

REGISTRATION KIT

STEP 1 Register for the Admissions Test.

All Grade 1 and above students are required to successfully complete an Admissions Test. Other students please proceed to Step 2.

STEP 2 Consult your assigned Admissions Officer on the documents to submit:

All reports/records must be in either English or Chinese, translated by an authorised agency.

Please bring the original documents to school for verification on the day of your child's Admissions Test.

STEP 3 Make payment and complete the Admissions Test.

STEP 4 Successful students will receive the SSIS Admissions Notification within 7 days after paying the Registration Fee. Please contact your assigned Admissions Officer should you not receive the SSIS Admissions Notification within the stipulated period.



SSIS REGISTRATION FORM

Note: Please read the Terms & Conditions at the back of this form before submitting it to your assigned Admissions Officer.

Please attach a passport-sized photo of student here

* Circle where applicable □ Tick where appropriate

PARTICULARS OF STUDENT

Name (as stated in passport) _____ Chinese Characters (if any) _____
Place of Birth _____ Passport Number _____
Citizenship _____ Date of Birth (DD) _____ (MM) _____ (YYYY) _____ * Sex: F / M
Residential Address in Shanghai _____
Home Tel: _____ For Official Use: _____ Class Allocated: _____

INTENDED GRADE LEVEL OF EDUCATION & COMMENCEMENT DATE

Applying For: PN / N / K1 / K2 / G1 / G2 / G3 / G4 / G5 / G6 / G7 / G8 / G9 / G10 / G11 / G12
Commencement Date: (DD) _____ (MM) _____ (YYYY) _____ * Term: 1 / 2 / 3

FATHER / GUARDIAN MOTHER / GUARDIAN
Name _____
Passport Number _____
Citizenship _____
Mobile Number _____
Email Address _____
Employer's Information
Name of Company _____
Nature of Business _____
Tel / Fax _____

Note: For communication purpose, please remember to provide email addresses and contact numbers in Shanghai.

TRANSPORTATION REQUIREMENT

- Yes, my child requires transportation services and I fully understand the school bus pick-up point.
(Please complete and submit the SSIS School Bus Registration Form)
- No, my child does not require transportation services.
(Please request, complete and submit the Students Pick-Up Card Application Form)

TUITION FEES PAYMENT DETAILS

- | | | | |
|------------------------|------------------------------------|-------------------------------------|--|
| Payment of Fees | <input type="checkbox"/> 1 Payment | <input type="checkbox"/> 2 Payments | <input type="checkbox"/> 4 Payments |
| Payment By | <input type="checkbox"/> Parents | <input type="checkbox"/> Employer | <input type="checkbox"/> Parents & Employer (Both) |
| Payment Mode | <input type="checkbox"/> Cash | <input type="checkbox"/> Cheque | <input type="checkbox"/> Wire Transfer |

CAMPUS PREFERENCE

- Minhang Campus** (Preschool / Primary School / Senior School)
301 · Zhu Jian Road · Minhang District
- Xuhui Campus** (Preschool / Primary School)
1455 · Hua Jing Road · Xuhui District

CURRENT SCHOOL RECORDS RELEASE FORM

To: Principal/Counsellor

Name of Current School Attended _____

Street / City / State / Zip / Country _____

I hereby give permission to release all school records of my child to Shanghai Singapore International School.
This includes both standard and confidential files.

Name of Student _____ Date of Birth (DD / MM / YYYY) _____ Grade _____
(As stated in passport)

Parent's /Guardian's signature _____ Relationship with Student _____

To: Registrar

Shanghai Singapore International School

- 301 · Zhu Jian Road · Minhang District
- 1455 · Hua Jing Road · Xuhui District

STUDENT'S INFORMATION

SCHOOL INFORMATION

Please provide details of student's previous schools in chronological order:

Name of School	Country	Language of Instruction	Period of Study		Highest Level of Study / Certificate Awarded
			From	To	

LANGUAGE PROFICIENCY

Native Language: _____

English None Beginner Intermediate Advanced
Chinese None Beginner Intermediate Advanced

