

Admissions Policy

招生制度

1. Applicant eligibility 申请资格

XIS applications must meet one of the four criteria listed below in order to be considered for admission. 申请就读厦门国际学校的学生身份必须符合下列四类资格之一。

Category 1: Applicant with expatriate passport along with Chinese Visa Record and Period of Validity;
第一类：申请者持有外籍护照及有效的中国签证和居留许可。

Category 2: Applicant from Hongkong, Macao and Taiwan with home-visit permit (回乡证/台胞证) issued by China Mainland Authority;

第二类：申请者持有由中国内地相关部门签发的港澳居民来往内地通行证/台胞证。

Category 3: Applicant holding Chinese Passport with at least One Parent holding Foreign Passport or Hongkong, Macao and Taiwan home-visit permit issued by China Mainland Authority, the applicant must provide his /her Birth Certificate to verify the biological relationship with the parent holding Foreign Identity.

第三类：申请者持有中国护照，但是父亲或母亲一方持有外国护照或港澳居民来往内地通行证/台胞证，该申请者必须提供出生证明以核实其与持有外籍身份的父/母的亲缘关系。

Category 4: Applicant holding Chinese Passport but with PERMANENT Resident Card of Foreign Countries;

第四类：申请者持有国外永久居民证。

2. Academic eligibility 学术资格

For new students who enroll at XIS, the school reserves the right to assess and evaluate that student's suitability. If the school determines that it cannot provide an adequate program for that student, it reserves the right to cancel the admission contract and refund the unused portion of the tuition and fee as per policy. The registration fee is nonrefundable.

对于已被录取的新生，学校有权继续对该生进行评估和考核，以决定他是否适合在本校继续学习。如果校方认定本校无法给该生提供合适的课程时，校方有权终止入学合同并按照相关学校规定返还尚未使用的学费和附加费。报名费不予退还。

3. English Proficiency eligibility 英语水平资格

Xiamen International School provides English as an Additional Language (EAL) support in grades Kindergarten through Grade ten (10). All prospective non-English speaking applicants will be evaluated for appropriate level of support. If a student is unable to make the progress necessary for successful assimilation to an appropriate level after one year, the student will be reassessed. Admissions will not be granted to students whose English language proficiency level does not allow them to be mainstreamed.

厦门国际学校为幼儿园至 10 年级的学生提供英语作为第二语言的教学支持课程。所有母语不是英文的申请者须经评估以确定所需帮助的英语程度。如果一个学生在经过一年的学习后仍不能达到与同年级语言要求相应的进步水平，该生将接受再次评估。经再次测试发现学生的语言程度仍然无法达到进入主流课程的学习水平，学校将终止对该生的录取。

The XIS high school program and IB Diploma Program in grades 11 and 12 involve rigorous college-preparatory coursework in English. In order for students to be successful in these programs, English requirements for admission are as follows:

厦门国际学校高中 11 年级和 12 年级的 IB 文凭课程包含学术要求严格的全英语的大学预科课程，为确保学生能成功学完这些课程，特制定申请入学者的英语语言要求如下：

Grade Level Entering 报读年级	Proficiency Level (Phase)语言要求级别	Support Provided 语言支持课程
12	6 (Proficient)熟练掌握	None 无
11	6 (Proficient)熟练掌握	None 无
10	5 (Proficient)熟练掌握	Limited support in English Language and Literature class 有限的英语语言和文学课程上的支持
9	4 (Capable) 掌握	Language Acquisition Class and in-class support for some classes 语言习得课程和部分课程的随堂帮助
8	3 (Capable) 掌握	Language Acquisition Class and in-class support for some classes 语言习得课程和部分课程的随堂帮助
7	2 (Emerging) 逐渐掌握	Language Acquisition Class and in-class support for some classes 语言习得课程和部分课程的随堂帮助
6	1 (Emerging) 逐渐掌握	Language Acquisition Class and in-class support for some classes 语言习得课程和部分课程的随堂帮助
5	1 (Emerging)逐渐掌握	Push-in and pull out support 语言老师帮助
4	NTE *入门级	Push-in and pull out support 语言老师帮助
3	NTE 入门级	Push-in and pull out support 语言老师帮助
2	NTE 入门级	Push-in and pull out support 语言老师帮助
1	NTE 入门级	Push-in and pull out support 语言老师帮助
KG 学前班	NTE 入门级	Homeroom teacher support 主课老师帮助
Pre-K 学前班	NTE 入门级	Homeroom teacher support 主课老师帮助

*NTE – New To English 英语入门级

English proficiency is determined in the admissions process through a variety of measures such as interview, writing sample, and reading assessment. Admissions decisions for English Language Learners are also contingent on XIS having the available space and support needed.

