



**KELLETT SCHOOL HONG KONG**

## **Policy on Transfer to other schools in Hong Kong and Overseas**

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## 1 INTRODUCTION

- 1.1 As an international school Kellett School recognises that student movement is inevitable, and parents may wish to secure future school places in a timely manner.
- 1.2 This policy outlines the support offered to students and their families to facilitate a move of school.
- 1.3 Students must have attended Kellett School for a minimum of **six months** before a request to provide a reference can be considered.

## 2 GENERAL TRANSFER ADVICE

- 2.1 General transfer advice is offered to all parents who are considering or are required to move their child to an overseas school.
- 2.2 Parents seeking a transfer within Hong Kong should seek advice from the relevant school's admissions department.

## 3 CONFIDENTIAL SCHOOL TRANSFER AND RECOMMENDATION REPORTS

### 3.1 Hong Kong, UK Schools and Overseas Schools

- 3.1.1 An endorsed 'true copy' of a student's most recent academic report and relevant standardised test data will be provided at no charge on receipt of a formal request from the relevant admissions office or Head of School.
- 3.1.2 On receipt of a formal request from an Admissions Office or Head of School for a student reference, this will be prepared using Kellett's pro forma reference template at a fee of HK\$1000. The report will cover the key areas generally required by schools in report requests and may be used for multiple schools at no further charge (within same school year) on receipt of additional formal report requests as above.
- 3.1.3 In the event that an individual school requires additional/other reports or recommendations (including those related to scholarship applications) these will be provided on receipt of a formal request from the relevant Admissions Office or Head of School. Scholarship recommendations are at the discretion of the Principal.

## 3.2 **Timescales**

- 3.2.1 A minimum of five days' notice is required for the preparation and sending of report copies.
- 3.2.2 A minimum of **ten working days**, not including the first and last weeks of a term, is required for the preparation of reports and recommendations, and up to 15 days for multiple reports/recommendations.
- 3.2.3 It is assumed that should Kellett School receive a report or recommendation request, you have granted permission for us to provide a report/recommendation and to charge you appropriately. UK Schools are required by law to ask if there are any safeguarding concerns relating to individual students. In line with Kellett School's Safeguarding Policy and a child's welfare being paramount, we will respond accordingly.

## 4 **EVIDENCE OF ATTENDANCE CERTIFICATES OR EVIDENCE OF ATTENDANCE AT AN INTERNATIONAL SCHOOL**

- 4.1.1 Certificates for designated nationalities and for entry to schools in the Middle East, Korea and where required by law, are provided free of charge
- 4.1.2 Should a school require authentication by Kellett of a document which is not in English, this will not be done unless a notarised translation of said document is provided.

## 5 **EXAMINATION PREPPING AND TUTORING**

- 5.1 Specific examination prepping and tutoring is not offered by Kellett School.
- 5.2 If required, this service is offered by a number of agencies in Hong Kong to whom parents may address enquiries.

## 6 ENTRY EXAMINATIONS

### 6.1 **UK Common Entrance Examinations**

6.1.1 Kellett School does not administer Common Entrance examinations, arrangements to do so may be made through The British Council, Hong Kong.

### 6.2 **ERB/ICEE Examinations.**

6.2.1 We are unable to administer ERB/ICEE examinations. We believe arrangements may be made through the Hong Kong Education Authority.

### 6.3 **Individual School Entrance Examinations**

6.3.1 Kellett School will administer school examinations for families whose relocation is confirmed within or at the end of the current academic year (confirmation of relocation is required and withdrawal notice received). Kellett School does not administer examinations for entry to boarding schools; arrangements to do so may be made through The British Council or other agencies in Hong Kong.

6.3.2 For relocating families, where a school permits their entry examination/assessment to be sat at Kellett School, a student may do so subject to the conditions set out below.

6.3.3 Kellett School will provide the following in respect of an individual child for a single school at a fee of HK\$2000

- A) Four hours examination invigilation
- B) Dispatch of completed papers by the school's preferred means; courier service, air mail or e-mail

6.3.4 Conditions

Parents are responsible for

- A) Informing Kellett School in a timely manner of a request to administer papers.
- B) Liaising with prospective schools, completing the required parents' documentation and plan for all necessary papers to be sent to Kellett School.
- C) Advance payment of the necessary charges as per summary of fees table below. Payment should be attached to the completed form.

