

Welcome to the International School of Tianjin (IST). Please contact IST to learn about our school's history, philosophy, curriculum, facilities and community of learners by:



Visiting our website at www.istianjin.org or by sending an e-mail to info@istianjin.org.cn



Phoning the school office at 86-22-2859-2001.



Visiting IST at No.22 Weishan South Road, Shuanggang, Jinnan District, Tianjin 300350, PRC (please phone for an appointment if at all possible).



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STUDENT ADMISSION APPLICATION GUIDELINES

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COMPLETE THE APPLICATION PACKAGE

To initiate formal enrollment a copy of the Student Admissions Application Package for each child must be emailed, posted or delivered to the school. Application packages are available from the school or can be downloaded in writable PDF format from the school website.

To be provided no later than at the time of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at least one day in advance of the provided at

To be provided immediately

- 1 Application Form A Student and Family Information
- Application Form BStudent Educational Information
- Application Form C Parental Agreement

To be provided no I ater than a t the time of the student inter view

- 4 Copies of the student's school reports and official transcripts in English for students currently in Kindergarten (KG3/Year 1) or above (see details on Page 2)
- 5 Application Form D Student Transfer Information for students currently in Kindergarten (KG3/Year 1) or above
- 6 Photocopy of applicant's passport and visa/ Residence Permit
- 7 Photocopy of parent/guardian's passport and visa/Residence Permit
- 8 RMB2,000 Application Fee (non-refundable)

To be provided at least one day in advance of the student 's fir st day of s chool

- 9 Application Form E Health Information
- Application Form F Physical Examination

Note: All applications are dated and coded. Students are enrolled according to a variety of criteria including: available spaces, the date of application, English language proficiency, other siblings currently enrolled in the school, past school records, individual needs, etc.



Attend Student Interview

New students and at least one parent are required to meet with a school administrator before a final admission decision is made. For this process to continue, the following steps must be taken:

- 1. Submit Steps 1 to 3 in Section 2 above (Student Admissions Application Forms A to C)
- 2. Schedule a meeting with a school administrator by phoning the school office at 2859-2001, or via email.
- 3. Students may be required to sit English Second Language (ESL) or other tests at this time.
- 4. Please provide a translator if required. IST provides Korean and Chinese translation upon request.

Note:

i: All documents in Steps 4-8 in Section 2 above must be provided by the time of the student interview.

ii: The requirement for a student interview prior to the confirmation of a place may be waived by an administrator for students currently living outside Tianjin provided Steps 4 to 8 are complete and student records/transcripts are of an acceptable standard.



Admission Decision Made

Parents will be telephoned or emailed and informed whether a place is currently available for their child within 2-3 school days of the interview if confirmation was not given during the interview.

If parents verbally accept the offer of a place or accept via email, the Admissions Office will forward to them a letter of welcome stating the official starting date for the student along with two forms for the parents to complete: a form confirming acceptance of a place at IST and a Payment and Company Information form. Parents are required to complete the attached forms and return them to IST within five working days to ensure that the student's place is confirmed and guaranteed.

Note: All relevant school fees must be paid within four weeks of the start of school.



ENROLLMENT EVALUATION

Parents will be contacted by the Admission Office within the first month of attendance to ensure that the transition into our school has been positive and to gain further parental feedback on the student at this early stage of their enrolment and on the enrolment.





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Student Admissions Application

(Note: All forms must be completed in English)

To be provided immediately:

Parent Checklist Yes

- 1. Application Form **A: Student and Family Information**
- 2. Application Form **B: Student Educational Information**
- 3. Application Form C: Parental Agreement

To be provided no later than at the time of the student interview:

- 4. School reports and official transcripts in English for students currently in Kindergarten (KG3/Year 1) or above (last two years and notarized if translated), and the results of any standardized achievement and special academic or psychological evaluations (if available).
- 5. Application Form **D: Student Transfer Information** for students currently in Kindergarten (KG3/Year 1) or above
- 6. Photocopy of applicant's passport and visa/Residence Permit
- 7. Photocopy of guardian's passport and visa/Residence Permit
- 8. Non-refundable RMB2,000 Application Fee

To be provided at least one day in advance of the student's first day of school:

- 9. Application Form **E: Health Information**
- 10. Application Form **F: Physical Examination**

Note: Please keep this checklist page of the Student Admission Application for your own records.







