



## Admission Policy and Parent Agreement 入学方针和家長协议

### Admissions criteria 入学标准

- 1.1 **Competitive admissions.** As admission will be competitive, preference will be given to the most academically capable students.  
考虑到入学是竞争性的，我们会优先选择学习能力强的学生。
- 1.2 **PRC regulations.** In compliance with Chinese government regulations, WISS can only accept applications from foreign passport holders or residents from Hong Kong, Macau and Taiwan. Applications can also be received by any Chinese passport holder who has one or both parents holding a foreign passport, green card or being resident from Hong Kong, Macau and Taiwan.  
依照中国法律规定，上海西华国际学校只接受持外国护照或香港、澳门、台湾身份人士的申请。我们同样接受父母一方或双方持有外国护照或永久居留权，或香港、澳门、台湾身份的中国籍学生。
- 1.3 **Guardianship.** Local government requirements in regard to proper guardianship of students mean that WISS may accept students who are: a) resident with at least one parent, b) resident with an approved guardian (with power of attorney), or c) resident in the WISS boarding facility. Students are not permitted, under local regulations, to be under the supervision of non-resident guardians. Students who are not living with at least one parent or authorized guardian cannot be enrolled at WISS.  
**学生监护。**依照当地关于学生监护法律的规定，上海西华国际学校接受：1) 至少在一位父母看护下的学生。2) 法定监护人看护下的学生，监护人须有律师的证明。3) 在上海西华国际学校寄宿的学生。按当地法律规定，学生不允许无人监护，所以上海西华国际学校不接受没有至少一位家长或法律批准监护人看护下的学生的入学申请。
- 1.4 **School capacity and class size.** Admissions will be granted according to enrollment limits which ensure that standards of excellence will be maintained.  
学校容量和班级大小。招收的学生数量是在确保学校优良的教学质量前提下。
- 1.5 **English fluency.** Students applying to WISS will be evaluated for English speaking, reading, and writing ability. As the school wishes to maintain an environment where English is the primary language of academic instruction, preference is given to those students who are most functional or have the greatest potential to be functional at their grade level in English. All entering Middle and High School students not having English as their native language must, as a minimum, be at a level from which they can work to complete the IB Subsidiary English B program by graduation, along with self-taught study of their mother tongue literature.  
英文水平。申请上海西华国际学校的学生将接受我们的英文口语、读写能力的测试。学校为保证英文作为主要教学语言的教学环境，我们将优先挑选在其年级水平较好使用英文或具有很大潜力学习英文达到流利水平的学生。申请初中和高中的学生如果英文不是母语，则其英文水平必须至少在能完成并取得毕业 IB 附属课程英文 B 课程水平，并且同步自学本国语言。
- 1.6 **Special learning needs.** Parents of students who have special learning needs will need to consult with WISS to ensure the school has resources available to serve their child before applying for admission or arriving in Shanghai. Students admitted to WISS must be able to function within the regular classroom setting and be able to work towards the successful completion of WISS academic requirements. It is important to note that we do not have a specialist unit to deal with more serious learning difficulties and if your child has such needs, this could result in the withdrawal of the offer of a place. WISS does not have the facilities or faculty required to educate children with severe learning problems, such as:

Autism  
Mental retardation.

Emotional/behavioral disorders  
Communicative disorders/aphasia

特殊的学习要求。有特殊学校要求的学生家长在申请入学或来华前需要同上海西华国际学校商议来确保学校有资源和能力为学生提供必要的教学条件。上海西华国际学校招收的学生必须有能力在正常的教室安排中学习并且有能力成功完成上海西华国际学校的教学要求。值得注意的是，我们并没有特殊的设施来处理更为复杂特殊的教学要求，如果您的子女有这方面的需求，这将有可能导致您子女的入学申请被取消。上海西华国际学校没有特殊的设施来开展有严重学习困难问题的学生教育，这些问题包括：



情绪 / 行为失调  
智力延迟

孤独症  
交流困难 / 失语

**1.7 Age.** A child must be three years old by September 1<sup>st</sup> of the year entering the Nursery school program; four years old by September 1<sup>st</sup> of the year entering Pre-Kindergarten; five years old by September 1<sup>st</sup> of the year entering kindergarten; and six years old by September 1<sup>st</sup> of the year entering first grade. WISS, in the admission process will always take into account the country of origin, the educational system from which the student comes, and the student's past performance in that system.

年龄。孩子必须在9月1日前满3周岁才可进入托儿所；9月1日前满4周岁可进入幼儿园小班；9月1日前满5周岁可进入幼儿园大班；9月1日前满6周岁可进入一年级。上海西华国际学校按照自己的入学标准将一直重视学生的来源国的教育系统和学生的曾经表现。

**1.8 Part-time students.** Part-time students may be enrolled in WISS when their attendance is mutually beneficial to both student and WISS. All conditions for entrance for full-time students apply. (Tuition will be charged on a pro-rata basis; all other fees are as for full-time students.)

半时学生。在对学生和学校双方互惠的前提下，我校可接受半时学生。入学条件等同全时学生。（学费按照比例计算；其他费用等同全时学生）

## **Admissions requirements 入学要求**

**2.1 Academic Records.** Each applicant must present a transcript of courses with grades for at least the previous two years of schooling (three years for students above grade 11); at least two letters of recommendation and a counselor recommendation; any standardized test results. If in another language, these original documents must be accompanied by a certified translation.

