying information will be responsible for the whole process for that parent/s from start to finish. This applies only if the parent is on the correct campus for the potential student. Where a parent needs to be transported to the other campus, the person giving the tour on the other campus will then be responsible for the whole admissions procedure.
* A designated person will keep a minimum of 10 full Information Packs at all times to be able to give to potential parents
* All potential parents are required to fill in an Inquiry Form on their initial visit with the pertinent details. The forms are to be kept in the School Inquiry File
* If parents request 2 trial days they must firstly meet with the relevant Head Teacher and Class Teacher before the start of the trial days. This can be arranged on the same day as the tour, if everyone is available, or any day leading up to the trial days. The last time for a meeting will be at 8.10 on the first Trial Day
* Parents to complete the trial days Enrolment Form. A copy to be sent straight away to the class teacher or Head of Middle Years and uploaded to the Admissions Channel for information for the Test Administrator and Learning Support Teacher
* The Enrolment Forms to be held in the Student Information File
* There can only be a maximum of 2 students per class during trial days
* Parents to make payment to the Finance Officer. A fee quotation for the remaining academic year to be sent to the parents by the Office Manager whenever requested by the parent. The quotation may be requested before or after the trial days. Quotations to be kept in the Fee Quotations File
* Parents of Early Years and Primary children must be asked to supply the last progress report from the child’s school (where relevant) before the trial days. In the case of Middle Years applicants, parents must be asked to supply a minimum number of the past 3 reports
* After the meeting with the Head of Department, and class teacher the member of the Admissions Team to arrange a convenient Wednesday and Thursday for the trial days (the combination of days maybe varied in exceptional cases after consultation with the teacher and Test Administrator)
* For Middle Years, the parents must also provide a letter of reference from the applicant’s last school
* Lack of documentation will result in the parents being asked to sign a contract regarding lack of disclosed information. These are to be kept in the Student Information File.
* For transfers within HCMC, a call must be made to the previous school to confirm the reason for the transfer. This should be carried out by the Heads of Early Years, Primary and Middle Years. Outcomes of the call to be completed on the Potential Student Parent Contact Form and sent to the Head of Admissions. The Head of Admissions to file these confidential forms behind the Student Progress Reports in the Student Information File.
* After the meeting with the Head of Department and class teacher, the member of the Admissions Team to arrange a convenient Wednesday and Thursday for the 2 trial days. Exceptionally, the trial days may be varied to a Thursday and Friday if agreed by the teacher beforehand
* Trial days arrangements for Primary Yr. 2 upward and Middle Years students can include children travelling on the school bus but Early Years and Year 1 children must be brought to and from the school by the parent/s, nanny or familiar other
* The appointment to be scheduled into the school Google calendar with notifications to the teacher, Head Teacher, all of the Admissions Team, the person responsible for administering the tests and the Learning Support Teacher.
* Progress Report/s, and any letters of recommendation from the last school, to be scanned in and forwarded to the teachers prior to the 2 trial days. Progress Reports to be kept with the Student Information File behind the Student Information Forms.
* Parents to be advised to bring their children to the Admissions Office at 8.30 am where he or she will be taken by a member of the Admissions Team to the class teacher at 8.45 am.
* Class teachers to make classroom observations on Day 1 of the trial days and feedback to the Learning Support Teacher. The Learning Support Teacher to supply information and initial recommendations on the Trial Day Tracker on the Google Drive no later than Friday close of day.
* The trial days will finish at 12 noon for Early Years children and between 3 and 3.15 for Primary and Middle School students.
* EAL and Maths, English and Cognitive Ability testing will take place on the second trial day for ages 5+. Feedback to be given on the Trial Day Tracker on the Google Drive no later than Friday close of day.
* The Learning Support Teacher to liaise with the Head of Department and the Head of Admissions. The Head of Admissions will feedback to the team member dealing with the trial days.
* Following a successful recommendation, the key Admissions team member, will contact the parents and ask them to submit a full enrolment form and deposit.
* Parents will also be asked by Admissions to produce the required documents: the student’s passport and birth certificate, medical history book and 2 passport size photos.
* Parents are required to pay any remaining fees on any day leading up to the start date. Once the fees are paid the student is given his or her 2 sets of formal uniforms, one sports kit and one school cap.
* The students start date is usually 2 weeks after the trial days have taken place, in order to ensure teachers have time to prepare and arrange extra resources, etc. Exceptionally, students might start sooner after agreement and consultation with the teacher.

* Admissions to send a letter of confirmation to parents after the full payment has been paid.