Application Form A: Student and Family Information

For School Use Only	: Date Re	ceived _			′	Student I.D.	
			Day	Month	Year		
Student Information							
Student Name:							
Fami	ily Name		First N	lame	Mic	ddle Name	Attach
Gender: Boy 🗌 Girl 🗌	Annlying	for Grade	ı.	Desired Sta	rt Date:	/	Passport
Genden 20, E. Gin E.	, , , , , , , ,	or Grade	··	2011 64 544		Month Year	Photo
Date of Birth:/_	/	Place	of Birth:		/		
		ear					
Nationality:		Passpo	rt Numbe	er:			
Parent Information							
Father's Name:	Family Na			First	Name		Middle Name
Relationship to Applicant	•		ral Father		Stepfathe	r Gua	rdian
					•		
Mother's Name:	Family Na			First	Name		Middle Name
Relationship to Applicant	•		ral Mothe			er Gua	
Current contact addres							
Tianjin Address:							
rialijili Address.							
Tianjin Home Phone:							
Father: Mobile Phone:				E	mail:		
Mother: Mobile Phone: _					Email:		
With whom will the stud	ent be livir	ng in Tian	jin?				
Please Note: IST does no	t admit sti	ıdants un	alacc thay	narmanan	tly reside	with a narent or	legal guardian
Company Information	t aurint ste	dents ur	ness triey	permanen	tiy reside	with a parent of	iegai guaruiaii.
Company Name:				Pare	ent's Job T	itle:	
Telephone No.:							
How did you come to l	know of c	ur scho	ol?				
Colleagues/Company	,	IST Wel	hsite		hA	vertisement/Pro	motional materials
Other parents			ial media			<u>-</u>	
Relocation Company		Met a s	chool rep	at an ever	nt		
Sibling Information							
Brothers and Sisters	Gender	Age	Grade	Applying	for IST?	Cu	rrent School
				Yes	No		
				Yes	No		
				Yes	No		
				Yes	No		

Language and Cultu	ral Information				
Child's Mother Tongu	e (1 st) Language:		Age Cl	nild Began to Speal	« :
What language is used	d between child and	d: Mother?	Father?	Siblings: _	
What language is used	d by parents when s	speaking to each othe	r?		
Your assessment of yo	our child's <u>spoken</u> E	nglish proficiency (ap	plicable only to no	n-native English sp	eakers):
None	Beginner	Intermediate	e Adv	anced Fluent	
Your assessment of yo	our child's <u>written</u> E	nglish proficiency (ap	plicable only to no	n-native English sp	eakers):
None	Beginner	Intermediate	e Adv	anced Fluent	
Has your child ever se	en or been referred	d to a speech therapis	t? Yes	No	
Please indicate in the learning of their moth		•		o make for your ch	ild's continued
•	ditional language o hool fee structure). ool your additional I to study Chinese a	ption of Chinese. At Korean is available f	this time French a rom Grade 6-12. P II be binding for t	and German are a lease note that one the remainder of	vailable for an ce your child is the current or
including mother					
•	•	er tongue language ir	istead of Chinese.		
French		ean (G6-12 only)			
Additional information plan for his o	n related to your ch r her unique learnir	_	uistic background t	hat the school	know in
Brief Medical Informor before of the stude	· ·		al Information For	ms D and E must be	e provided on
Does your child have a epilepsy, serious aller			s of which the scho Io	ool should be awar	e (eg. asthma,
If "Yes", please indicate	te briefly in the spa	ce provided			
Emanage	**				
Please give details of not available. Please	a person who is a r			emergency if the	parents are
Name:		Langu	uage Preferred/Spo	ken:	
Telephone Home:		Mobile:	Eı	mail:	

