

UPPINGHAM
HUNG YEN

ADMISSIONS HANDBOOK



APPLICATION PROCESS

Enquire and Visit our Admissions office



Start your admissions journey by contacting our Admissions team or filling in the Contact Us form on our website.

You will be invited to meet our Admissions team for individual consultation and take a school tour.



Complete an Application Form

Complete and send us an Uppingham Application Form and provide us some supporting documents.



Assessment and Interview

Upon receipt of your application supporting documents, your child will be invited to an appropriate interview and assessment with a member of the leadership team.

We will also invite parents to take an interview with a member of the leadership team.



Receive the Offer Letter & Welcome to Uppingham

Following successful assessment and interview, we will be delighted to offer your child a place at our school. You can secure their enrolment by settling the necessary school fees.



EARLY YEAR FOUNDATION STAGE

	ENTRY PROCESS	SUPPORTING DOCUMENTS	OFFERS
Foundation Stage 1 (Ages 3+ to 4 years)	Pupils will be invited to the school with their parents, where we will be able to see how they interact with adults and environment while engaging in a mixture of play-based tasks. The atmosphere will be relaxed, with focus on enjoyment of activities, giving us the opportunity to get to know each child and understand how they are developing. Parents will be invited to attend an informal discussion about the school and their child. Total duration: approximately 1 hour	Application should include: • A copy of birth certificate • A recent photograph: taken within the last 6 months, size 4 x 6 cm • A completed Application Form • Other documents: health certificate, vaccination records, copies of the parents’ passports and one additional 4 x 6 cm photograph for the student ID card once the student joins the school. • Additional information such as medical needs, allergies or learning support requirements must be shared by the day of assessment so that we can provide the best possible support for your child	Offer letter will be sent by email. To formalise acceptance, parents are required to submit a completed Letter of Acceptance and settle a non-refundable Registration Fee of VND 30,000,000. If the year group is at the capacity, families may be offered a spot on the waiting list, confirmed with a Guarantee Fee of VND 45,000,000 to secure priority for the next available place. The Guarantee Fee will be refunded if the child is enrolled at a later date.
Foundation Stage 2 (Ages 4+ to 5 years)	Pupils will be invited to the school with their parents. During the session, we will observe how children interact with adults and environment while engaging in a mixture of play-based and early learning activities including simple literacy and numeracy. The atmosphere will be relaxed and focused on enjoyment, giving us the opportunity to get to know each child and understand how they are developing. Parents will be invited to attend a meeting with the admissions team and a member of the leadership team. Total duration: approximately 1 hour	Application should include: • A copy of birth certificate • A recent photograph: taken within the last 6 months, size 4 x 6 cm • A completed Application Form • Other documents: health certificate, vaccination records, copies of the parents’ passports and one additional 4 x 6 cm photograph for the student ID card once the student joins the school. • Additional information such as medical needs, allergies or learning support requirements must be shared by the day of assessment so that we can provide the best possible support for your child	Offer letter will be sent by email. To formalise acceptance, parents are required to submit a completed Letter of Acceptance and settle a non-refundable Registration Fee of VND 30,000,000. If the year group is at the capacity, families may be offered a spot on the waiting list, confirmed with a Guarantee Fee of VND 45,000,000 to secure priority for the next available place. The Guarantee Fee will be refunded if the child is enrolled at a later date.