申请者的英语语言水平是在招生过程中通过面试、写作和阅读测试等各种各样的评估方式决定的。录取决定也取决于厦门国际学校是否有足够的学位和教学资源满足申请者所需的教学支持。

4. Age requirements 年龄要求

Pre-Kindergarten: a child must be four (4) years old by September 1st.

Kindergarten: a child must be five (5) years old by September 1st.

Children thereafter will be placed in an appropriate grade as per the decision of the Principal.

Children over nineteen (19) years of age at the time of application will not be admitted.

Children may be moved with the approval of the Principal upon teacher recommendations and after consultation with the parents.

学前班：9月1日前该生满4周岁。幼儿园：9月1日前该生满5周岁。其他年级的学生由中小学部主任决定编入适当的年级。年龄超过19岁的学生不予接收。根据教师的建议并征得校长和家长同意，可决定学生升级或留级。

5. Decisions 录取决定

Decisions are made throughout the school year based on when applications are submitted, and for the specific school year. For example, each December, applications are open for the coming school year. The

first window to collect applications closes in April. The first round of decisions are made in April. Any applications submitted after April will be processed one-by-one and decisions made within one week. 整个学年的录取决定基于递交申请的时间以及确定的入学年份。例如，新学年的申请开放时间为每年的 12 月。第一次批量申请的窗口在 4 月份关闭。第一轮面试录取决定在 4 月份做出。4 月份以后递交的申请将在一周内逐一处理并做出决定。

Possible decision outcomes 几种招生决定结果

Decision 决定	Definition 解释
Eligible for admittance 录取	The applicant has been accepted and will be admitted without conditions 申请者通过考试，被无条件录取
Eligible for admittance with conditions 有条件录取	The applicant has been accepted; however, conditions must be met in order for the student to start or to maintain admittance. Examples may be related to academics, English language proficiency, behavior, or an incomplete assessment. 申请者虽然获准录取，但必须达到校方为其设定的相关学业、英语语言能力，个人行为或尚未完成的评估等条件以开始和维持继续就读
Wait pool 等候学位	The applicant is eligible yet the grade level in which the applicant has applied to is at capacity. 申请者通过考试，但是所申请就读的年级已经满员
Not eligible 不予录取	The applicant is not eligible to attend XIS due to the school's limited resources needed to fulfill a successful school year. 由于学校目前教学资源有限，无法满足申请者的学习要求，故不予录取

6. *Different School Calendars 校历差异*

Applicants who are coming from countries with different school calendars will be required to enter the grade they just completed. For example, if an applicant coming from the Australian system enters XIS in January having completed Grade 2 in Australia, that student will continue with Grade 2 at XIS until June. This is to ensure that she/he does not miss important academic information for the following school year. 来自不同的国家和使用不同校历的学生想要在我校学年中申请入读，他们必须在我校继续就读当前刚刚修完的年级。例如，一个已经在澳大利亚修完二年级的新生想要在一月份申请入读我校，那么这个孩子将仍然被安排在二年级学习，直至六月份毕业。这样做是为了确保他/她不会错过重要的教学内容，为下一学年打好基础。

7. *International Baccalaureate Diploma Programme (DP) 国际文凭组织大学预科课程*

Secondary school students will be regularly evaluated for their progress in English. Any students who do not meet the school's minimum standard of English and/or do not have good academic standing may be denied admission to Grade 11 even if they are already enrolled at XIS.

学校将对被录取到高中部（9 和 10 年级）的学生的英文学习进展情况定期进行评估。任何无法达到学校最低英文水平要求和学业成绩不佳的学生，即便他们已经是 XIS 的在校学生，也将可能不予升入 11 年级。

8. *Grade twelve (12) applicants 关于 12 年级的申请*

Applicants will only be accepted in grade twelve (12) if their current program matches the program offered at XIS, and if they are native or near-native speakers of English.

由于 11 和 12 年级的课程是一个两年制的完整课程，只有在转入学生的母语是英语或者接近英语为母语的水平和所学的课程与 XIS 课程相衔接的情况下，该生才能进入我校 12 年级学习。

9. *Residence and Guardianship* 居住与监护

All admitted students must live with at least one of their parents or a guardian in Xiamen. Guardians must be approved by XIS prior to a child's admission. Guardianship requirements are available upon request from the Admissions Office.

