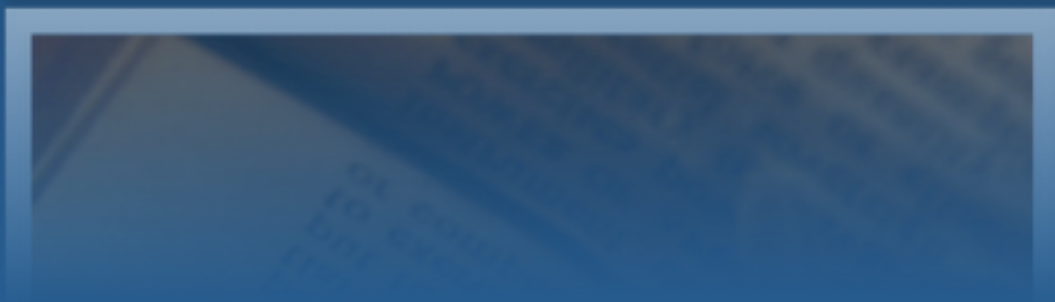


SHANGHAI JINCAI HIGH SCHOOL

INTERNATIONAL DIVISION

# Admission Policy





# Contents

Purpose of this document	Page 1
The Admission Office	Page 2
Criteria for Admission in JCID	Page 3
Admission Status in JCID	Page 6
General Admission Procedure in JCID	Page 7
Admission Procedure for MYP Students	Page 10
Admission Procedure for DP Students	Page 12
Admission Procedure for Non-DP Students	Page 16
Special Criteria for Admission to the EAL Program	Page 17
Admission Policy Review	Page 18
References	Page 19
Appendix : JCID Application Info	Page 20



# Purpose of this document

This policy is to guide decisions on admissions to the Shanghai Jin Cai High School (JCID) to ensure we can provide a quality education appropriate for each students seeking admission.

# The Admission Office

The Admissions Office was established in September 2001 when the JCID was established. It will not only be responsible for intake of MYP students, but also expectedly from March 2015 on, for intake of DP students (if successfully authorized before Sep. 2015).

The members of Admission Office are:

The director of JCID	Mr. Wei XU
The vice director of JCID	Mr. Shu Jia DONG
The vice director of JCID	Ms. Nancy YIN
The director assistant	Ms. Jenny ZHENG
The MYP Coordinator	Ms. Angela ZHANG
The DP Coordinator	Ms. Wendy SHUI
The receptionist	Ms. Iris LI
The receptionist	Ms. Lilian BAO

Telephone Number: 86-021-50331668

Email Address: JCID.RECEPTION@JCID.CN

# Criteria for Admission in JCID

## Grade Level Placement Guidelines

JCID Class	Age at Entry	US/AUST Grade	UK
Middle School			
6 <sup>th</sup> Grade	11 yrs	Grade 6	Year 7
7 <sup>th</sup> Grade	12 yrs	Grade 7	Year 8
8 <sup>th</sup> Grade	13 yrs	Grade 8	Year 9
9 <sup>th</sup> Grade	14 yrs	Grade 9	Year 10
High School			
10 <sup>th</sup> Grade	15 yrs	Grade 10	Year 11
11 <sup>th</sup> Grade	16 yrs	Grade 11	Year 12
12 <sup>th</sup> Grade	17 yrs	Grade 12	Year 13

Students will be placed in the appropriate age group according to the chart above unless exceptional circumstances are apparent where a child is significantly above or below their peers in ability. (please refer to the school SEN policy)

When doubt exists as to the reason for a student leaving a previous school and applying to JCID, the Directors or a designated administrator will contact the previous school prior to accepting the student.

## Eligible Students

- ☐ Students with a foreign (non-PRC) Passport
- ☐ Students from Hong Kong, Macao or Taiwan
- ☐ Students with foreign residency

## Excluded or Potentially Disruptive Students

When it is deemed that an applicant who has a previous history of disruptive behavior is likely to cause any harm to our current students or disruption to the existing school ethos and organization, then JCID policy is that such students will not be enrolled.

## Students with Special Educational Needs

The development stage of the student is considered to confirm that the school can offer an appropriate curriculum and facilities for the student. For example, the school is not currently staffed or has the facilities for students who are not properly trained.


Parents are asked to declare if their child has any Special Educational Needs (SEN). This may be something identified by the parent; such as a concern that their child can only concentrate for a short period of time. It may have been identified by a previous placement (school or pre school), or by a specialist (medical, educational psychologist). The school will consider whether adaptations to the school are required in furniture, fitments, materials or alterations to the organization of the class or timetable.

Requests for the student to be admitted outside of their year group will be considered depending on the student's educational needs and the nature of the class.