Application Form B: Student Educational Information

Current and Previous Schools (Note: American Kindergarter	n = British Year 1	.; Grade 1 = Yea	r 2 etc. Gra	de 12 = Year 13)	
Name of School + City & Country (Please begin with the most recent)	Curriculum type (e.g. IB, American/British, Korean etc.)	Attended From (Month/Year)	Attended to (Month/Year)	Last Grad Year Leve Complete	e/ Language of	
	,					
Contact details of a representa	-	ent/most red	ent school:			
Contact Name:		Position:				
Email:		Telephone:				
Birth and Early Childhood Information 1. Did your child experience any significant health, learning or other difficulties 4. Did your child experience any significant health, learning or other difficulties 5. Ves 6. No 6. during his or her first five years of life? 7. Has your child experienced difficulties with physical development which limit 7. No 8. Has your child ever been to see an occupational or physical therapist? 9. Yes 9. No 9. If "Yes", to any of the above questions please comment:						
Student's Detailed Information 1. Has the student previously submitted an application to IST? 2. Has the student previously attended IST? 3. Has the student ever repeated a grade level? 4. Has the student ever skipped a grade level (double promotion)? 5. Has the student ever been asked to leave a school? 6. Has the student received any special academic or psychological support testing? Yes No 6a. If "Yes" to #6, please indicate which service by checking the appropriate box and include a copy of the most recent assessment report for this service at the time of the student interview. ELS (English as a Second Language) Behavior Support Occupational Therapy Speech/Language Therapy Remedial/Learning Support Learning Difficult/Disability						
Other Please Comment Briefly About: 1. Applicant's greatest strengths, talents and/or interests (eg. academic, social, sporting, artistic, awards received etc.): 2. Areas of Concern that you have about your child (Academic and/or Social):						
Additional Comments:						

Application Form C: Parental Agreement

I understand that this signed application constitutes a contract with the school once my child has commenced attendance at the school. I understand that my child's continued attendance is subject to the following conditions being met:

I agree that in enrolling my child at the International School of Tianjin (IST), I fully accept and endorse the school philosophy. I agree to conform to the policies, rules and procedures of the school as established by the Board of Governors and the Administration.

I recognize that full and accurate information about my child is important for the Admissions staff to properly assess IST's ability to provide an appropriate educational program. I understand that the withholding of records, especially those indicating that she or he has special needs or educational disabilities, may delay the admissions process, and could result in either the denial of admission, or in the case of my child being already enrolled, the reversal of that decision.

I recognize that the initial placement decision with regard to class, grade level, and teacher is the decision of the school, but that the school will consult with me when making this decision. I further recognize and understand that the school reserves the right to request an exit interview at the time of my child's withdrawal from the school. Such interviews can provide very helpful information to institutions seeking self-betterment. Failure to comply with such a request may result in the withholding of school records until such interview has occurred.

I accept that in accordance with IST policy, my child will reside with me or a legally appointed guardian and I will inform the school in writing of any time at which I or the guardian will be temporarily absent from home. At such times I will inform the school of the name and contact of the responsible adult (not household help) who will have temporary guardianship of my child.

I recognize that communication between the school and home is vitally important, particularly in times of emergency. I agree to communicate freely and openly with my child's teachers and the School Administration and will actively support the broader community life of the school, including reading school newsletters, participating in the IST Emergency Telephone Tree, and attending school events, Parent Faculty Organisation (P.F.O.) meetings, and teacher conferences.

I accept that the school acts with the best intent to ensure the well-being and safety of my child and that there may be times, especially in cases of emergency, when the school will be required to make decisions and take action related to my child's safety and well-being without my prior approval. I hereby grant permission for such actions to be taken.