OTHER INFORMATION

Any other information which may be helpful for our teachers to understand the student better, such as special food requirements, allergies, family circumstances, etc.:

Has the student displayed signs of learning difficulties? Yes No

Has the student ever been suspended from school? Yes No

Has the student ever been dismissed by previous schools? Yes No

Please provide details if you have answered "Yes" to any of the above questions _____

Does the student have siblings / relatives studying in SSIS? Yes No

If yes, please indicate their names and level / class: _____

TERMS AND CONDITIONS

1. Documents submitted with this Registration Form must be in English or Chinese Language. Otherwise, please have them translated by an authorised translation agency. The application will only be processed upon the receipt of the following documents:

- | | |
|--|---|
| <input type="checkbox"/> Completed SSIS Registration Form | <input type="checkbox"/> Copy of student's latest academic results/report |
| <input type="checkbox"/> Completed SSIS Medical Record | <input type="checkbox"/> Copy of student's birth certificate |
| <input type="checkbox"/> Completed SSIS Bus Registration Form (if applicable) | <input type="checkbox"/> Copy of student's valid visa |
| <input type="checkbox"/> Acknowledged Withdrawal/Refund Policy | <input type="checkbox"/> Copy of parents' valid work and dependant visas |
| <input type="checkbox"/> One passport-sized photo of the applicant | <input type="checkbox"/> Copy of parents' passport details page |
| <input type="checkbox"/> Copy of student's passport details page | <input type="checkbox"/> Copy of parents' Shanghai Temporary Residence Permit |
| <input type="checkbox"/> Copy of student's Shanghai Temporary Residence Permit | |

2. Shanghai Singapore International School (SSIS) admits students whose academic, personal, social and emotional needs can be met by the school's programmes and services. **SSIS does not have the facilities and resources to support students with significant learning, physical or social/emotional disabilities.**

3. SSIS Admissions Notification must be received by the applicant as confirmation of student's successful enrollment at SSIS.

4. Registration Fee stipulated at the time of registration must be paid to the SSIS Registrar before the student's registration is deemed complete and valid. The Registration Fee shall be a one-time payment that is non-refundable and non-transferable upon payment unless the registration is unsuccessful.

5. The parents and students will abide by the school's policies and procedures.

6. SSIS reserves the right to take photographs of the student for school's use. Photographs depicting SSIS students including your child may appear in school brochures, advertisements, press releases, our school website and/or promotional avenues deemed appropriate by the school.

7. It is the parents' responsibility to read and understand the terms and conditions listed in the Fee Schedule & Withdrawal/Refund Policy for the current academic year attached herewith which may be amended from time to time by notification from the school. Failure to comply with any of the payment conditions of that schedule may result in the student being prevented from attending school.

8. School Fees must be settled before the student can attend classes. Payments must be settled before the start of each term.

9. SSIS will not be held responsible for any accidents that will result in injuring the student while attending school. SSIS will also not be liable for any loss or damage to the student's personal belongings.

10. SSIS may at its discretion require the removal of a student without notice if he or she is guilty of misconduct. In this event, no claim shall be allowed for the refund (or reduction) of any portion of any fees already paid (or payable) to the school.

11. It is the parent's responsibility to notify the School in writing of any changes in student's particulars, home address, contact number and other important information. In case of such notification failure, any correspondence from SSIS shall be deemed to be delivered after five working days from its dispatch.

12. When a FULL school day is called off by the school due to unforeseen circumstances, the school will make up for the lost school day on a Saturday to be decided by the School Management. If a school day is called off by the authorities or an early dismissal is decided by the school, there shall be no make up school day.

I/We hereby affirm that all information as stated in this form and any materials submitted along with are true and correct, that I/we have fully understood and agree to abide by the terms and conditions of my child's registration. We have read and agreed to the SSIS Admission Policy published on the SSIS website.

Signature of Parent: _____ Date (DD/MM/YYYY): _____

FOR OFFICIAL USE

Waiting List	
RF Accepted	
R / No. :	
Registered	
S / No. :	

Received by: _____ Date: _____

Received by: _____ Date: _____



STUDENT'S MEDICAL RECORDS

Welcome to SSIS! Kindly provide all information requested on this form. In order for the School Nurse to better meet the needs of the students, it is crucial to notify the School Nurse and the Registrar of any changes in phone numbers, contact details or medical information.

