ADMISSION PROCEDURE

PARENTS INFORMATION

1. The initial inquiry to the school concerning admissions information should be directed to:

   **GERMAN STREAM**
   Kindergarten, Primary, Secondary  
   Ms Eva Ubowski

   **ENGLISH STREAM**
   Kindergarten and Primary  
   Mrs Maryann Jones
   Secondary  
   Ms Eva Ubowski

   **ADDRESS**
   German Swiss International School, 11 Guildford Road, The Peak, Hong Kong SAR
   General Office  
   (852) 2849 6216
   Ms Eva Ubowski  
   (852) 2825 8124  
   Fax (852) 2849 6320
   Mrs Maryann Jones  
   (852) 2825 8142  
   Fax (852) 2849 6320

   **E-MAIL:**
   School General  
   gsis@gsis.edu.hk
   Admission German Kindergarten / Primary  
   admissionkindergarten@gsis.edu.hk
   Admission English / Primary  
   admissionprimary@gsis.edu.hk
   Admission German / English Secondary  
   admissionsecondary@gsis.edu.hk
   Webpage  
   www.gsis.edu.hk

2. The information package contains:
   - School brochure
   - Admissions procedure
   - Application Form
   - School fees and Debenture information
   - Curriculum folder
   - School term and holiday schedule
   - Bus Schedule

   The completed form should be returned to the appropriate Admissions Officer enclosing a copy of the latest school report and application fee.

3. Interested parents and their children will have the opportunity of a guided tour of the school premises to get an impression of GSIS (German Swiss International School). Please call the Admissions Officer in charge to arrange for an appointment at least two weeks in advance, if possible.

4. The school will acknowledge receipt of the application as well as the application fee and, subject to all details being completed, will place the student on the waiting list / database. Arrangements will be made for an entrance test or to offer a place as appropriate.

5. A general condition for enrolment is the ability to follow classes in either German or English. The following deadlines apply:
   - **English Kindergarten**  
     Children must have turned three years of age by 1 September of the year of entry
   - **German Kindergarten**  
     Children must have turned two years eight months of age by entry
   - **English Primary**  
     Children must have turned five years of age by 1st September of the year of entry
   - **German Pre-School**  
     Children must have turned five years of age by 1st September of the year of entry

   The school, however, reserves the right to decide whether or not a child is mature enough to join the school.
6. The school’s current admissions policy for either the German or the English Stream gives priority to applicants as follows:

1. German, Swiss or Austrian nationals
2. Siblings currently attending GSIS
3. Parent is a former GSIS Student
4. Existing, vacant debenture-holders
5. Parent is a teacher at GSIS
6. The date of receipt of a complete application

Attention is drawn to the required debenture information on the application form. Incomplete debenture details of a vacant debenture or lack of confirmation from the registered corporate debenture holder will place the application in priority ‘6’.

7. The English stream at GSIS is selective in its intake and all students have to pass the relevant assessment.

Candidates for the English Kindergarten and Y01 will be assessed during a one to one interview with a class teacher.

English Primary Y02 to Y06 applicants will be invited to attend a test during April or May. The interview for candidates for Y02 onwards will consist of a written test for English and Mathematics and verbal English, including a reading assessment.

Potential candidates of the English Secondary for the following school year will be invited for a written entrance assessment in January and February of the same year.

No examples of the test are available prior to the examination.

When a vacancy arises during the year, the next applicant in line will be contacted to determine if continued interest in a place still exists. If so, a new entrance test and/or interview may be arranged before the place is confirmed.

Once a place has been offered and accepted in the English stream, a deposit for school fees is due immediately. Additionally, the allocation or purchase of a debenture must be finalized prior to starting at school.

The Headmaster of GSIS has the final approval of any admission.

Important
Please note that in accordance with our school policy parents must decide which stream their child will attend before the child begins at our school, and that changing streams during the child’s time at our school is not encouraged. Special note should be made of the fact that enrolment of a child in the German Stream presents no advantage whatsoever in terms of the admissions process for the English Stream. Students in the German Stream must undergo the same admissions and selection process as that undergone by students from other schools. If your intention is to have your child accepted into the English Stream the school management must, based on past experience, advise against first enrolling your child in the German Stream. Because of the difference in the educational systems children switching streams are placed under great additional pressure and demands, particularly in the early years of their education. We kindly ask you therefore to take this into consideration when registering your child.

8. In accordance with regulations of the Education Department and Immigration Department all applicants must be in possession of a valid Hong Kong ID card allowing unconditional stay or must have a valid passport with authorized residency status to be eligible for a place at GSIS. Please include photocopies of the residency status together with the application form. For further

9. DISCLAIMER
For the avoidance of doubt, nothing contained in this information and related documents shall constitute an offer by German Swiss International School Association Limited. German Swiss International School Association Limited shall have the absolute discretion to decide whether to offer a vacancy to a particular candidate. The information contained herein and in the related documents (including but not limited to the class availability, timetables and locations of classes) may be changed from time to time by the German Swiss International School Association Limited.