

Admissions Policy

AMC 001

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To be reviewed by	Principal, Senior Team, Director of Admissions

SAFEGUARDING

NLCS Hong Kong is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, support staff and volunteers to share and uphold this commitment. If a child cannot feel safe, they cannot learn to their full potential.

SCHOOL AIMS

NLCS Hong Kong's Admissions Policy is one way in which the School meets the following School Aims:

- to provide an ambitious academic education and to enable each student to make the most of their intellect and abilities.
- to enable all students to recognise academic excellence and to realise that it is attainable.
- to ensure that every member of the school feels valued, supported and encouraged.

PURPOSE

The purpose of the Admissions Policy is to ensure there is a clear, transparent and fair process for all enquirers and applicants to NLCS Hong Kong through each stage of the process. Allowing prospective students to make an informed decision as to whether or not NLCS Hong Kong is the right school for them and to allow NLCS Hong Kong to select students who have the potential to thrive at NLCS Hong Kong.

Definitions:

- Student / pupil / child / applicant – the person applying to study at NLCS Hong Kong
- Parent (an applicant's parent, guardian or representative)

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1. INTRODUCTION

NLCS Hong Kong is a sister school of NLCS London. It was founded in 2026 and offers a British Education to students from around the world, in Hong Kong, Special Administrative Region.

1.1 School Structure

Year groups are stated in Grades with the UK and Hong Kong equivalents in brackets.

- Junior School
 - First School Grades 1 to 3 (Year 2 to Year 4 – P1 to P3)
 - Lower School Grades 4 to 6 (Year 5 to Year 7 – P4 to P6)
- Senior School
 - Middle School Grade 7 and 8 (Year 8 and Year 9 – S1 and S2)
 - Upper School Grade 9 and 10 (Years 10 and 11 – S3 and S4)
 - Sixth Form Grade 11 and 12 (Year 12 and Year 13 – S5 and S6)

The majority of students automatically progress from one year to the next. Parents will be invited to relevant transition events.

1.2 Year Groups, classrooms and curriculum

The majority of lessons are taught in a co-educational setting. Some Physical Education and some Health Education lessons may be taught in single sex groups as appropriate.

- Grade 1 to Grade 6 – linked to NLCS London and international curricula.
From Grade 1 to Grade 3 each class has a class teacher and some subject specialist teachers.
From Grade 4 to Grade 6 lessons are taught by a combination of classroom teachers and subject specialists.
- Grade 7 and Grade 8 – linked to NLCS London and international curricula. Taught by subject specialist teachers.
- Grade 9 and Grade 10 taught in option groups and core subjects taught in class groups – International General Certificate of Secondary Education (IGCSE).
- Grade 11 and Grade 12 taught in option groups – International Baccalaureate Diploma Programme (IBDP).
- All classes (other than language classes) are taught in English.
- Students are required to speak in English at all times whilst at school and taking part in co-curricular activities.
- Academic timetables are set to accommodate current students and new students who have paid deposits and therefore applicants particularly those close to the start of term

or joining mid-year may not be able to select their first choice options for languages, IGCSEs or IBDP etc.

- Students up to and including Grade 8 are expected to take part in weekly Chinese History, Culture and Philosophy lessons and all students undertake Mandarin language lessons at an appropriate level.

1.3 Academic Year

- NLCS Hong Kong's Academic Year is from August to June.
- The Academic Year consists of three terms.

1.4 Available places

- NLCS Hong Kong Junior School (Grades 1 to 6) has a capacity of 528 pupils.
- The maximum class size in Grades 1 to 3 is 22 and in Grades 4 to 6 is 24.
- NLCS Hong Kong Senior School (Grades 7 to 12) has a capacity of 600 students.
- The maximum class size is 24.
- Year group sizes may vary.
- Available places vary on a regular basis and NLCS Hong Kong reserves the right to adjust as required.

1.5 Equal Treatment

The School encourages applications from students of all backgrounds and each application is treated equally throughout the process allowing for students to be assessed solely on Admissions criteria, unless otherwise stated in the preferential treatment detailed below.