Student's General Information

Student's name (as stated in the passport): _____

Student's date of birth (DD/MM/YYYY): _____ * Sex: F/M Current Grade: _____

Residing Address: _____

Emergency Contacts

Table with 6 columns: Name, Relationship, Phone (H), Phone (W), Mobile, Email. Three empty rows for data entry.

Student's Medical History

Please provide, to the best of your knowledge, accurate and thorough answers to the following questions:

Table with 4 columns: Medical Condition, Yes/No checkboxes, Medical Condition, Yes/No checkboxes. Rows include Allergies, Asthma, ADD/ADHD, Chicken Pox, Diabetes, Epilepsy, Frequent Nosebleeds, Frequent Headaches, Gastrointestinal Disorder, Surgery History, Hearing Problems, Heart Disorder, Hepatitis A/B/C/D, Pneumonia, Scoliosis, Skin Problems, Tuberculosis, Vision Problems, Hypoglycemia, and Other illnesses.

If yes to any of the above, please specify:

Are there any additional medical concerns your child has that you would like the School Nurse to pay special attention to? Please describe below:

Emergency Care

In the event that my child has an accident or illness while attending school or on authorized field experiences/activities outside the School, the chaperones/nurses will make every reasonable effort to contact a parent, prior to medical treatment or hospitalization. I hereby acknowledge that the information provided herein to SSIS is correct and complete. I am responsible for updating the contact details and my child's health information to SSIS in a timely manner.

Parent's Name : _____ Relationship with Child : _____

Signature : _____ Date (DD/MM/YYYY) : _____



学生医药与病例记录表

欢迎来到上海新加坡外籍人员子女学校!

请认真填写该表格。如果您的联络方式或学生的医药信息有任何变动, 请及时通知校保健室与注册处, 以便学校护士能更好地照顾学生。

学生基本信息

学生姓名 (与护照中一致): _____

出生日期 (年/月/日): _____ 男/女 所属年级: _____

住址: _____

紧急联络人

姓名	关系	家庭电话	工作电话	手机	邮箱

学生疾病史

请尽可能准确地在下列表格做出选择:

过敏 (食物 / 药物 / 其他)	<input type="checkbox"/> 有 / <input type="checkbox"/> 无	听力问题	<input type="checkbox"/> 有 / <input type="checkbox"/> 无
哮喘	<input type="checkbox"/> 有 / <input type="checkbox"/> 无	心脏病	<input type="checkbox"/> 有 / <input type="checkbox"/> 无
多动症	<input type="checkbox"/> 有 / <input type="checkbox"/> 无	肝病 A / B / C / D	<input type="checkbox"/> 有 / <input type="checkbox"/> 无
水痘	<input type="checkbox"/> 有 / <input type="checkbox"/> 无	肺炎	<input type="checkbox"/> 有 / <input type="checkbox"/> 无
糖尿病	<input type="checkbox"/> 有 / <input type="checkbox"/> 无	脊柱侧凸	<input type="checkbox"/> 有 / <input type="checkbox"/> 无
癫痫	<input type="checkbox"/> 有 / <input type="checkbox"/> 无	皮肤病	<input type="checkbox"/> 有 / <input type="checkbox"/> 无
经常性流鼻血	<input type="checkbox"/> 有 / <input type="checkbox"/> 无	肺结核	<input type="checkbox"/> 有 / <input type="checkbox"/> 无
经常性头痛	<input type="checkbox"/> 有 / <input type="checkbox"/> 无	视力问题	<input type="checkbox"/> 有 / <input type="checkbox"/> 无
肠胃病	<input type="checkbox"/> 有 / <input type="checkbox"/> 无	低血糖	<input type="checkbox"/> 有 / <input type="checkbox"/> 无
手术史	<input type="checkbox"/> 有 / <input type="checkbox"/> 无	其他疾病	<input type="checkbox"/> 有 / <input type="checkbox"/> 无

以上如果选择“有”, 请详细说明:

