



**APPLICATION FORM – AGE 3 – 12**

**Admissions Office**  
 phone: 852-2772-2468 • fax: 852-2566-7188  
 e-mail: [apply@ims.edu.hk](mailto:apply@ims.edu.hk) • website: [www.ims.edu.hk](http://www.ims.edu.hk)



**Stanley Campus:** Ma Hang Estate, Phase III, Stanley, Hong Kong  
**Aldrich Bay Campus:** G/F, i-UniQ Grand, 155 Shau Kei Wan Road, Hong Kong  
**South Horizons Campus:** G/F, Blocks 23 to 23A South Horizons, Phase III, Ap Lei Chau, Hong Kong  
**Mid-Levels Campus:** Mezz Entrance, Tung Fai Gardens, 17 Po Yan Street, Sheung Wan, Hong Kong

I hereby apply for my child to be admitted to:	Starting Date Requested:
<input type="checkbox"/> Casa dei Bambini Programme (Age 3 to 6) at: (indicate your order of preference, 1-4) ___ Mid-Levels (ML) ___ South Horizons (SH) ___ Aldrich Bay (AB) ___ Stanley (ST)	
<input type="checkbox"/> Elementary Programme (Age 6 to 12) at Stanley Campus (ST)	

My child requires school bus service  YES  NO

*\*The HK Government requires all children enrolling in **Stanley** to travel to school by School Bus, public transportation, or on foot.*

**A. CHILD'S INFORMATION**

Child's Full English Name: \_\_\_\_\_  
(Surname) (First) (Middle)

Child's Chinese Name (if any): \_\_\_\_\_ Name Used: \_\_\_\_\_

Passport Number: \_\_\_\_\_ HKID Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Male  Female Citizenship: \_\_\_\_\_  
(Day / Month / Year )

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_ Home E-mail\*: \_\_\_\_\_  
(\*This email will be used for future school correspondence)

**B. PARENTS' CONTACT INFORMATION**

	FATHER	MOTHER
English Name		
Chinese Name		
Citizenship		
Occupation		
Company Name		
Work Phone		
Mobile		
Work E-Mail		

### C. CHILD'S LANGUAGE AND SCHOOL INFORMATION

Child's First Language:  English  Mandarin  Other(s): \_\_\_\_\_

Child's Second language (if any):  English  Mandarin  Other(s): \_\_\_\_\_

English Proficiency:  Fluent  Moderate  Beginner

Mandarin Proficiency:  Fluent  Moderate  Beginner

Child's Current / Previous School (s) Attended: (Please indicate if Montessori school)

From (Mth / Yr)	To (Mth / Yr)	Name of School	City/ Country	Language of Instruction

Details of Child's Siblings (if any):

Name	Sex	DOB (DD/MM/YYYY)	Current School Name

### D. QUESTIONNAIRE FOR PARENTS

1. What is your experience with Montessori education?

2. What educational goals do you have for your child?

3. How do you see IMS assisting you in meeting these goals?

4. Where do you desire to have your child attend Elementary/Grades 1-6? (For applicants below 5 years of age)

5. How would you describe your child's personality and learning style?

6. What do you see as your child's greatest strengths?

7. Please specify any special physical, emotional or educational needs for your child. If your child has been recommended for speech/language or other therapy or assessment, please attach the relevant reports.

8. How does your family enjoy spending time together?

9. Were you involved in the Parent Teacher Association of your child's previous school, and as a member of a parent-involved school? What talents, interests, and resources can you share to enhance the IMS community?

10. Is there any further information that would be helpful in our understanding of your child?

## E. OTHER INFORMATION

Other Contacts with IMS:

Information Session

School Tour

Phone / E-mail Enquiry

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Open Day

Speaker Event

Other

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

## F. PARENTAL AGREEMENT

I certify that the information given on this application form and photocopies attached are true and correct. I understand that if I have provided inaccurate information, The International Montessori School - an IMEF School reserves the right to restrict entry or withdraw placement in the school.

I have received, read, and understood the IMS Admissions Procedures, the current Tuition & Fees Agreement, and the current Capital Contribution Plan Summary information, and agree to abide by them. I hereby apply for a placement of my child \_\_\_\_\_ into the pool of applicants for The International Montessori School - an IMEF.

A non-refundable Application Fee of HK\$2,000 should accompany this form. Please make the cheque out to “**The International Montessori Education Foundation Limited**”. The Application Form will be processed upon receipt of all documents requested in the checklist below.

