



SPGS
INTERNATIONAL

SPGS International School Chengdu

Admissions Policy

2025-2026



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Effective Date	March 2025
Policy set by	School Senior Management Team
Approval	School Governing Board
Next Review Date	March 2026

Admissions Policy

SPGS International is committed to ensuring that their admissions processes are conducted in a way which is transparent and fair. A copy of this policy is available on request from the Admissions Office or on our school website.

All parents should read the Terms and Conditions governing Admissions and Enrolment (“Terms and Conditions”) before submitting an application.

Admission Facts

There are a limited number of places available each year so families are encouraged to apply early. From an education perspective, it is preferable for students to start at the beginning of the school year. However, as an international school, we are aware that families’ schedules/locations may change at short notice, therefore we offer a rolling admissions process throughout the year. Applicants must complete and return all relevant paperwork, along with the application fee for admissions assessment.

Procedure

School visits and open days

SPGS International School Chengdu strongly encourages parents and children to come and see the school for themselves. Parents should book a campus tour by online registration. We also hold annual open events for prospective families with attendance by appointment through the Admissions Office or by online registration.

Application RMB 2,000/student

Parents must register their children by filling out the application forms. A set of required supporting documents must also be submitted at the time of application.

A one-time non-refundable application fee of 2,000RMB is required at the time of application. Payment details will be provided to parents upon receipt of the required application form and supporting documents.

The Health Form, School Bus Registration Form, or Terms & Conditions are not required for admissions purposes, but will be required as part of the enrolment process.

Deposit Fee RMB 30,000/student

The deposit fee is a one-time payment for new students payable to the School on the acceptance of an offer of a place. Receipt of this fee ensures the School reserves a place for the student. This fee is deducted from the student’s tuition fee once they are attending the School.

School Property Deposit: RMB 18,000/student

The School Property Deposit is a refundable one-time fee to support the school’s investment in educational equipment, facilities and learning resources. Refund of the School Property Deposit is dependent on all

borrowed school property being returned in good condition. More information can be found in the School Fee Policy.

Assignment Fee RMB 12,000/student

The Assignment Fee ensures the student's place is reserved for the following term. The fee is refundable, dependent on the date the school receives a formal written withdrawal request from the parent/guardian. More information can be found in the School Fee Policy.

Previous School Record

Copies of previous school reports are requested for all applicants who have attended school or kindergarten. These are used to check later decisions or provide additional information where necessary.

Meeting with the Principal/Head of Junior School & Student Assessment

A meeting will be scheduled with the Head of Junior School or Principal for both parents and child(ren). The purpose of this meeting is to determine whether the family will thrive in the type of education the school offers and if they can engage positively with the school community. Every child applying for a place at SPGSI Chengdu will participate in an assessment conducted in a classroom setting. This assessment helps us gain insights into the student's academic level, learning style, and English language proficiency, enabling us to understand how we can best support the student's growth should they join us. SPGSI Chengdu is academically rigorous, and this comprehensive assessment ensures that we make admissions decisions that align with the child's educational needs and potential.

Taster days

As part of the admissions process (for upper Junior School and Senior School), the School may, at its discretion, organise a 'Taster Day' for prospective students. This is designed to provide students with an opportunity to experience the learning environment and educational approach at SPGSI Chengdu. Additionally, it allows the School to assess how the student may benefit from the education we offer at SPGSI Chengdu.

Taster Days will only be conducted during term time and are subject to the School's approval. The decision to offer a Taster Day, as well as its scheduling and structure, rests solely with the School.

Decisions

The decision to offer a place to an applicant is made jointly by the Principal or Head of Junior School, the Admissions Team, and if relevant, the Department of English as an Additional Language (EAL). Generally, the successful applicants are expected to demonstrate:

- A history of appropriate school behaviour and academic performance;
- The ability to succeed socially and academically at SPGS International School Chengdu;
- A willingness to work hard and commit to our academic programme;
- A commitment to work to improve their English skills should this be recognised as a requirement;

- A readiness to participate in our wide CCA programme which forms part of our holistic educational offering.

Additionally, we expect parents to be fully involved and supportive of their child's/children's education.

The admissions decision will be made within 5 working days of the meeting with the Head of Junior School or Principal, and the assessment having been completed. All parents receive written confirmation of the admissions decision via email. If a student is not accepted, parents may receive feedback on the decision over the telephone.

The deadline for acceptance is set as 10 working days for the acceptance of a school place. The enrolment fee is required on the acceptance of an offer.

Waiting Lists

The school holds waiting lists for students who have successfully passed the application process but are unable to enrol as a result of an overly subscribed year group. Offers are made as and when possible to ensure the optimal number of students each year.

Discounts

Discounts are available on tuition fees in a limited number of circumstances

These include:

- **Early Bird Discount**
A 5% 'early bird' discount will be applied for students who decide to continue their studies and pay tuition fees before 9th May, 2025.
- **Sibling Discount**
A 5% sibling discount on tuition fees is offered for a second child attending SPGSI Chengdu during the same academic year, and a 10% sibling discount on tuition fee for a third child or more. Sibling discounts will be applied in order of age with the youngest child receiving the largest sibling discount.
- **Annual Payment**
The tuition fee can be paid annually or on a termly basis. Parents who choose to pay the tuition fee on an annual rather a termly basis can enjoy a 3% discount.
- **Corporate and Consulate Discount**
Corporate discount is discretionary and subject to a contract with the relevant business or corporation. Please contact our admissions team for further details

Any discounts applied are entirely at the discretion of SPGSI Chengdu.