请列出其他您觉得学校护士需要特别注意的地方:

学生意外或疾病突发事件

学生发生意外或突发疾病时, 医务人员初步处理或如需送医院治疗, 将会与家长联系。
我在此申明, 所提供信息准确并且完整。我将负责及时提供最新联络方式及孩子的健康状况。

家长姓名: _____

与学生关系: _____

签名: _____

日期: _____



WITHDRAWAL / REFUND POLICY

A notification of withdrawal is necessary for all refunds and it should be communicated in writing to SSIS at least one month before they take into effect. **If a student is being expelled from school** due to misconduct or breach of the rules and regulations of the school, there will be no refund or reduction of the school fees and all invoiced and unpaid fees will become payable to SSIS.

TUITION FEES

Please refer to the following for our refund terms:

- If a student does not attend any days of school in a term, the tuition fees paid for that term will be refunded in full after deducting the Seat Reservation Deposit, where applicable.
- For attendance of no more than ten (10) days in a term, SSIS will refund 50% of that term's tuition fees.
- For attendance of ten (10) days or more, that term's tuition fees shall be due in full.
- If a student fails to notify the school of his/her intended withdrawal one month prior to the last day of school then a month of tuition fee is deemed payable.

ADMISSIONS TEST FEES, REGISTRATION FEES AND SEAT RESERVATION DEPOSIT

The Admissions Test Fees and the Registration Fees are non-refundable and non-transferable.

The Seat Reservation Deposit will be credited to the first term or first payment of tuition fees but it will be forfeited if the student does not take up the seat.

TRANSPORTATION FEES

Transportation Fees paid will be refunded on a prorated basis for each remaining school day of that academic year with effect from the day of withdrawal, less a RMB 400 handling charge.

REFUND POLICY

As stipulated by the Chinese Taxation Regulations, the return of the original official receipt (fa-piao) issued at the time of payment is required to process each refund transaction. Thus parents are required to produce and return the official receipt issued by Shanghai Singapore International School at the time of payment. If the family is unable to produce the original receipt, a 25% surcharge on the refund will be imposed.

Note: Tuition fees are non-transferable. Any outstanding financial obligations of the student will be deducted from any refund(s).

I/We understand and agree to abide by the terms and conditions stipulated in the Withdrawal/Refund Policy stated above.

Name of applicant : _____

Grade level of study : _____

Signature of parent : _____

Date : _____



SSIS SCHOOL BUS REGISTRATION FORM

Please complete this form and return it to:

Minhang Campus (Pre / Pri / Sen)
Mr. Gary GU
Tel : +86 21 - 62212292
Fax: +86 21 - 62218896

Xuhui Campus (Pre / Pri)
Ms. May WANG
Tel : +86 21 - 64965550 ext. 805
Fax: +86 21 - 64965071

Name of Student: _____ Level / Class: _____
Pick-Up / Drop-Off Address: _____
In case of emergency, we will contact the person listed below:
Name : _____ Relationship with child : _____
Home Phone Number : _____ Mobile Number : _____
Office Phone Number : _____ Email Address : _____
Special Note : _____

SCHOOL BUS REGULATIONS

- 1. SSIS will try to offer school bus services to all our students. However, there is a possibility that we are unable to serve some locations due to distance/direction and traffic conditions.
A. All our routes and stops are registered with and monitored by relevant government agencies, such as the Shanghai Education Bureau. Our routes are pre-determined annually by the end of June. Thus, if you desire a new pick-up point, you must submit your application form by 15 June (Your full name, address, contact numbers are necessary), after which no application will be accepted. The school will respond to your request after the receipt of the SSIS School Bus Registration Form.
B. If you have to move your residence during the school year, changes can only be made based on availability. School retains the right to determine all pick-up and drop-off points.
2. Students, in principle, are required to embark and disembark the bus at the main entrances or the opposite entrance of their compounds. Parents are responsible for their child(ren) until he/she has embarked and after he/she has disembarked the SSIS school bus.
3. In the morning, to help ensure safe travelling speed and on time arrival. School buses will leave at the given time and will not wait. If a student is late and misses the bus, it will be the parents' responsibility to send the student to school.
4. As an added safety feature, we highly recommend that students under the age of 4 or height not exceeding 1 meter to be provided with a child seat during their ride to and from school.
5. If there is any disruption to the student's travel arrangement due to traffic conditions or unexpected accidents, the Bus Teacher will inform the parents at the earliest time possible. This disruption due to the mentioned unforeseen circumstances however does not constitute SSIS's inability to fulfill its transportation obligation.
6. Violation of or failure to comply with the bus rules (please refer to the SSIS School Bus Policy) can result in disciplinary action. In serious cases, a student's bus service may be terminated.
7. SSIS reserves the right to change the terms and conditions of the SSIS School Bus Policy. It may be updated from time to time and any subsequent amendments will supersede any previous versions of the Policy.