I understand that students who are unwell are best kept at home and I will not send my child to school if this is the case. I also accept the right of the school to send a sick child home and that it is my responsibility to arrange for appropriate and immediate transportation and care for my child once the school has contacted me.

I grant permission for my child's name, images and examples of excellent academic and creative work to appear in school publications, such as the yearbook, the school web and social media sites, and school promotional publications.

I have read and understood the IST Community Safeguarding Framework 'Overview' document posted on the school website (https://www.istianjin.org/uploaded/Community/IST Community Safeguarding Overview.pdf), and commit to adhering to the school's expectation that adult visitors who come into contact with students maintain appropriate boundaries and conduct at all times. I also agree to comply with mandatory reporting regulations related to suspected child abuse and will cooperate fully in any investigation into the abuse of a child, or children, or other community member/s.

I understand the importance of the school's program of extracurricular activities and will encourage my child to participate. I also agree that fieldtrips are an important component of the school's curriculum and agree to allow my child to accompany his or her class on fieldtrips as required by the school. I give permission for my child to participate in short field trips within Tianjin, but I understand that I will be asked to sign additional permission slips for out of town and/or overnight field trips.

Finally, by signing below, I accept and agree to the school's admissions policy as laid out in the 'Student Admissions Application' documents. I also accept and agree to the financial terms laid out in the IST fee schedule and related policies published in the Parent-Student Handbook and on the school website, including the force majeure policy. My signature indicates that all application information is accurate and complete and that my child's attendance at school is subject to the timely payment of all applicable fees.

Signature of Parent or Guardian:	Date: _	/	/_	
		Day	Month	Year

KOREAN TRANSLATION OVERLEAF

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Application Form D: Student Transfer Information

Dear School Representative,

The following student has applied for admission to the International School of Tianjin (IST), People's Republic of China. IST is an English medium, co-educational day school servicing the diverse expatriate community of Tianjin. The school is fully authorized to follow the curricula of the International Baccalaureate (PYP, MYP, and Diploma) and is jointly accredited by the Council of International Schools (CIS) and the Western Association of Schools and Colleges (WASC).

IST student admission policies require that adequate information be obtained to ensure that there is appropriate alignment between each student's needs and abilities and the programmes offered by our school. To this end we request that you please complete the brief form that follows and return it directly to IST's admission office at info@istianjin.org.cn

Note: Responses provided remain strictly confidential and do not form part of the student's permanent record

Note: Responses provided remain strictly of	omiaemiai ana ao na	or form part of the student	e a permanent record.
Student Name: Last Name	First Name	Date of Birth:	//
Current Grade:		Applying for G	Grade:
Current school name and location:			
Level of English language proficiency:	Beginner	Intermediate	Fluent
Summation of the student's overall academ Experiencing some difficulty	nic level relative to no Within the norm		/her current grade level: Excelling
General school conduct/attitude:	Poor	Good	Exemplary
Please comment on any special interests, a	bilities or achieveme	ents:	
Has this student been recommended for or Yes (If yes, please record what service			services at your school?
Are there any ongoing areas of academic, p	ersonal, social, or be	ehavioral concern?	
Additional comments:			
Name of school representative completing	this form:		
Position:		Email:	
Telephone:		Date:	