JCID may not currently be able to provide for specialized staff to meet the needs of exceptional learners while maintaining challenging grade level academic and behavioral standards. At the time of application, parents must supply all materials related to the unique needs of their children. All tests should be done in the home country in the child's native language and then translated into English. Appropriate materials should also include previous teacher and counselor comments regarding the ability and potential of the student.

JCID reserves the right to request any additional testing and evaluations necessary during the academic year for any student. These tests are at the expense of the family and could





influence that child's enrollment at JCID. These students will be admitted only after review of all materials and with the understanding of the family that JCID does not have the ability to modify academic curriculum for these learners. The priority system does not guarantee admission in the case of students with special needs.

# Admission Status in JCID

The Admission Office will inform parents of one of the following admission decisions via a written letter:

**Accepted** - If a student has qualified and if space allows, the student will be placed in the appropriate grade level. A provisional acceptance may be granted when an interview with the applicant or and the result of the tests of the student remains outstanding.

**Wait Pool** - If an applicant meets JCID admission requirements but is applying for enrollment in a grade level that is full (class size in JCID is less than 25 students), that applicant will be placed on the wait list for his/her class. Based on the factors considered for admission decisions, a student's position on the wait list may change if there are subsequent applications from families with higher priority. Students will remain on the wait list for the academic year for which they have applied.

**Not Eligible** - The applicant does not meet JCID eligibility and requirements for admission at this time. The decision is based on one or more of the before-mentioned criteria.

# General Admission Procedure in JCID

## Stage One: Application

There are two ways of application procedure for external students.

- On-line application system: The new students will be required to complete an on-line application form and upload required application documents.
- Face to face application system: The new students can come to the Admission Office of our school directly. A hard-copy applications forms and relevant application documents are required as well.

## Stage Two: Rigorous Test

- The Admissions Office will hold two written entry tests twice a school year ( June and January). The written test is to mainly identify students' abilities in Chinese( mandarin), Math and English. An admitted student must obtain a minimum of 60% marks in the tests.
- All students that take part in written tests are required to oral interviews conducted by a panel that is constituted of Language examiners, subject teachers, homeroom teacher, and the MYP / DP Coordinator.

## Stage Three: Decision to be made

- The admission of new students will firstly be reviewed by the Admissions Office based on a comprehensive consideration of candidates' entry test results, interview performance and their background of previous educations. The Admissions Office will propose an admitted student list to the Director of JCID.
- Final approval for a student's admission lies with the Director of JCID