Scholarships

We offer a range of scholarships for students who have a particular skill, ability or aptitude. Scholarships of 30% are offered in the following areas in accordance with particular year groups:

- Rosalind Franklin Academic Scholarships
- Gustav Holst Music Scholarships
- Rhoda Dawson Art Scholarships
- Celia Johnson Drama Scholarships
- Dance and Sports Scholarships

Payment Terms

The tuition fee can be paid annually or on a termly basis. Parents who choose to pay the tuition fee on an annual rather than termly basis enjoy a 3% discount.

- The annual tuition fee (or Term 1 tuition fee for termly payments) and the resource fee are due by 27th June, 2025.
- Term 2 tuition fee is due by 28th November, 2025.
- Term 3 tuition fee is due by 27th February, 2026.

For mid-term applications, the tuition fee and meals fee (school bus fee, if applicable) will be calculated on a pro rata basis.

The parent/guardian accepts full responsibility to ensure all school fees are paid in full, by the due date, regardless of whether the fee is paid by the parent/guardian, parent's company or any other third party.

Cooling off period

We understand that transitioning to a new school is an important decision for families. To support this process, we have a 15-day cooling-off period after a student joins SPGSI Chengdu. During this time, if parents/guardians feel the school is not the right fit for their child, they may choose to withdraw. In such cases, one month's tuition will be deducted, and the remaining tuition fees will be refunded.

After the 15-day cooling-off period, the standard tuition fee policy will apply. Our goal is to work closely with families to ensure a smooth transition and a positive experience for every student. More information can be found in the School Fee Policy.

Equal opportunities

SPGS International Schools are committed to equal opportunities for all. We welcome candidates with additional educational needs or physical disabilities to apply, provided that they meet our entry requirements. SPGS International School Chengdu will consider all applications and make all possible efforts to accommodate the needs of candidates who have additional educational needs and/or disabilities for which, with reasonable adjustments, the school can cater adequately. However, candidates are accepted on a case-by-case basis and the

evaluation will take into account both the needs of the applicant and also the expertise, staff and resources currently available within the school.

The school needs to be aware of any known disability or additional education need. Parents of a child who has any disability or additional educational need must provide the school with full details during the application process.

The school needs this information so that it can assess the needs of an applicant and consult with parents about the adjustments, which can reasonably be made, to ensure that the application procedure is accessible for the candidate and that, should the offer of a place be made, the student will be able to play as full a part as possible in school life.

This policy should be read in conjunction with our Learning Support Policy.

Fluency in English (the main language in which lessons and school activities will be conducted)

We will accept students whose first language is not English. The level of English required for enrolment to Nursery, Reception and Year 1 is more flexible. However, in order to fully appreciate the curriculum and benefit from the wide range of opportunities offered at school, students need to have an adequate command of English for enrolment into Year 2 upwards. For this reason, our entrance process assumes that candidates are able to communicate (both verbally and in written form) and receive instructions from teachers in English. Further information about our policy on supporting students who have English as an Additional Language (EAL) is provided in our EAL Policy.

At SPGS International School Chengdu all lessons are conducted in English, with the only exception being Chinese. At Early Years and Junior School level, children are supported in the native English classroom environment by a qualified bilingual co-teacher who offers immersive learning in both English and Chinese to small groups and individuals.

Although Chinese is not the main language of instruction in the school, great importance is placed on the language and children receive daily Chinese classes. No specific level of Chinese is required for enrolment into any year level. However, children will either study Chinese as a Native Speaker (CNS), Chinese as a Second Language or Chinese as an Additional Language (CAL) depending on their Chinese ability.

Visa Requirements

In accordance with the regulations of the Education Department of Sichuan Province, we are only permitted to enrol students who are either:

- (i) Foreign passport holders
- (ii) Holders of a Mainland Travel Permit for residents from Hong Kong SAR, China; Macau SAR, China; or Taiwan, Province of China.

Age Requirement

Year level placement is determined by the applicant's age, as outlined below.

	SPGS Chengdu Year Level	Age in the Enrolment Year
Early Years	Nursery	Must be 3 years old by 31 August
	Reception	Must be 4 years old by 31 August
KS1	Year 1	Must be 5 years old by 31 August
	Year 2	Must be 6 years old by 31 August

KS2	Year 3	Must be 7 years old by 31 August
	Year 4	Must be 8 years old by 31 August
	Year 5	Must be 9 years old by 31 August
	Year 6	Must be 10 years old by 31 August
KS3	Year 7	Must be 11 years old by 31 August
	Year 8	Must be 12 years old by 31 August
	Year 9	Must be 13 years old by 31 August
KS4 IGCSE	Year 10	Must be 14 years old by 31 August
	Year 11	Must be 15 years old by 31 August
Six Form	Year 12	Must be 16 years old by 31 August
A-level	Year 13	Must be 17 years old by 31 August

Residence arrangements

SPGS International School Chengdu is a day school. For pastoral welfare and academic reasons, we expect that all students will live with a parent or legal guardian.

The Principal may refuse admission to the school if, in his/her professional judgment and after discussion with the candidate's family, the Principal, or Head of Junior School is of the opinion that there will not be suitable parental guardianship arrangements in place.

Travel

Children at SPGS International School Chengdu have a busy school day and may be involved in many co-curricular activities and clubs. For the wellbeing of our students, we therefore encourage parents to carefully consider the travelling time needed for children to get to and from school and, if necessary, consider relocation closer to the school.

Parent contract

All parents accepting a place at the school for their children are asked to agree to the Terms and Conditions governing Admissions and Enrolment and are required to sign the Acceptance and Enrolment Agreement, and the School Fee policy.