Application Form E: Health Information

To the Parent: Form E (Health Information	-		•		· ·	•		than the
student's first day of school. Please answ Note: The school nurse is available to ass				_	_	th of your	child.	
	•		1 0			Cuada		
Student Name:Family Name			 F	irst Name		_ Grade: _		
Preferred First Name:					/_	/	Δσο.	
Treferred First Name:			Date ()		onth Yea		
Father's Name:								
Family Na	 me			Firs	 t Name			
Mother's Name:								
Family Na				Firs	t Name			
Home Phone in Tianjin:								
Father's Mobile Phone:				her's Mol	bile Phone:			
History of Infectious Diseases	Yes	No	Month/Ye			Comme	nts	
Chicken Pox								
Measles (Rubella 10 days)								
Rubella (German Measles)								
Whooping Cough								
Mumps								
Poliomyelitis								
Scarlet Fever								
Ear Infections								
Tuberculosis								
Hepatitis								
Operations, hospitalization or serious illu	ness (p	lease g	give details a	and dates):			
					D-+			
Vaccinations				1st	2nd	ach dose w 3rd	4th	5th
Poliomyelitis (TOPV Tri-Oral-Polio-Vaccin	ne)			130	2110	314	1011	3611
Diphtheria, Pertussis (or Whooping Coug	gh) and	T etar	nus. DPT					
Tetanus and Diphtheria. TD								
Measles							ble in combin Jumps-Rubel	
Mumps				Measles-Rub	oella (MR). If	your child red	ceived any	
Rubella				appropriate		er the date ir	n each	
Hepatitis A								
Hepatitis B								
Tetanus Booster (age 14-16)								
Tuberculosis. BCG								
Other Inoculations								

Allergies Does your child have any kind of allergy? (food, medication, insect bite, materials, or other)	Yes	No
If "Yes", please write as precisely as possible which kind of allergy:		
Please indicate the severity of the allergic reaction: Mild Moderate	Se	evere
How does your child react to this allergy?		
How do you normally treat this allergy?		
What is the name of the medication you give to your child?		
Does your child carry a Medical Alarm Band?	Yes	No
Asthma		
Does your child suffer from asthma?	Yes	No
If yes, what causes the asthma attacks? Please answer the following questions:		
How often does your child have asthma attacks?		
If your child is treated with asthma medication, please write down the name:		
When is the asthma medication given? Every day Only before exercise	Only during	attacks
Does your child carry his/her asthma medication with him/her to school every day?	Yes	No
Does your child's asthma restrict his or her participation in any sporting activities?	Yes	No
If "Yes", please indicate which activities and to which extent it restricts them:		
Other Pre-Existing Medical Conditions (e.g. Migraine, Eczema, Epilepsy etc.):		
Medication taken for these conditions:		
Other Medication		
Does your child take any other medication regularly?	Yes	No
If "Yes", please write the name of the medication, the dose he/she is given, and how of the medication is given.	often: 	
For what reason is your child treated with this medication?		
Over the Counter Medicine		

Over the Counter Medicine

In the IST clinic we have a small selection of over-the-counter medicines (Panadol, Tylenol Cold, Fenbid, Motrin, Domperidon, Imodium, Smecta, Belladona and Ventolin). All are internationally recognized medications. We are able to treat your child with these products, but only if we have parental permission.

Yes, the school nurse may treat our child with the abovementioned medicine, when she feels it is necessary.

Yes, the school nurse may treat our child with the abovementioned medicine, when she feels it is necessary, but she must please contact us first.

No, we do not wish the school nurse to treat our child with the clinic's medicine.

Emergency Medical Treatment and Parental Authorization

The vast majority of medical incidents that occur during the school day are minor, and can be easily treated in the school clinic. However, in erring on the side of caution when dealing with relatively innocuous but potentially serious injuries, or when responding to an obvious emergency, it may be necessary to send a sick or injured student to an external medical service provider for examination and treatment. Responsibility for the decision to seek outside medical assistance must necessarily lie with the school nurse whose priority is always to protect the welfare of the individual student. Parents will, however, always be contacted as soon as possible following a medical event, or in response to a concern, to inform them of the situation and to confirm a choice of medical provider and transportation arrangements.

A student requiring emergency medical attention - including dental - will be accompanied by the school nurse, a teacher or teacher assistant, or school administrator, to one of the following medical service providers, as deemed most appropriate following discussion with the parents:

- Raffles Medical Clinic (general medical) 1.
- 2. Tianjin United Family Hospital (general medical and dental)
- 3. Shangu AICHI International Dental Center (dental)
- 4. Alternative medical service provider requested by the parents

Note 1: Parents are responsible for all medical costs. However, claims for reimbursement for 'accidents' may be made against the school's Student Accident and School Liability Insurance Policy with PICC.