学生必须至少与一方父母或一位监护人在厦门一同居住，厦门国际学校不提供住宿。在新生录取前，该生的监护人必须经过学校的审核及批准。有关监护人的职责要求可以向校招生办咨询。

10. *Factors in Admissions Decisions* 决定录取的要素

- Academic ability, as demonstrated through prior grades, standardized test scores, and the XIS Academic Admissions
学习能力，根据学生先前的学分，标准化测试成绩以及我校的入学考试结果进行评定
- Behavior, as demonstrated by report cards and confidential recommendations 行为表现，参考成绩单评语和推荐信
- Space available in the classroom (wait pools will be started when a grade level is filled) 班级的名额状况（如果年级人数饱和，我们将创建候选新生名单）
- English ability 英语能力
- XIS will give priority to applicants who have siblings already enrolled or concurrently applying, are temporarily relocating to Xiamen, or have English skills at the level of native speakers. These criteria are not listed in any priority.

当班级学生数达到顶峰时，我们将创建候选新生名单。我校将优先录取以下学生，该生已有兄弟姐妹在我校就读或一同申请入读，即将迁入厦门居住或者该生的英文能力达到母语水平。

以上优先考虑标准不按主次而分先后顺序排列。

11. *Denial or Retraction of Admissions* 不予录取或终止入学合同的情况

- Admission may be denied in the case of a serious or potentially contagious illness or for an incapacity or learning disability or for a behavioral problem for which XIS does not have the specialized personnel or resources necessary to deliver an appropriate or effective instructional program.
发生下列情况时，学生不被录取：该生有严重的或潜在的传染性疾病，或有严重的学习障碍或残疾。由于学校目前暂无合适的特教教师教授此类专门的课程，故学校不予录取。
- A student's admission may be retracted due to an expulsion that resulted from acts that in the judgment of the administration are in gross violation of established school rules and regulations regulating the health, safety, instructional environment and reputation of XIS.
发生下列情况时，学生的入学合同将被终止：该生已严重违反学校现行的健康、安全、教学环境和学校声誉的规章制度，校方管理者决定予以开除。
- The administration may retract admission after concluding that its efforts to deliver an effective program have been unsuccessful due to a lack of specialized personnel or resources and that it is in the best interests of the student in question to seek a more effective program elsewhere.
发生下列情况时，学生的入学合同将被终止：校方已尽力为该生提供教学课程，但由于缺少专门人才，未能达到应有的教学效果，为学生的最大利益出发，学校管理人员建议该生可在其他学校寻找更为合适的课程。
- The administration may retract admission for failure to pay tuition or fees that are in arrears for more than thirty (30) days without prior written authorization from the XIS administration granting a delay under a specified timeline and after notification by phone or letter to the party responsible for payment has been unsuccessful.

发生下列情况时，学生的入学合同将被终止：未获校方管理人员书面同意延迟付款，并经校方电话或书信连续要求付款后，该生 30 天后仍未支付学费等款项的。

- The administration may exercise its prerogatives as a private school and retract admission if a student's parent engages in repeated harassment of a teacher or staff member or administrator at XIS that in the considered judgment of the administration, is unjustly damaging to the personal or professional reputation of the individual in question or that is in violation of that individual's right to be treated in a decent and fair manner or that is unjustly damaging to the reputation of the school. The administration will consult with the Board and will provide a written report to the Board of Directors before taking such action. Examples of such behavior that could lead to a retraction of a student's admission would be:

发生下列情况时，校方管理人员有权行使私立学校的特殊权利，终止学生的入学合同：

若学生家长连续侵扰学校的教师、职员或管理人员，不公正地损害到当事人的声誉，或侵扰了当事人应得到公正的、合适的对待的权利，或不公正地损害了学校的声誉。校方管理人员在和董事会家长代表磋商一致后，采取终止入学合同的措施，并在终止合同后举行的董事会会议上，向董事会提交书面报告。导致终止合同的上述相关行为举例为：

- repeated, willful disrespect for the school policies and regulations
对学校规章制度重复的有意的不尊重
- willful falsification of student records
有意篡改学生记录
- Student expulsion from previous school
该生被原籍学校开除
- slander or defamation of character by direct means or through rumor and innuendo
直接诽谤或间接谣言中伤、影射个人人品
- engaging in any activities that violate PRC laws (e.g., proselytizing religion, displaying or distributing emblems, flags or symbols of Taiwan)
参加任何违反中华人民共和国法律的活动，或展示、散发台湾“国旗”、“国徽”
- demonstration of racial, religious or ethnic intolerance
散播有关种族偏见，宗教不一致的言论
- demonstration of disrespect for Chinese customs or beliefs
散播不尊重中国风俗、信仰的言论
- inappropriate advances of a personal or sexual nature toward students or employees of XIS
对厦门国际学校师生有不恰当的性骚扰行为
- repeated, willful interference in the implementation of the curricular program or the administration of the school
有意的、重复地干扰学校的正常教学或管理秩序
- Student pattern of behavioral problems
学生的行为方式存在问题
- Parent or student engaging in repeated verbal, physical, or sexual harassment of a teacher, staff member, or administrator at XIS
家长或学生连续用言语,暴力侵扰或者性骚扰学校的教师、职员或者管理人员
- Student failure to make reasonable progress toward grade-level success over a determined period of time, as decided by teachers and the Principal
在由教师和学部主任共同约定的期限内，学生不能取得适度的进步
- Student living in Xiamen without parents and/or other approved guardian
学生在厦门没有与家长或校方认可的监护人一同居住

Application Procedures 申请入学程序

1. Applicants may be admitted at any time during the school year. However, the school reserves the right to review admittances for program impact. High School applicants admitted after a specific date may not be granted credit. See calendar for specific dates.