1.6 Special Educational Needs

Students with special educational needs are welcome to apply. It is advisable that parents speak to the Admissions Team prior to registering their child to ensure their needs are met throughout the process and once enrolled should an offer be made.

1.7 Special Student Selection Criteria

NLCS Hong Kong welcomes applications from all interested students, regardless of status, wealth, culture, background or circumstance. The School provides opportunity for those with special circumstances, who are eligible for a place, to be admitted.

A committee composed of the Principal, the Chair of the Board of Governors, the Director of Finance and Operations and the Director of Admissions will meet to discuss the various ways in which an eligible applicant may be supported.

1.8 Bursaries

Bursaries exist so that students who would benefit from an NLCS Hong Kong education, are not prevented from doing so because of costs. Tuition and Capital Levy fee reductions range from 100% to 50% and are based on family income and assets. Assuming that the child is successful in the entrance examination and interview process, families with income and assets of less than 600,000 HKD per annum can apply for a bursary. For further details on how to apply, please contact our Admissions Team on admissions@nlcshongkong.hk

The number of students admitted with financial support will be determined by the availability of places within a year group and the School's financial circumstances.

1.9 Data protection and confidentiality

All data provided (electronically or otherwise) will be stored and used until either requested not to do so by parents or once the purpose of holding the data has ceased. When registering a child, parents will be required to consent to the capturing and use of their personal data.

By sitting exams via a third party, parents are agreeing to their child's data being shared with this third party. For example, students who are required to sit a CAT4 exam or a Progress English test.

1.10 Communication

The Admissions Team will share relevant information relating to the Admissions process at NLCS Hong Kong with those who have an active enquiry or have formally registered. Those who have closed their enquiry, withdrawn their application, not received an offer or are not eligible to attend NLCS Hong Kong will not receive such communications.

1.11 Legislation

The policy and process of admission to NLCS Hong Kong are governed by Hong Kong and Education Bureau legislation. NLCS Hong Kong complies with the Hong Kong Government's requirement as an international school to maintain a minimum of 70% overseas (non-HK) passport holders.

In order to attend NLCS Hong Kong, applicants must be residing in Hong Kong with a parent holding the appropriate immigration status permitting them lawfully to reside and study in Hong Kong. NLCS as a day school facility does not usually act as a sponsor for non-resident Student Visas.

1.12 Siblings and family members

Siblings and family members must apply, follow the assessment process and be offered a place on their own merit, no special allowances will be made. Parents should refer to the Fees Policy for information relating to sibling discount.

1.13 Selection Criteria

NLCS Hong Kong is a selective school. NLCS Hong Kong considers a student's prior attainment, previous school reports, performance in assessment exams, interaction during their interview and their English Language ability.

1.14 Application Preference

Where assessment data and application information (reports and references) are of equal standing and places available are limited, preference will be given to the following:

- NLCS current or past students
- Siblings of current NLCS Hong Kong students
- Gender when the balance requires redressing

2. ENQUIRY

Initial enquiries can be made via the NLCS Hong Kong website or via email.

www.nlcshongkong.hk
admissions@nlcshongkong.hk

Enquirers will be provided with information relating to NLCS Hong Kong and the Admissions process. The information provided will be accurate and up to date.

Enquirers will be able to continue with the process and register if the following criteria are met:

- **2.1 Age of applicant**

All applicants must study within their correct age group bracket, either by Hong Kong Local School or International brackets. Applicants should ensure they are eligible by checking the age chart on the website or by contacting the Admissions Team.

- **2.2 Entry point and start dates**

Grade 1 (Year 2/P1) to Grade 8 (Year 9/S2): Intakes available in August, November, January and April.

Grade 9 (Year 10/S3) and Grade 11 (Year 12/S5): Intakes available in August.

Grade 10 (Year 11/S4) and Grade 12 (Year 13/S6): No available intake but special circumstances may be considered by the Principal.

The above is dependent on available places at that time.

- **2.3 Previous education**

Students should have completed the required number of years' education prior to the Year they wish to join. Alternatively, their readiness for entry into the selected year will be taken into consideration when making decisions.