I / We have read and fully understand these school bus regulations and shall abide by the terms and conditions herein stated.

Parent's Name

Parent's Signature

Date (DD / MM / YYYY)



SSIS SCHOOL BUS POLICY

GENERAL INFORMATION

Shanghai Singapore International School (SSIS) provides school bus services to help families to transport their child(ren) to and from school. This service is optional. Although we try to offer this service to all our students, we might not be able to serve some locations due to distance/direction and traffic conditions. The bus service is only offered on a full ridership basis and we do not offer this service on a part-time basis. Our bus services are available to students and staff only.

In certain cases, as below, students are required to embark and disembark from the bus near their compounds, and parents are responsible for their child(ren) until he/she has embarked and after he/she has disembarked the SSIS school bus.

1. The estates' Management Officers do not permit the school bus to enter residential compounds.
2. Roads in residential compounds are narrow, crowded or as such conditions that poses potential risks to the safety of the student in the school bus.
3. The compound area is a one-way street or in the opposite direction of school bus routes.
4. The time taken to enter residential compounds will cause a delay in the arrival time of the buses.
5. Parking outside of some residential compounds is illegal according to the rules of Shanghai Traffic Police Headquarters.
6. Other cases that are deemed to affect the normal routes of school bus.

SCHEDULING

Bus routes are planned before the beginning of the new school year and it is based on the number of applications we have received by 15 June. Each route/pick-up point is designated to optimise the travelling time and also the number of bus riders. Therefore, we may not be able to satisfy all individual needs.

RULES AND REGULATIONS

1. Pick-up Points and Departure Times

School retains the right to determine all the pick-up and drop-off points. After having established the bus routes in late June, SSIS will inform each family of the designated time, the pick-up points and drop-off points before the beginning of the new school year.

In order to keep the buses running on schedule, please ensure that your child(ren) is/are at the pick-up point five minutes before his or her bus is scheduled to arrive. The bus will leave the pick-up point at the given time and will not wait. If the children are not on time and thus miss the bus, SSIS will not be held responsible. Parents must make their own transportation arrangements to send their child/children to school.

The buses leave SSIS right after school dismissal and will generally run their routes in the reverse order. In order to make the journey back home after school as quick as possible, parents/guardians are advised to meet their children punctually.

Parents take responsibility for their child/children, regardless of their age, until he/she has embarked and after he/she has disembarked the SSIS school bus.

No bus will depart the school until all Preschool and Primary School students are accounted for. However, school buses will not wait past 3.40p.m. for Senior School students. It is the responsibility of all Senior School students to board the bus by 3.40p.m..

2. Change in Arrival Time due to Unforeseen Circumstances

If the school bus could not reach the designated pick-up point due to road conditions or unexpected circumstances, the Bus Teacher will inform the parents of the necessary details such as the new pick-up/drop-off time or the registration number of the replacement bus, etc. at the earliest possible time. Thus, all parents are required to ensure that the school has the most current emergency contact number and the contact person to facilitate such emergency situations.

This disruption due to unforeseen circumstances does not constitute SSIS's inability to fulfill its transportation obligation.

3. Cancellation of Bus Service

A. From the parents' side

If a student does not require the bus service on a certain day, his or her parents must inform the school in writing one day ahead of time. The parents must inform both the bus teacher and form teacher on how the student will get home from school and to provide the name of the person who will be responsible for the student.