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

## G. APPLICATION CHECKLIST

### For Children aged 3 to 5 (Casa dei Bambini Programme):

- A completed application form with your child's recent photo attached
- Copy of your child's birth certificate
- Copy of your child's valid passport statistics page
- Copy of **both** parents' (or legal guardian's) passport statistics page
- Copy of proof of right of abode OR child's visa page (If HK Visa is not currently available, it is essential to provide proof before child's first day at school)
- Teacher recommendation letter (if any)
- Recent school report (if any)
- A non-refundable application fee of HK\$2,000 (Please make cheque payable to “**The International Montessori Education Foundation Limited**”)

### For Children aged 6 to 11 (Elementary Years Programme):

- A completed application form with your child's recent photo attached
- Copy of your child's birth certificate
- Copy of your child's valid passport statistics Page
- Copy of **both** parents' (or legal guardian's) passport statistics page
- Proof of Right of Abode OR Child's Visa page (If HK Visa is not currently available, it is essential to provide proof before child's first day at school)
- IMS Student Reference Form
- Teacher recommendation letter
- The two most recent student report cards
- The most recent standardized achievement test (if any)
- A non-refundable Application Fee of HK\$2,000 (Please make cheque payable to “**The International Montessori Education Foundation Limited**”)

Please send all the required documents to:

**Admissions Office  
International Montessori School – an IMEF School  
Ma Hang Estate, Phase III, Stanley,  
Hong Kong (off Stanley Plaza)  
Tel: 2772-2468 Fax:2566-7188**

***The application will be processed only upon receipt of all documents and application fee. Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hong Kong Post Office.***

### Personal Information Collection Statement

The personal data collected in this application form will be used by International Montessori Education Foundation Limited (IMEF) for the purposes of processing the application for admission and enrolment to the school, and for academic and administrative purposes relating to school activities and events. The personal data collected will be kept confidential and will only be disclosed to our Admissions Committee and others deemed necessary by the Admissions Committee for the purpose(s) mentioned above, or where disclosure is required by Law.



**STUDENT REFERENCE FORM FOR IMS ELEMENTARY PROGRAMME**

**To parents:** This form is to be completed by your child’s school principal/teacher. Once the form is completed they will return it to the Admissions Office of The International Montessori School, Hong Kong.

Name of Applicant \_\_\_\_\_ Date of birth \_\_\_\_\_

Present School \_\_\_\_\_ Date of Entry \_\_\_\_\_

Grade/Year Level \_\_\_\_\_ Joining date \_\_\_\_\_

**To the Principal/Teacher:** The above named student has applied to enter the Elementary Programme of the International Montessori School, Hong Kong. We appreciate you taking the time to complete this form as part of our admission process. Please be advised that all information will be kept confidential.

**Please complete the form and return it to:  
Admissions Office**

**The International Montessori School**  
Ma Hang Estate, Phase III, Stanley, Hong Kong (off Stanley Plaza)  
Tel: (852) 2772 2468 Fax: (852) 2566 7188 Email: apply@ims.edu.hk

Part 1 – Please tick the most appropriate description of this child:

<b>SOCIO-EMOTIONAL SKILLS AND WORK HABITS</b> 1 = Never 2=Developing skill with assistance 3=Age-Appropriate Progress 4=Consistently Demonstrates				
Is aware of the needs of others	1	2	3	4
Is able to express needs and feelings appropriately	1	2	3	4
Participates and works appropriately in a group	1	2	3	4
Displays self-confidence	1	2	3	4
Is able to listen and follow instructions	1	2	3	4
Copes with transitions and challenges	1	2	3	4
Makes work choices independently	1	2	3	4
Is able to work independently for an age-appropriate period of time	1	2	3	4
Is able to exhibit age appropriate study habits and organizational ability	1	2	3	4
Stays on task for a sustained period/works with persistence	1	2	3	4
Completes work with care and pride – gives best effort	1	2	3	4

Please evaluate the applicant's academic performance:

**Overall:** \_\_\_ below Grade / Age Level \_\_\_ At Grade / Age level \_\_\_ Above Grade / Age level

**Reading:** \_\_\_ below Grade / Age Level \_\_\_ At Grade / Age level \_\_\_ Above Grade / Age level

**Writing:** \_\_\_ below Grade / Age Level \_\_\_ At Grade / Age level \_\_\_ Above Grade / Age level

**Mathematics:** \_\_\_ below Grade / Age Level \_\_\_ At Grade / Age level \_\_\_ Above Grade / Age level

If any aspect is above or below grade level expectations, please provide actual or estimated Grade / Age level (i.e. PM Benchmark reading level, etc.):

Part 2 – We would be grateful if you could share as much information on the following:

Please write a short descriptive assessment of this student. Please include academic strengths and weaknesses, personal achievements and hobbies.

Please comment on the likelihood of this student being successful in a challenging program.

To the best of your knowledge, has this student been recommended for or is receiving any special education services and/or tutoring support? Please explain.

What behavioral difficulties, if any, has this student demonstrated?

Is the student's attendance and punctuality satisfactory?

IMS is a very community-based school and parent involvement is important to us. Has this family been a supportive partner in reaching this student's goals this year?

Is there any additional, useful information that you feel we should know about this student?

I verify that to the best of my knowledge, the above information is true and accurate.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

If you are willing to give us further information if required, please tick here. [ ]

Tel: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Email address: \_\_\_\_\_

**Thank you for your help.**