- **2.4 Living arrangements**

Students must live in Hong Kong with their parents or legal guardian. Students may also live in mainland China with their parents or legal guardian and commute to the School daily. NLCS Hong Kong reserves the right to withdraw an offer for a student should they be found to be living with a person other than a legal guardian.

It is at the Principal and Board of Governors discretion, and only in exceptional circumstances, that students may be permitted to join NLCS Hong Kong where the above criterion is not met.

Should you decide to not continue, records will be closed and NLCS Hong Kong will not communicate further with parents.

3. VISITS TO NLCS HONG KONG AND EVENTS OFFSITE

Students who are eligible to study at NLCS Hong Kong will be able to select a number of options to continue their research and understanding of NLCS Hong Kong: such as face-to-face visits and events, which will be detailed on the NLCS Hong Kong website and are bookable on a first-come-first-served basis. Events will go ahead as published unless there are unforeseeable reasons as to why it cannot, at which point attendees will be informed, by email, at the earliest opportunity.

3.1 Events include:

- Weekly Meet the Principal events
- Weekly Private Visits to NLCS Hong Kong
- Information Sessions at NLCS Hong Kong or held in other venues around Hong Kong.

All applicants are encouraged to visit NLCS Hong Kong or meet staff prior to registering or accepting an offer, though this does not affect the student's application.

4. REGISTERING A STUDENT

- All applicants must register via NLCS Hong Kong online application form.
- All applicants must provide the required documents as set out on the website for the relevant year of entry:
 - A copy of the student's passport
 - A recent colour headshot of the student
 - A copy of their parents' Hong Kong ID card (if resident in Hong Kong)
 - A copy of their parents' passport
 - Previous school academic transcript or report
 - Previous school behavioural report or reference
 - Notarised translations when not in English
 - A completed consent form.
- All applicants must pay a non-refundable application fee (currently 2,000 HKD)
- Applications will be processed on a first-come-first-served basis for the next available intake.
- As available places vary on a regular basis it is advised that applicants contact Admissions prior to making an application or payment.
- Applicants must ensure they are eligible to register before doing so.
- Reference / recommendation requests will be required after registration.

4.1 Applications open

Grade 1 and above - applications open in August the Academic year prior to entry and remain open until the end of May, further extensions will be made if places remain available.

NLCS Hong Kong reserves the right to close applications for particular year groups earlier than planned, and without notice, if demand is high. We therefore always recommend an early application. NLCS Hong Kong will publish, on the website, in advance when applications for a year group are open.

5. ASSESSMENT

5.1 Dates and location

Where possible assessment dates are published in advance on the website. Once registered applicants will be able to indicate a preferred assessment date, should this date not be available the Admissions Team will arrange an alternative, if possible.

5.2 Applicants based in Hong Kong – Grade 1

All applicants should attend assessment in person at NLCS Hong Kong or at an alternative venue in Hong Kong on the set date for the main August entry point. NLCS Hong Kong reserves the right to assess applicants earlier should the number of applicants warrant this.

For applicants applying to a mid-year entry point (November, January or April) an ad-hoc date will be arranged.

5.3 Applicants based in Hong Kong

Assessment will take place in person, for all applicants. Students will sit all aspects of the relevant assessments and have an interview.

For applicants applying to a mid-year entry point (November, January or April) where possible will be expected to attend prearranged Assessment Dates as published online. Where this is not possible an ad-hoc date will be arranged.

5.4 Overseas applicants

Overseas applicants are encouraged to travel to Hong Kong for their assessments. However, those who are unable to travel to Hong Kong for Assessment will complete their assessment (exams and interview) as a combination of online and at approved test locations, such as their current school.

5.5 Assessment elements

Full details of assessments are published online. The below provides a summary of the type of assessment that will be undertaken to determine suitability.

