



### General information

- Please note that it is necessary to complete and submit one application form per child when applying.
- The spelling of the names (for both parents/guardians and the child) must match the name shown on the Hong Kong ID and passport.
- A portfolio of the child's work is not required and will not be considered in the application process.

### Guidance Notes

#### (1) Academic Year 2024/25 age ranges

Please ensure that your child's date of birth falls within the correct year group in the table below.

Age	Date of birth	Year group
3+	1 Sep 20 - 31 Aug 21	Nursery
4+	1 Sep 19 - 31 Aug 20	Reception
5+	1 Sep 18 - 31 Aug 19	Year 1
6+	1 Sep 17 - 31 Aug 18	Year 2
7+	1 Sep 16 - 31 Aug 17	Year 3
8+	1 Sep 15 - 31 Aug 16	Year 4
9+	1 Sep 14 - 31 Aug 15	Year 5
10+	1 Sep 13 - 31 Aug 14	Year 6

#### (2) Residence status / passport

HKPR = Hong Kong Permanent Resident

Please include the country of the child's passport. If your child has more than one passport, please include information about the additional passports as well. Please also tick the relevant boxes to indicate which type of visa your child holds, if any.

As part of the application process, it is mandatory to provide us with copies of the following identification documents of the child/children:

- Passport page showing the photo, name, birth date, nationality, and validity date;
- Hong Kong visa with a valid stamp (if applicable);
- Hong Kong ID card (if applicable)
- Birth certificate

#### (3) Details of previous schools attended

As part of the admissions process, we usually contact the child's previous school in order to receive a school reference.

The child's school reports for the last 2 years must be provided. If there are reasons for not having reports available, please include detail in the application. For Nursery and Reception applicants, we understand that it may not be possible to provide this.

#### (4) More about your child

If your child exhibits academic, social, emotional difficulties or has a formal diagnosis please provide detail and specialist reports.

(5) Parents / guardian information

Relationship refers to mother, father or guardian of the child.

A guardian is the legal custodian of the child in the absence of both parents.

Personal information included in the application form must be exactly as stated in the passport/HKID of the mother/father/guardian. As part of the application process, it is mandatory to provide us with copies of the following identification documents of the parents/guardian:

- i) Passport showing the photo, name, birth date, nationality and validity date;
- ii) HKID card; and
- iii) Valid work visa/dependent visa (as applicable)

A Hong Kong ID card number should be included for parents/guardians if available. If you are not a Hong Kong resident and your Hong Kong visa status is pending, please provide reasons and detail in this regard in the application.

(6) Main contact person

Please indicate the name of the person the school should contact in relation to any queries or correspondence regarding the application.

(7) Capital Levy / Capital Certificate preference

For each child enrolled at the school a Capital Levy is payable each academic year. Holders of Standard and Premium Certificates are exempt from paying the Capital Levy for the maximum validity period of four years. For children joining the school, the first Capital Levy is payable upon acceptance of a place. The Capital Levy is non-refundable and non-transferrable. The cost of the Capital Levy is reviewed annually and is currently HKD 50,000 (HKD 30,000 for Half Day Nursery).

The purchase of a Capital Certificate is optional but does ensure priority assessment.

Purchase prices of Capital Certificates are currently:

2023/24 Capital Certificate	HKD
Standard Capital Certificate	200,000
Premium Capital Certificate	300,000

Capital Certificates do not guarantee admission. All applicants to the school are subject to satisfaction of the School's general admission criteria.

(8) Billing Information

Please include details of the main contact person for billing arrangements. If your billing is managed by an organisation, you will need to provide specific contact details so that we can confirm a suitable arrangement.

(9) Application Fee

A non-refundable application fee of HKD 2,800 per child is payable with each application. The fee covers the school's administrative costs for assessment and processing. The fee is payable upon submission of the application.

Payment options:

- (i) By cheque in the name of "Shrewsbury International School Limited"
- (ii) By bank transfer (please send the transfer receipt to [admissions@shrewsbury.edu.hk](mailto:admissions@shrewsbury.edu.hk)) to the following bank account:  
Account holder: Shrewsbury International School Limited  
Bank Code: 025  
Account No.: 328-82-56576-8  
SWIFT code: SCBKHKHH  
Bank Name: SHANGHAI COMMERCIAL BANK LTD  
Bank Address: Shanghai Commercial Bank Tower, 12 Queen's Road Central, Hong Kong

(10) Data Policy

Shrewsbury International School Hong Kong respects personal data privacy and is committed to fully implementing and complying with the data protection principles and provisions in the HKSAR Personal Data (Privacy) Ordinance.

Website: <https://www.shrewsbury.edu.hk/privacy/>

If you have further questions regarding the application, please contact our admissions team at [admissions@shrewsbury.edu.hk](mailto:admissions@shrewsbury.edu.hk) or 2480 7603.