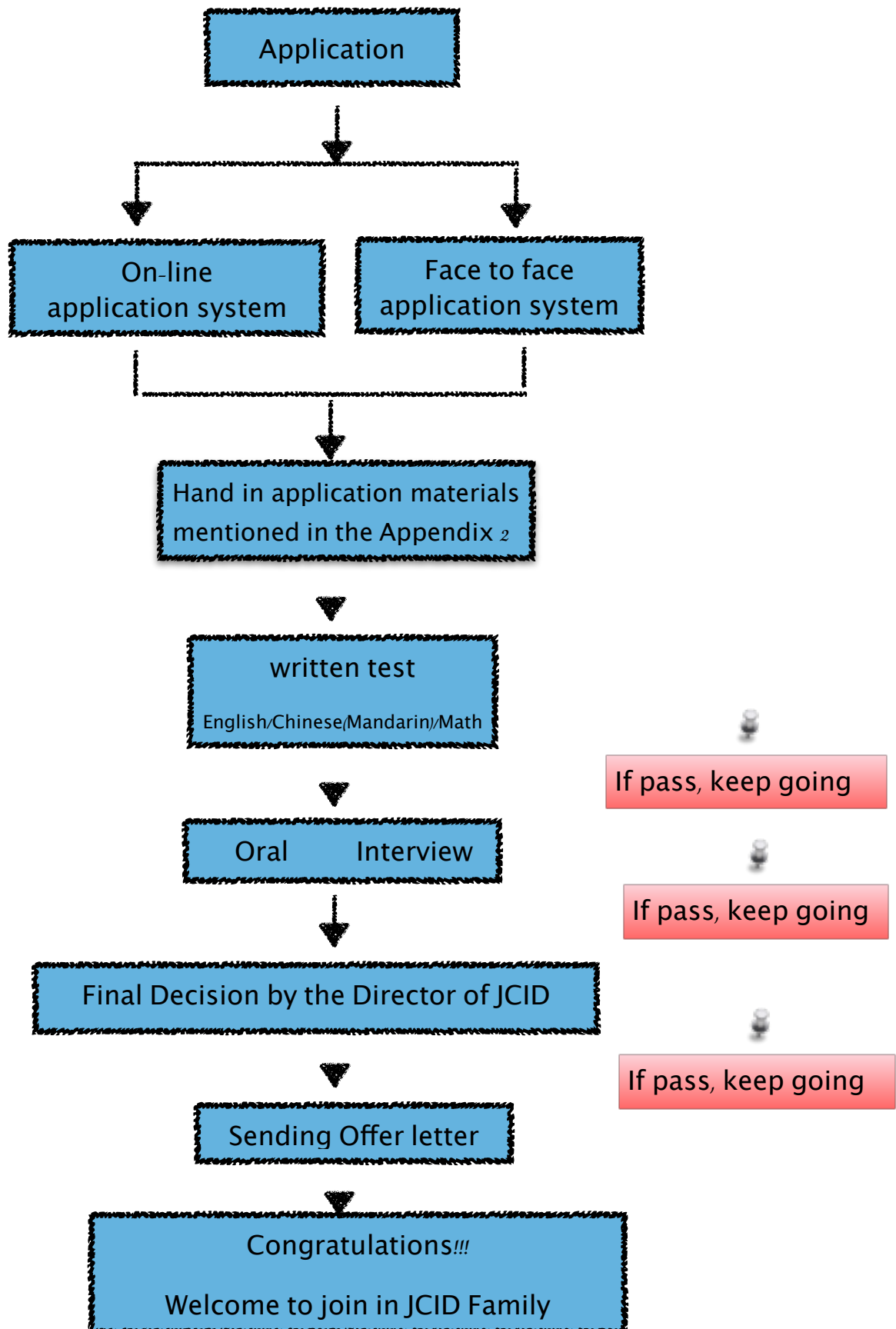


#### Stage Four: Offer letter

- Offer letter of admission will be sent out to students/parents no later than August 15, or February 15 of each year.
- Students/Parents are expected to fulfill the school's enrollment requirements, and ensure to pay tuition and other relevant fees according to the registration information.
- A spot in the MYP / DP will be saved for the student who completes the above-mentioned procedures.

#### Stage Five: Congratulations & Welcome

- In late August or February, the Admissions Office will complete the intake work for each year, and will finalize a list of enrolled students. Students' records will be properly documented and maintained.
- Admitted students by the MYP / DP are expected to start his/her education journey in JCID.



# Admission Procedure for MYP Students

## Continuing Students

- In April of each year, the JCID Admissions Office will hold Special-House Day respectively for parents and students from the JCID primary school to experience ONE-DAY middle school life, introduce the MYP and answer their questions.
- The primary school students will automatically be given admission to the MYP on the completion of primary school program. They will not have to go through the admissions procedure for external students.

## External Students

The school will undertake the criteria on the Chapter “Criteria for the Admission in JCID” and the procedure on the Chapter “General Admission for JCID Students” in selecting students to the MYP.

All applicants who apply for MYP 1 (Grade 6) and above are required to provide two years of transcripts or reports in English or Chinese from their **previous** school. For those applicants who are not English native speakers or have never studied under an English speaking education or IB system, they need to take an entrance examination arranged by JCID. It is usually a written and oral test of English, Mathematics and Chinese/Mandarin for the appropriate year.



### **For Entry in MYP Year 5 (Grade10)**

All prospective applicants must have an interview with the IB MYP Coordinator and Director.

Students who have already completed previous years of MYP (at least 1 year) study in the IB, and have already registered in the previous IB school for MYP, are eligible to apply IB MYP Certificate. Otherwise, candidates applying for entry into MYP 5 (Grade 10) will not get the IB MYP Certificate.

# Admission Procedure for DP Students

Students entering Grade 11 are given the option of enrolling in either the IB Diploma Programme or the High School Diploma. Both programs focus on engaging and challenging students academically along with developing attributes associated with personal well-being and a genuine care and concern for others in the local, national and global community.

## Continuing Students

- In April and May 2014, the Admissions Office will hold two open days respectively to introduce the DP to parents and students and answer their questions.
- The school's MYP students will automatically be transited to the DP based on their MYP results. They will not have to go through the admissions procedure for external students. Here are the requirement of transition requirement:

**GPA  $\geq$  3.3**

**Personal Project  
the sum  $\geq$  20  
each criteria  $\geq$  4**

**SA  
cover all 7 learning outcomes**



MYP Subjects	High Level	Standard Level	DP Groups
Language & Literature (English & Chinese)	✓ Final Grade ≥ 6 ✓ Criteria A ≥ 6	✓ Final Grade ≥ 5 ✓ Criteria A ≥ 5	1  Language & Literature
Non-MYP Subjects	High Level	Standard Level	
Japanese	✓ Native Japanese speaker ✓ Based on Japanese Placement Test	✓ Native Japanese speaker ✓ Based on Japanese Placement Test	