Grade 1 (aged 5)	Class/activity observation Reading assessment (online tablet based) Maths assessment (online tablet based) Informal discussion
Grade 2 and 3 (aged 6-7)	Class/activity observation CAT4 test (online tablet based) Reading assessment (online tablet based) Maths assessment (online tablet based) Informal discussion
Grades 4 to 6 (aged 8-11)	CAT4 test (online tablet based) Maths assessment (online tablet based) English assessment (online tablet based) Interview
Grade 7 – Grade 9 (aged 12-14)	CAT4 test (online tablet based) Maths test (online tablet based) English assessment (online tablet based) Interview
Grade 11 (aged 16)	CAT4 test (online tablet based) Maths test (online tablet based) English assessment (online tablet based) Subject Test where appropriate Interview

Note that some circumstances may require assessments to take place online. On such occasions further information will be provided. The medium of which the online assessment can take place will be set by NLCS Hong Kong, usually a Google Meet.

6. ASSESSMENT LEVEL

Applicants applying for an August start will be assessed for the August Year Group of entry. Students applying for mid-term entry (November, January and April) will be assessed for the future Year Group. For example, a student applying for Grade 6 in August 2025 will be assessed for entry to Grade 6, whereas a student applying for Grade 6 in November 2025, January 2026 or April 2026 will be assessed by Grade 7 criteria as study for Grade 6 would have already taken place.

7. RESULTS

Data obtained through assessment and the application process will be stored by the Admissions Department and given to the Principal, who will liaise with NLCS London to make an outcome decision for each applicant. Should a student receive and accept an offer their results will be shared with the relevant departments to allow class and teacher allocation.

NLCS Hong Kong will not disclose assessment data to parents or guardians. Assessment Data obtained through third parties such as CAT4 and English Progress Tests will be stored by the Third Party.

7.1 Offer

Applicants, who meet the required standard and where there are available places, will receive an offer. The offer will include an acceptance form and deposit deadline date. To accept the offer, the applicant must pay the specified amount and return the required paperwork within the deadline. Once the deadline has passed the offer will no longer be valid and the place will be made available to other applicants.

7.2 Offer – with conditions

Applicants who meet the required standard but did not perform as well as expected or if there are areas of concern may be offered a place with a condition. The condition must be accepted along with the offer within the deadline as explained above. The particular condition will be explained in the offer letter. For example, a student may be made an offer with the condition that they achieve a specific level of written and spoken English within a set time frame. Another may be made an offer subject to termly reviews.

7.3 Waiting list offer/Waiting list offer with conditions

Applicants who meet the required standard but there are no available places will be added to a waiting list. Further details regarding the management of the waiting list are detailed below. Waiting list offers can also include conditions, see above.

7.4 No offer

Students who do not meet the required standard will not be made an offer.

8. ACCEPTANCE OF OFFER

Applicants must accept the offer within the deadline stipulated on the offer letter by returning the required paperwork, signed and by email (usually an acceptance form and Health form) and making the requested deposits (Non-refundable registration fee and refundable acceptance deposit).

Applicants should refer to the Standard Terms and Conditions and the Fees policy before accepting the offer.

In line with UK child protection and safeguarding legislation, the Admissions Department will contact the Headteacher of the student's previous school and request for them to share any child protection or safeguarding concerns they may have with the Principal of NLCS Hong Kong.

9. DEFERRING AN OFFER

9.1 For same Academic Year of Entry

If you do not wish to accept the offer for the original entry point (for example August, November or January) you can decline the offer and instead you will be considered for the next entry point within

the same academic year. However, this does not guarantee a place for your child as other applicants and available places will change. Parents defer places at their own risk.

Parents who wish to defer entry but secure their child's place must pay tuition and all other fees from the enrolment date, thus reserving the place and allowing the child to join later. This type of deferment is at the discretion of the Principal.

9.2 For the next Academic Year of Entry

Places cannot be deferred to the next academic year of entry. Students must reapply, pay the non-refundable application fee and go through the assessment process for that relevant year.

10. WAITING LIST

Students are placed on a waiting list when they have met the standard for an offer but there are no places available. When a place becomes available the waiting list will be reviewed by the Principal and a student will be selected to receive an offer.

The waiting list place is only for the academic year that the assessment was undertaken for. Receiving a place on the waiting list does not automatically mean the student has an offer of a place in the next academic year in the higher year group, unless they applied after August and were assessed for the higher year.

If no places become available for those on a waiting list, it will be at the Principal's discretion as to whether or not the student is automatically eligible for the next level and year of entry or if the student will require further assessment.