If the parents find out in the morning that the student will not be going on the bus, parents are expected to inform both the bus teacher and form teacher.

In the afternoon, children without authorization from their parents to leave school will not be permitted to do so and thus they will have to ride their bus home as usual.

To ensure the safety of the students, the school will not allow any Preschool students to switch to another bus.

B. From the school's side

In case of extreme bad weather or other unforeseen emergencies, SSIS may be closed on a short notice. Should this situation arise, all families will be notified. SSIS will cancel the transportation services if the closure takes place early in the morning.

In the unlikely event that the School Administrators decide to close the school after some students have already been picked up by the school bus, the students will be taken care of by the Administrative Staff/Teachers upon arrival at school until transportation arrangements for their return has been made.

In the case of bad weather, SSIS may be closed midway through the day. In this case, the SSIS emergency telephone tree will come into effect and all families will be notified of when their child/children will be dismissed for the day.

4. Change of Address

Parents must inform the SSIS Transportation Department should they decide to relocate to a new residential location during the school year while continuing to use the school's bus service. SSIS requires a minimum of 14 school days for the Transportation Department to determine the extent to which such requests can be accommodated within the existing system of bus routes. Changes can only be made based on availability.

5. Temporary Change of Bus Ride

If a student is to ride on a bus different from his/her usual designated bus (only applies to Primary School and Senior School students), parents are requested to send a note to be delivered to the Reception Area in the main lobby with the student at least one day prior to the day of change. For security reasons, we ask that you do not make these requests by telephone or email. Approval will be subject to seat availability and there will be an additional charge of 25 yuan per person per trip. The school reserves the right to approve or reject all requests.

This service is only available to students from Grade 7 to 12.

6. Bus Passenger Liability

Parents are responsible for any damage to the bus that their child / children may cause. A bill for the amount of the damage and other incidental expenses will be sent to the parents for settlement, if necessary. Parents, prior to student's first bus ride and periodically, as needed, must read and review all SSIS bus rules with their child / children.

7. School Bus Safety Rules

Your child's safety is our foremost concern. For that reason, rules concerning safety on the bus have been established and must be respected. Please make sure that you and your children read carefully and comply with the following rules:

- Students must be seated and **WEAR A SEAT BELT** throughout the bus journey, regardless of whether the bus is moving or staying still.
- Students will be **ASSIGNED A SEAT** at the beginning of the school year and he / she should sit in the assigned seat. Younger students and students who are prone to car sickness will be assigned to seats in the front section of the bus.
- Students are required to respect all the rules that apply to school behaviour.
- Students are to comply with the Bus Teacher's instructions.
- Students should help keep the buses clean.
- Students should keep all belongings in their backpack and respect property that belongs to others.
- Students should be respectful to the Driver / Bus Teacher and other passengers at all times.
- Students should be courteous and talk softly without disturbing other passengers on the bus. Throwing objects, shouting, abusing other pupils / Bus Driver / Bus Teacher physically or verbally will not be tolerated.
- Students are forbidden to chew gum on the bus.
- Students are not allowed to bring dangerous materials, e.g. knives, sharp items, lighters, etc. onto the bus.
- Students must board and disembark the bus in an orderly and safe manner.

Consequences for failure to respect bus rules:

- A. First Offence : A warning will be issued.
- B. Second Offence : Two-day suspension of bus privileges.
- C. Third Offence : Two-week suspension of bus privileges.
- D. Fourth Offence : Two-month suspension of bus privileges.

Bus disciplinary infractions will be dealt with seriously by the School Administrators. Repeat offenders could lose their bus privileges.

The School reserves the right to ban a student from using the school bus according to the above stipulated period of time depending on the offence(s). Serious or repeated offences could mean a permanent ban. Parents will then be responsible for transport to and from the school. No financial compensation will be awarded when a student is not taking the school bus in this case.

Parents are not allowed to ride the school buses under any circumstances according to the authorities.

8. SSIS Transportation Fees

The SSIS transportation fees will be billed with the tuition fees prior to the beginning of the school year as per outlined in the SSIS Fee Schedule.