Note 2: In the event of a medical emergency in which a parent cannot be contacted, the school shall determine the medical provider that it believes to be most appropriate to safeguard the welfare of the student. In most instances this will be the Tianjin United Family Hospital.

Note 3: In certain cases of emergency it may be necessary to transport a student to a public hospital. At such times the school will first solicit emergency treatment advice from either the TUFH or Raffles Medical Clinic to determine the most appropriate provider. In such circumstances, it may also be necessary for the school to administer medication deemed urgent by the emergency service provider guiding the school's treatment of the student.

Permission to Go Home

There are times when a student becomes ill at school and needs to be sent home. At such times the parents will be contacted to inform them that their child is sick and needs to be collected from school and taken home.

Please indicate who may collect the student and sign them out of the school clinic should you be unable to collect

them yourself.		·	
Ayi	Personal driver with IST issued drive	er ID	
Note 1: No student	will be sent home unless a parent is first co	ontacted. Other:	
'	ents' responsibility to collect students from where they are most comfortable and where	n the school clinic if they are unwell. Sick children ar e disease is less likely to be spread.	e
I agree that my si is accurate and ur		mation provided in the Health Information forr	n
Signature of Parer	nt or Guardian:	Date: / /	-

Remember to advise the school nurse immediately in person or in writing of any changes to phone numbers, emergency contacts, or the student's medical condition.

Application Form F: Physical Examination (to be completed by the applicant's doctor)

Student's Name:		Date:				Applying for G	rade:
			Day	Month	Year		
To the Parent							
We aim to cooperate	with you in p	rotecting and pron	noting t	he heal	th of your o	child while he c	or she is in
school. In order to con	nply with the	entrance requirer	ment of	the Inte	ernational S	School of Tianji	in, a physical
examination within the	e past six mo	nths is required fo	r all nev	w stude	nts enterin	g the school. P	lease give
this form to your doct	or for comple	etion. IST can assist	t parent	s in loca	ating healtl	າ service proviດ	ders who
are able to complete t	his form in E	nglish.					
To the Physician							
Please give a physical	examination	to this student, co	mpletin	g the re	equired info	ormation and u	ising the
following code as appr	opriate:						
(No defects = O , Defec	ts = X , Imme	diate Attention De	esired =	XX, Und	der Treatm	ent = T , Correc	ted = C)
Height	cm	Eye (coned)			Lymph G	ilands	
Weight	kg	Eye (vision)	R	L	Lungs		
Pulse		Eye (glasses)	R	L	Chest		
Heart & Circulation		Eye (contacts)	R	L	Respirat	ion	
Blood Pressure		Color perception			Abdome	n	
Blood Type		Ears (Otoscopic)			Hernia		
Nervous System		Nose			Orthope	dic	
Nutrition		Throat			Scoliosis	Check	
Muscle Tone		Mouth Breathing			Menses	(yes, no)	
Skin (eczema)		Speech Defects			Testes		R L
Scalp		Dental Caries					
Hair		Thyroid					
Additional Comments	:						
Urinalysis:							
Physical Activities (No	rmal physica	l education classes	s, swimr	ning, ar	nd competi	tive sport):	
Unrestricted:							give reason:
omestricted.		Wiodifica.				odifica picasc	give reason.
Medication. Is the stu	dent taking a	ny medication (ora	al or inje	ection) (on a regula	r basis? 🔲 Ye	s 🔲 No
If yes, please explain:						_	
ii yes, piedse explaini							
Doctor's Name:			[Date of	Examinatio	on://	/
Phone Number:							
			_				
Signature:							
Note: Please ensure tha	t this form is s	tamped (chopped) v	with the	physicia	n's or hospit	tal's official seal.	