If students on the waiting list require additional assessment the outcome may include offer, conditional offer, wait list offer or no offer depending on their results.

If a student can receive an offer for a future academic year in a higher year group, then whether or not they receive a firm offer or are placed on a waiting list depends on the number of places available.

10.1 Offer to those on a waiting list

Where assessment data and application information (reports and references) are of equal standing and places available are limited, preference will be given to the following:

- NLCS current or past students
- Siblings of current NLCS Hong Kong students
- Gender when the balance requires redressing

11. RETURNING STUDENTS

Those who have left NLCS Hong Kong and wish to return to the same academic year, within the year of departure can do so at the discretion of the Principal without assessment.

Where a year has passed, students will be required to apply again and go through the relevant assessment for their new year of entry. A new registration form and application fee must be paid.

Previous performance, behaviour records and commitments (including fee payment) will be taken into consideration when making a return offer.

12.APPLYING AGAIN

12.1 Students who received an offer but did not accept their place

For the same Academic Year of Entry students can request that their offer is reinstated. If places are available, they will be made an offer, if places are not available, they will be added to the waiting list.

For a future Academic Year of Entry students will have to make a new application, pay the non-refundable application fee and go through the assessment process for that Year of Entry.

12.2 Students who did not receive an offer

Students cannot reapply for the same year of Entry. Students can reapply for a future academic year and will have to make a new application, pay the non-refundable application fee and go through the assessment process for that Year of Entry.

13.INDUCTION AND ENROLMENT

Prior to the start date applicants will receive a number of informative communications and requests for additional information to prepare for their arrival, this will include New Parent Handbook, uniform information, fee invoices, House allocation and induction timetable.

House, teacher, tutor group allocation etc. will be determined by NLCS Hong Kong. Siblings will be allocated the same house, where possible, unless requested not to do so.

Applicant details will be made available to the Parent Liaison Team who will be in contact to support the transition to the School.

14.REFUND AND FEES POLICY

Parents should refer to the website for further information before applying or accepting an offer. Post offer acceptance and pre-enrolment should a parent default on requested payment their child's offer may be revoked and made available to other applicants.

15.STAFF CHILDREN

Children of staff employed on an international teacher's contract are eligible to join NLCS Hong Kong without entry assessment. Students joining Grade 2 and above will be required to sit a CAT4 exam to assist with class allocation.

16.INTERNATIONAL STUDENTS

NLCS Hong Kong welcomes applicants from around the world.

16.1 Agents

Should an applicant appoint an agent or other third party representative to support their application, NLCS Hong Kong will liaise with the third party but not issue a contract, form a relationship or pay a commission. All associated costs are to be paid by the parent.

16.2 Visas

Where a visa is required to study at NLCS Hong Kong support and guidance will be provided but the application and associated costs will be covered by the applicant.

16.3 Guardians

Parents must ensure there are suitable legal guardians in place, local to the school.

17. STUDENTS FROM OTHER NLCS SCHOOLS

Through an umbrella of schools, applicants will be required to apply to NLCS Hong Kong and be assessed as per the normal admissions process. Fees etc. are not transferable between schools and agreements will be separate for each school. Before making an application, families should speak to their current Principal, who will in turn liaise with the NLCS Hong Kong Principal.

18. EXCEPTIONAL CIRCUMSTANCES

NLCS Hong Kong reserves the right to alter the Admissions process and entry requirements in exceptional circumstances and notice will be given where possible.

19. WITHDRAWAL

19.1 By the Applicant

You can withdraw an application or decline an offer at any stage, please refer to the Fees and Refund policy before doing so.

19.2 By NLCS Hong Kong

NLCS Hong Kong reserves the right to withdraw an application or revoke an offer should any of the information provided by the applicant be false or if parents do not agree to the terms and conditions or meet required deadline, or if a student is not residing with a legal guardian.

20. COMPLAINTS AND APPEALS

Applicants can make a complaint via the NLCS Hong Kong Complaints policy.

Applicants can appeal a decision by writing to the Principal via the Admissions email.

21. REVIEW

The Admissions Process and Procedure will be reviewed annually. This may mean that applicants for one entry point within the same year may have a different application process to a later applicant.