6.3.5 Method of payment:

- A) cheques made payable to "Kellett School Association Limited"
- B) Bank transfer to "Kellett School Association Limited"  
HSBC Hong Kong, 1 Queens Road Central, Hong Kong  
Account No **004 111 064697 001**  
Please attach a copy of the transfer receipt
- C) EPS in person
- D) Credit card in person

6.3.6 Invigilation

- A) To ensure that a suitably qualified invigilator is available, requests for invigilation should be submitted at least **six weeks** prior to the first examination (if possible).
- B) Invigilation services are not available during school holidays, designated public holidays including Saturday and Sundays or during periods of closure due to rainstorm or typhoon warnings T3-T10.
- C) NB. No discount is offered for multiple entries or multiple students.

## 7 APPENDIX ONE: SUMMARY OF FEES

	<b>Completion of</b>	<b>Cost (HK\$)</b>	<b>Additional (HK\$)</b>
All Schools	One endorsed "True Copy" of student's most recent academic report with no signatures	Nil	Nil
#Hong Kong and Overseas Schools	Kellett School Student Reference	1000	Nil
Overseas Schools	Scholarship recommendation letter	Nil	Nil
Individual Examination	4 hours Invigilation, dispatch of papers	2000	Nil

## 8 APPENDIX TWO: APPLICATION FORM



### Entry to Hong Kong and Overseas Schools

**One form to be completed for each child (please continue on a separate sheet if required)**

Child's name .....DOB..... Current Class/Tutor Group:.....

**School to which you are seeking entry** :- Where details are not known please leave blank.

1. Name:- .....  
Desired entry date.....  
Name and e-mail of admissions officer.....  
Name of Head teacher.....

**School to which you are seeking entry** :- Where details are not known please leave blank.

2. Name:- .....  
Desired entry date.....  
Name and e-mail of admissions officer.....  
Name of Head teacher.....

**School to which you are seeking entry** :- Where details are not known please leave blank.

3. Name:- .....  
Desired entry date.....  
Name and e-mail of admissions officer.....  
Name of Head teacher.....

**Please complete the following where applicable. Providing this information assists in the preparation of the entry report. :-**

Is your child presently receiving additional tuition? Yes/ No

If yes: for how long has this taken place and in which subject(s)?

.....

Does your child speak languages other than English, and if so at what level? Yes/ No



..... beginner/ intermediate/ fluent  
..... beginner/ Intermediate/ fluent

Is your child learning a musical instrument/s outside of school? If so please indicate the instrument/s and level/s achieved/grade passed:

.....  
.....  
.....

Does your child pursue any sporting/performing arts interests outside of school? Any awards or certificates obtained? If yes, please outline:

.....  
.....  
.....

Briefly outline your child's interests and hobbies outside of school:

.....  
.....  
.....

Please add any additional information, which will assist us in supporting your child's entry to your selected school/s. This may include parents' contributions to the school and school life e.g. class parent, committee/Board member, donations etc.

.....  
.....  
.....

**Please note that we reserve the right to inform prospective schools if financial obligations have not been in met in a timely manner.**

- I have read and understood the above information.
- I understand that I am required to submit separate Formal Notification of Withdrawal by the deadline dates stated by the School.
- I enclose evidence supporting the intended relocation or my child is applying to another school in Hong Kong because \_\_\_\_\_
- I understand that the information submitted on this form is being collected in accordance with the Kellett School Policy for Data Privacy and its related Personal Information Collection

Statement ("PICS"). A copy of the PICS can be found on the Kellett School website ([www.kellettschool.com](http://www.kellettschool.com)).

- I understand I am required to meet the cost of exam invigilation and reports as set out in the attached policy and payment of HK\$\_\_\_\_\_ or confirmation of payment is enclosed.

Parent's Name..... Signed..... Date.....

This form should be completed and returned to the Admissions Office, or sent to [admissions@kellettschool.com](mailto:admissions@kellettschool.com),

or sent to:

Kellett School  
Admissions Office  
7 Lam Hing Street  
Kowloon Bay