

## Hope Christian High School Primary Years Programme Admissions Policy

### HCHS Mission Statement

Hope Christian High School is a non-stock, non-profit, non-sectarian church-related educational institution that aims to train and transform its students through Academic Development, Spiritual Formation, Personal Enrichment, and Social Awareness.

Guided by its **vision**, Hope Christian High School seeks to inspire its reflective learning community to acknowledge God's love, obey God's law, develop the self, and contribute to global society.

It's also set to carry out its **mission** of being committed to continually provide world-class Christian education relevant to the changes and challenges of the times for the glory of God.

### IB Mission Statement

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### Guiding Principles

Hope Christian High School is committed to providing equal educational opportunities for all individuals, irrespective of race, ethnicity, gender, religion, disability, or socioeconomic background. As part of this commitment, we maintain an open admission policy that welcomes all applicants who meet our minimum admission requirements.

Our open admission policy ensures that every individual has the opportunity to pursue the best possible education and achieve their academic goals. We believe in the inherent potential of every student and are dedicated to fostering an inclusive and diverse learning environment.

Under our open admission policy lie the following guiding principles:

1. **Equal Opportunity:** The school does not discriminate against any individual based on race, ethnicity, gender, religion, disability, or socioeconomic status in the admission process. Admission to Hope Christian High School is open to all applicants who meet its minimum admission standards and requirements defined below.
2. **Accessibility:** The school ensures that all students have access to the school's various programs, facilities, materials, and resources that the school can provide to help students develop physically, emotionally, spiritually, and academically to their fullest potential.
3. **Inclusivity:** The school provides educational programs and services that meet various needs of all its students to meet their educational goals. (See HCHS Inclusion Policy). Through its generous alumni sponsors and donors, the school aims to provide the best possible education to children of its staff and faculty as well as students from economically disadvantaged conditions.

At Hope Christian High School, we are committed to fostering a culture of inclusivity, diversity, and opportunity. Our open admission policy reflects this commitment and ensures that all individuals, regardless of cultural and social background, have the chance to pursue their educational aspirations and achieve academic success.

## Admissions Procedure

1. The admission process starts with inquiry and application that could be made through the admissions office either via email or in person.
2. Upon receipt of the admission requirements, documents, and payment of the application fee, the guidance office schedules and administers assessments that include the following: Culture Fair IQ test, English and Chinese Language Diagnostic Test, English Literacy, Math, Science, and Filipino tests.
3. In addition, students sign the school's Academic Integrity Pledge at grade 5 acknowledging the importance, understanding, and commitment to abide by the ethical rules and regulations of academic work. (See HCHS PYP Academic Integrity Policy)
4. Upon release of the entrance tests, designated school officials interview students and parents or guardians for a review of assessments, requirements, programs and policies of the school.

## Admissions Assessment and Student Needs

Based on the results of assessment and review of student records, the guidance office makes appropriate recommendations to parents to meet their learning needs, whether language,

literacy, remediation, or enrichment as outlined in the Provisions for Learning section of the Inclusion Policy of the school.

Identifying student needs starts with the assessment during the admission process and continues until students conclude their education and meet their educational goals.

## **Students with Exceptionalities**

Students diagnosed with special needs and exceptionalities are accepted, with the school collaborating with parents and guardians who provide for the additional assessment, resources, and support, required or given by outside specialists. To meet the learning needs of these students, procedures and practices are defined in the Inclusion Policy.

## **Language Requirements**

There is no minimum language requirement for the Chinese and Filipino programs at HCHS. The school provides programs for students in both Chinese and Filipino at the emergent level and if necessary, students can take basic Chinese and Filipino to access the language programs in school.

1. Foreign students from countries where English is not the language of instruction need to meet the minimum English language requirements as defined by the PYP language acquisition phase 2 (Emerging level), with decoding and basic social communication skills in the English language.
2. Foreign students accepted at any grade level must meet the level 3 Proficient English language level to join the regular core subjects and access the PYP curriculum to meet the requirements of the programme.

## **Conditions For New Students**

In order to maintain the standard of the school, new or transferee students are placed under a probationary period during his/her first year of study. During this period of one academic year, each student must maintain the following:

- No failing final grades.
- No deportment lower than B-
- No violation of the school's Code of Conduct and Discipline for students.

## **Attendance Policy**

Every student is required to adhere to the policies established by the Department of Education regarding school attendance. Any student, who committed twenty percent (20%) absence of the prescribed number of classes, may be dropped from the official student list. The Department of Education requires every student to be present for at least 80% of the total number of days in a school year.



## Notice of Acceptance

An applicant who qualifies for admission will be advised through a Notice of Acceptance from the Registrar's Office and will be eligible to make reservation for the next school year.

The accepted applicant will be given two (2) weeks after receiving the Notice of Acceptance to pay the reservation fee at the Business Office.

The reservation fee is non-refundable and non-transferable but deductible from the tuition fee. An applicant who fails to pay the reservation fee within the allotted time will be included in the "wait-list" and the slot will be given to another qualified applicant.

## Withdrawal Policy

1. If the student wishes to withdraw his/her application.
  - a. The parent or guardian must submit a letter for cancellation of registration.
  - b. The student must secure an official clearance from the Registrar's Office.
2. All submitted documents shall become the property of the Registrar's Office and are not to be returned to the applicant. Application and reservation fees are neither refundable nor transferable.

## Appendix A Requirements for Enrollment

### a. Local Students

- Application Form with four (4) copies of recent passport-size picture
- Clear photocopy of Philippine Statistics Authority (PSA) Birth Certificate
- Two (2) clear photocopies of most recent school year's English and Chinese report cards (Form 138). Original copies should be presented for verification
- Certificate of Good Moral Character from previous school

### b. Foreign Students

- Application Form with four (4) copies of recent passport-size picture
- Birth Certificate issued by their country of origin
- Authenticated copy of Alien Certificate of Registration (ACR/I-Card) and/or photocopy of passport information and current visa. Original copies should be presented for verification
- Two (2) clear photocopies of most recent school year's English and Chinese report cards (Form 138). Original copies should be presented for verification  
(Note: If the student credentials are not in the English Language, they must be translated to English.)
- Certificate of Good Moral Character from previous school

**Appendix B**  
**Admissions Assessment Results Flowchart**