MYP Subjects	High Level	Standard Level	DP Groups
Language Acquisition (English & Mandarin)	✓ Final Grade ≥ 6 ✓ Criteria A ≥ 6 ✓ Phase 4/5	✓ Final Grade ≥ 4 ✓ Criteria A ≥ 4 ✓ Phase 2/3/4/5	2  Language Acquisition

MYP Subjects	High Level	Standard Level	DP Groups
Individual & Societies	✓ Final Grade ≥ 6 ✓ <u>MUST</u> be in History level A class of G10	✓ Final Grade ≥ 5 ✓ <u>MUST</u> be in History level A class of G10	3  Individual & Societies
Non – MYP Subjects	High Level	Standard Level	
Psychology	✓ Percentage Score ≥ 85% ✓ <u>MUST</u> study Language and Literature (English) in G10	✓ Percentage Score ≥ 75% ✓ <u>MUST</u> study Language and Literature (English) in G10	
Economics	✓ Percentage Score ≥ 85% ✓ <u>MUST</u> study Language and Literature (English) in G10	✓ Percentage Score ≥ 75% ✓ <u>MUST</u> be in phase 4/5 of Language Acquisition (English) or above in G10	

MYP Subjects	High Level	Standard Level	DP Groups
Science	✓ Final Grade $\geq 6$	✓ NO requirement	4 Science (Bio/Che/Phy)


MYP Subjects	High Level	Standard Level	DP Groups
Mathematics	✓ Final Grade $\geq 6$	✓ Final Grade $\geq 4$	5 Mathematics

MYP Subjects	High Level	Standard Level	DP Groups
Art	✓ Final Grade $\geq 6$ ✓ I&S Final Grade $\geq 4$ ✓ <u>MUST</u> study Language and Literature in G10	✓ Final Grade $\geq 6$ ✓ I&S Final Grade $\geq 4$	6 Arts

## External Students

The school will undertake the criteria on the Chapter “Criteria for the Admission in JCID” and the procedure on the Chapter “General Admission for JCID Students” in selecting students other than its MYP students to the DP.

All prospective applicants must have an interview with the IB DP Coordinator. An English language test is mandatory where a student does not have English as a first language to be conducted by the EAL Coordinator or equivalently, the minimum standard 80 in TOEFL or 6.5 in IELTS exam.



In the case of a student entering from another system, evidence that they have reached a standard of academic achievement such that they are likely to succeed in the IB program. The student must select option subjects from our course list.

Entry may be given after **January / February** providing it is clearly understood that the student may have to start Grade 11 again the following year if inadequate progress makes this necessary.

For students unable to meet our IB DP entry requirements an alternative course may be offered.

### **For Entry in Grade 12**

All prospective applicants must have an interview with the IB DP Coordinator and Director

Student who have already completed 1 year of study at a comparable level to Grade 11 in the IB, and are adjudged to have a reasonable chance of success in either the IB certificate or Diploma Examinations, will be considered on their merits. They will be required to meet the minimum number of hours for each IB DP course, which may require additional (after school) instruction.

# Admission Procedure for Non-DP Students (Grade 11-12)

All applicants who apply for Grade 11/12 and above are required to provide two years of transcripts or reports in English or Chinese from their current school. For those applicants who are not English native speakers or have never studied under an English speaking education or IB system, they need to take an entrance examination arranged by JCID. It is usually a written and oral test of English, Mathematics and Chinese for the appropriate year.

# Special Criteria for Admission to the EAL Program

The ability to learn English is essential for academic and social success at JCID. Therefore, the school has additional admissions criteria and procedures for the English as an Additional Language (EAL) program for grade 6-12. These requirements are meant to ensure that a child is placed in an appropriate educational program and to ensure reasonable progress through the school's educational programs.

## Admission to the EAL program is based on:

- English Language assessment results (Students in Grade 6-12 are expected to possess a minimum of a low-intermediate level of English proficiency in order to enroll.)
- Projected rate of language acquisition
- Space availability (The balance of English language learners to fluent English speakers in a class and the student's degree of fluency in relation to his/her age/grade are considered.)
- Academic potential

After reviewing the special criteria, JCID may also request an interview with the EAL student and family, and/or may enroll the student conditionally. Further, continuing enrollment at JCID will be based on progress in English language acquisition. **If a student is denied admission due to English language proficiency level, he/she may retake the assessment test. Test results will determine the next testing period and will be formally communicated.**

# Admission Policy Review

THIS POLICY WILL BE REVIEWED ANNUALLY BY THE HEAD OF ADMISSIONS OFFICE AND THE DIRECTOR OF JCID.

# References

**IB Document:** From Principle into Practice

**IB Document:** The Coordinator's handbook

**IB Document:** Admission Guide

**JCID Document:** The students handbook

# Appendix I: JCID Application Forms