Students who wish to engage the SSIS Bus Services will be required to complete the SSIS Bus Registration Form during the Admissions Process.

NOTE: SSIS reserves the right to change the terms and conditions of the SSIS School Bus Policy. It may be updated from time to time and any subsequent amendments will supersede any previous versions of the Policy.



ADMISSIONS POLICY AND PROCEDURES

AGE REQUIREMENT

To promote the total development of each student, SSIS does not encourage grade skipping. A student is also not advised to enrol at a level two years younger than his/her age.

ADMISSION CRITERIA

English Language Requirement

Shanghai Singapore International School offers English Language at First Language standard and the majority of the subjects are taught in English at First Language standard. Hence it is crucial for children seeking admission to the school to meet the basic English Language requirements so that he/she can benefit most from the subjects/courses offered.

Shanghai Singapore International School admits students who meet the academic, personal, social and emotional needs of our school programmes. SSIS does not have the facilities nor the resources to support students with significant learning, physical or social/emotional disabilities.

Admitting to Level	Admission Criteria	Remarks
Pre-Nursery to Kindergarten Level 2	Consultation with the Assistant Principal.	
Grade 1 to Grade 6	Successful completion of the written English Language and Mathematics tests and an interview with the Principal or Assistant Principal.	The Intensive Support Programme will be recommended for students who are identified as requiring high levels of English Language support.
Grade 7 to Grade 12	Successful completion of the written English Language and Mathematics tests and an interview with the Principal or Assistant Principal.	The Intensive Support Programme will be recommended for Grade 7 and Grade 8 students who are identified as requiring high levels of English Language support.

The right of admission to SSIS rests ultimately with the School Principal. Notwithstanding all of the above, the Principal has the right to refuse admission to the school.

SSIS will only make an offer of a placement in a year after taking due cognisance of the best interests of those who constitute the pupil body of the school. The School Management will have due regard as to the effect on class size, the dynamics of a particular group, discipline, etc. The School Management will only make an offer of such a placement where it is considered advisable to do so.

This applies also to those students who have left SSIS and who subsequently wish to return to the school.

REGISTRATION GUIDE

Registration for New School Year

For commencement on the first day of school:

- beginning of March and subject to vacancy availability after the Re-Registration Exercise for existing students and
- deadline for application is June.

Registration during Term Time

For commencement during Terms 1 and 2:

- subject to seat availability and
- a seat can be reserved for a maximum period of 3 months in advance.

NOTE: No admission will be allowed after Term 2 for Preschool Kindergarten 2, Primary School and Senior School.

Registration Procedure

Step 1	Register for the Admissions Test. All Grade 1 and above students are required to successfully complete an Admissions Test. Other students please proceed to Step 2.
Step 2	Consult your assigned Admissions Officer on the documents which you need to submit. All reports/records must be in either English or Chinese, translated if needed by an authorised agency. Please bring the original documents to school for verification on the day of the Admissions Test.
Step 3	Make payment and complete the Admissions Test.
Step 4	Successful students will receive the SSIS Admissions Notification within 7 days after paying the Registration Fee. Please contact your assigned Admissions Officer should you not receive the SSIS Admissions Notification within the stipulated period.

RE-REGISTRATION

Re-Registration Exercise

During the Re-Registration Exercise, students currently studying in SSIS will be asked to indicate their decisions on whether to continue their studies with SSIS in the following school year. This is followed by the payment of the Seat Reservation Deposit. If the students do not re-register with the school, these seats will be made available to new applicants.

This Admissions Policy may be updated from time to time. Any subsequent amendments will supersede previous versions of the Policy.



Minhang Campus

301, Zhu Jian Road, Minhang District
Shanghai, China 201106
Tel: 8621-62219288
Fax: 8621-62216276

Xuhui Campus

1455, Hua Jing Road, Xuhui District
Shanghai, China 200231
Tel: 8621-64965550
Fax: 8621-64965071

Singapore Office

C/O Prime Building (Ms. Helen POON)
125, Defu Lane 10, Singapore 539233
Tel: 0065-62825349
Fax: 0065-62849248

www.ssis.asia