成绩记录。每名入学申请者必须出具入学前2年的学校成绩单（11年级的学生须提供入学前3年的成绩单）；至少2封推荐信和一封校长推荐；任何标准测试结果。如果为其他语言，则文件需要附加官方证明过的翻译件。

**2.2 Interview.** When possible, the student, with parent(s) or guardian(s) must be available for an interview before admission is granted. Students may be asked to participate in a phone or on-line interview.

面试。如果可能，在允许学生入学前，学生在家长（至少一位）或监护人陪同下须可接受我校的面试。学生可能被要求参加电话或网上面试。

**2.3 Verification of age.** A passport and birth certificate will be required.

年龄证明。护照和出生证明将需要出具。

**2.4 Medical records.** Students will not be permitted to start school without a completed copy of the medical history and physical (medical) form. This includes a record of immunizations, illness history, and current physical examination by a physician. Exceptions will be at the discretion of the school Director in collaboration with the school Nurse.

健康记录。学生入学前必须有完整的健康记录和体检记录表。这包括免疫记录，病史，最近的体检记录。例外须由我校校长在学校护士协助下作出。



### Application Conditions 申请条件

- Admissions and placement tests may be required as part of the admission process.  
入学和分班测试是作为入学程序所需要的。
- Students who have not completed a full year in the previous grade by the fall entrance date will be required to repeat the previous year's grade.  
学生在秋季入学前没有完成上一年级的课程将需要重复这一年级的学习。
- Parents will be notified by phone, fax, or email when admission testing is required. For parents in other countries it will be their responsibility to find a secure test site, such as current school.  
当入学测试需要的话，我们将通过电话、传真或电子邮件来通知学生家长。当家长在国外时，家长需要负责找一个安全合适的地点来进行测试，比如学生当前的学校。
- It will be the responsibility of applying families to see that reference forms are returned to the school in a timely and confidential manner. The application *cannot* be processed until all forms and documents are rendered and application fees paid.  
申请的家庭负责监察推荐表格能及时且保密的送还学校。直到所有表格和文件都呈递，申请费用已付，申请程序才开始启动。
- Admission decisions are made by the WISS administration. The WISS admission staff will not give feedback on applications until instructed to do so by the principal. Any judgments of the applicant inadvertently or conversationally rendered by the admission staff are not binding.  
学生入学决定由学校管理层决定。在没有得到校长指示前上海西华国际学校职员不会向家长回馈任何申请消息。行政职员的任何口头或会话中判断没有任何效用和法律责任。
- Any misreported or unreported information in this application may result in the student's being rejected or, if already accepted, being asked to withdraw. Documents submitted with this application will not be returned.  
任何漏报或误报的申请信息都有可能导致学生申请被拒绝，或者已申请成功的被取消资格。已经提交的任何文件不予退回。
- Photos of students may appear in school publications, newspaper and other advertisements, brochures, and on the website. Parents who do not want their child not to appear in such media must notify the admission office in writing.  
学生照片会可能出现在学校刊物，报纸和其他广告媒体，宣传手册，网站上。家长若不希望子女出现在此类媒体上须向招生办公室书面通知。



## Parent Agreement 家长协议

Parents/guardians agree: 家长 / 监护人同意:

**1. To take an active role in their children's education and in the life of the school.**

参与子女的学习和校园活动

This means talking to the child each day as well as listening to learn about personal and educational progress; helping when possible but not doing work **for** the child. Tutors and others should not do work **for** students.

这意味着家长需要每天和子女谈论学校的学习进展，生活情况；给予尽可能的帮助但是不要替子女做作业。任何其他人和辅导老师也不可以为学生做作业。

**2. To communicate regularly and in a polite, collegial manner with the school.**

能同学校经常的文雅客气的合作交流。

This means responding in a timely manner to school communications, attending all required school meetings and conferences, never behaving in an abusive or disrespectful way toward *any* school staff, and communicating any concerns to the teacher or school officials in a polite manner and at an appropriate time of day (before 8 pm unless an emergency).

这意味着能及时和学校交流，参加学校需要的会议，对学校的任何职员没有漫骂和失利。同学校教师或学校职员能在适当的时间文雅的交流（除紧急情况外晚上8点之前）。

**3. To abide by all current and future school rules and policies as determined by the board and the administration.**

遵守学校现行或未来的由学校董事会和管理层制订的规章制度。

This means helping the child accept and live with consequences to mistakes or misbehavior; helping the child acknowledge when he/she has been unsuccessful and focusing not on the faults of others but on ways to improve one's own performance.

这意味着让学生学会接受由犯错误或不良行为造成的后果；帮助他们去承认当他们犯错时并不是不注意其他学生的错误而是在注意改进他们自己行为的方法。

**4. To take full responsibility for payment of fees.**

为费用支付负全责。

Even when fees are paid by a company or other organization, parents have the ultimate responsibility to insure that fees have been paid in a timely manner; otherwise, late payment penalties will be incurred.

即使费用由公司或其他组织来支付，学生家长仍负责保证费用支付及时，否则迟付将造成处罚。

If parents do not act according to the above guidelines, their children may be asked to withdraw from school. 如果学生家长没有遵守上述条例，学生可能被学校退学。

I have read and agree to abide by all of the above.

我同意遵守如上协议。

请用英文或拼音填写您姓名。

\_\_\_\_\_  
Parent's Name 父母姓名

\_\_\_\_\_  
Signature & Date 父母签名 日期

\_\_\_\_\_  
Parent's Name 父母姓名

\_\_\_\_\_  
Signature & Date 父母签名 日期

\_\_\_\_\_  
\*Guardian's Name 监护人姓名

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Signature & Date 监护人签名 日期

\*Note: Guardian's signature must be accompanied by parent(s)' signature. 监护人签名必须附有家长签名