学生有可能在学年中的任何时候被学校录取。但是基于教学的考虑，学校有权决定最终是否录取该生。因学年中某些日期后入学的高中学生将无法获得相应学分。具体日期请参照我校校历。
2. Application for admittance must include all required academic and health records before enrollment and placement procedures can be considered complete. Parents must submit a complete file (please see checklist below), translated into English, from any previous schools.

家长应向招生人员提供完整的英文版的前任学校的所有学业记录及健康记录(具体请参见下面的清单)。
3. The Admissions Coordinator will notify the Admissions Committee when all application materials are completed. An appointment will be scheduled with the parents, students, and appropriate school personnel to conduct an initial assessment. The initial assessment of the applicant may be completed within five working days after the receipt of all documents depending on external factors (e.g., numbers of student to be tested, holidays, etc.). Based on the assessment results, a determination will be made as to whether the applicant is accepted and his or her grade level placement.

在收到完整的入学资料后的5个工作日内(时间也取决于外部因素：例如待考学生人数，节假日等)，招生人员将通知中小学部主任和心理顾问，并安排恰当的学校人员与家长、学生见面，进行初步测试。基于测试结果，校方决定是否录取该生以及适当的年级安排。
4. Regardless of the applicant's schooling and language background, an initial screening assessment must be completed. For both Elementary and Secondary students, this assessment includes an English Language Proficiency and Mathematics knowledge test for the grade level to which the student is applying.

无论学习情况和语言背景如何，学前班、小学部和中学部的申请者都必须参与申请年级相关的初步测试，测试内容包括英语语言能力和数学知识。
5. At this time, we cannot accept students with moderate to severe special learning needs/disabilities until such time as there is appropriate external and internal supportive infrastructure which can provide an appropriate program to meet that student's needs. Any and all documentation in this regard must be presented with the application materials.

现阶段，我校暂时还没有相应的师资力量和教学资源来招收有中度至重度特殊需求以及学习障碍的学生。如果学生有这样的需求，报名时必须递交相关的文件资料。对于此类学生的录取，校长和董事会有最终决定权。
6. If the determination is made that the applicant will be admitted, the applicant can generally attend school within two working days. It is the goal of the school to admit a new student within seven working days from the date the documents are received.

若校方已决定录取该生，该生通常可在两个工作日内来校上课。原则上，学校将在收到有关材料的7个工作日内完成该生的录取工作。

7. Once admitted, Elementary School students who are new to English will be monitored closely by the grade-level's respective English Language Learners' (ELL) support teacher. The school reserves the right to admit students conditionally based on concerns related to low-level English proficiency, behaviour, or special learning needs.
一经录取，小学相应年级的英语语言老师会密切关注英语基础差的学生并对之进行随堂语言辅导。学校保留对英语水平偏低，有行为问题和特殊学习需求的学生给予试读的权利。

Please check the following list to make sure you have completed and uploaded all necessary materials prior to the admissions interview.

请根据以下清单确认您申请入学面试前所需的资料已经全部在线递交完毕。

- ❑ Official previous school records in **English** (a minimum of two years required), applicants for grade 1 and below should submit school progress reports as appropriate
至少前两年的学业记录原件，申请一年级的学生需提供学前教育进展报告(均需英文版)
- ❑ Official Immunization Record
疫苗接种记录
- ❑ Completed Confidential Recommendation Form (CRF) by the evaluator from applicant's previous school (Must be sent directly from previous school). A CRF cannot be accepted directly from family & applicant.
提交由原学校科任老师完成的学生评估表（必须直接由原学校提交）。不接受由家庭成员或者申请者直接提交学生评估表
- ❑ Copy of the passport statistics page, China Visa Stamp and residence permit for each student and parents
父母和学生的外籍护照首页、中国签证页及有效居留证的复印件 (港澳台同胞需提供：港澳身份证和港澳护照复印件；台胞证和中华民国护照复印件)
- ❑ Most recent, colored, individual passport size digital photo of each student and both parents
父母和学生的近期单人彩色电子照片(护照尺寸)