JUNIOR SCHOOL

ENTRY PROCESS		SUPPORTING DOCUMENTS	OFFERS
Year 1 (Ages 5+ to 6 years) Year 2 (Ages 6+ to 7 years)	Pupils will be assessed, giving us the chance to observe how they interact with adults and the environment. Each pupil will then have an individual session with a member of leadership team to assess confidence and readiness for learning. There will be activities that include interaction tasks and basic assessments in English and Mathematics. The atmosphere will remain relaxed and supportive, with the focus on allowing children to feel comfortable and demonstrate their developing abilities. Parents will meet with a member of the leadership team. Total duration: approximately 1.5 hours	Application should include: • A copy of birth certificate • A recent photograph: taken within the last 6 months, size 4 x 6 cm • A completed Application Form • Other documents: health certificate, vaccination records, copies of the parents’ passports and one additional 4 x 6 cm photograph for the student ID card once the student joins the school. • Additional information such as medical needs, allergies or learning support requirements must be shared by the day of assessment so that we can provide the best possible support for your child	Offer letter will be sent by email. To formalise acceptance, parents are required to submit a completed Letter of Acceptance and settle a non-refundable Registration Fee of VND 30,000,000. If the year group is at the capacity, families may be offered a spot on the waiting list, confirmed with a Guarantee Fee of VND 45,000,000 to secure priority for the next available place. The Guarantee Fee will be refunded if the child is enrolled at a later date.
Year 3 (Ages 7+ to 8 years) Year 4 (Ages 8+ to 9 years) Year 5 (Ages 9+ to 10 years) Year 6 (Ages 10+ to 11 years)	Pupils will be assessed, either with other applicants or as a part of a class activity, giving us the opportunity to observe how they interact with adults and other pupils. Each pupil will also complete a Cambridge test and sit an online cognitive aptitude test (CAT4) and have an individual interview with a member of the leadership team. The atmosphere will be calm and supportive, ensuring the child feels comfortable and able to demonstrate their abilities with confidence. Parents will also meet with a member of the leadership team. Total duration: approximately 3 hours, including breaks	Application should include: • A copy of birth certificate • A recent photograph: taken within the last 6 months, size 4 x 6 cm • A completed Application Form • Other documents: health certificate, vaccination records, copies of the parents’ passports and one additional 4 x 6 cm photograph for the student ID card once the student joins the school. • Additional information such as medical needs, allergies or learning support requirements must be shared by the day of assessment so that we can provide the best possible support for your child	Offer letter will be sent by email. To formalise acceptance, parents are required to submit a completed Letter of Acceptance and settle a non-refundable Registration Fee of VND 30,000,000. If the year group is at the capacity, families may be offered a spot on the waiting list, confirmed with a Guarantee Fee of VND 45,000,000 to secure priority for the next available place. The Guarantee Fee will be refunded if the child is enrolled at a later date.

ADMISSIONS POLICY

1. INTRODUCTION

Uppingham School Hung Yen (Uppingham Hung Yen) is a British International school inspired by the rich heritage and educational philosophy of Uppingham School in the United Kingdom. Our mission is to deliver an education that nurtures intellectual curiosity, character, resilience and leadership, empowering pupils to make a meaningful contribution to society.

Uppingham Hung Yen welcomes pupils from Early Years Foundation Stage through to Senior School (3–18 years old). We seek families who share our commitment to academic excellence, holistic development and values-driven education.

We review and accept applications year-round.
Due to high demand, we encourage families to apply early.

Throughout the year, the school hosts a range of events for prospective families, including open days, campus tours and information sessions with the Senior Leadership Team. These experiences are designed to provide insight into our vibrant, supportive and intellectually stimulating environment.

Our admissions process is designed to identify each pupil's potential, character and readiness for our curriculum. We are looking for pupils who are inquisitive, motivated and eager to engage both academically and beyond the classroom.

Uppingham Hung Yen places strong emphasis on developing well-rounded individuals. Pupils are encouraged to participate in music, sports, drama, visual arts, debating, service and leadership. We value the partnership of our families as we work together to support each child's holistic growth.

2. ADMISSIONS PROCEDURE

Early Years Foundation Stage (EYFS)

For our youngest learners, the process focuses on natural curiosity, independence and readiness to explore through play. Children are invited to participate in classroom-based activities where staff observe interaction, confidence and engagement. Parents will meet with a member of the Admissions Team and/or Senior Leadership Team. No formal preparation is required. We value authentic development and a strong partnership between home and school.

Year 1 to Year 2

Applicants attend informal "Getting to Know You" sessions involving play-based and group activities. These sessions assess interaction, communication and early learning behaviours. Parent and pupil are interviewed and reports from previous schools may be requested. No formal preparation is required.

Year 3 to Year 6

From Year 3 onwards, pupils are assessed more formally. Applicants complete age-appropriate assessments in English and other key areas. These are designed to evaluate potential rather than prior schooling. Collaborative activities may be included to assess teamwork and problem-solving. Parent and pupil interviews and school references form part of the process.

Senior School (Year 7 to Year 13)

Applicants complete computer-based assessments. Parent and pupil are interviewed to ensure alignment between family expectations and the school's philosophy.

3. ASSESSMENT OUTCOMES

Following the admissions process, applicants may receive one of the following outcomes:

- **Offer of a Place** – Families are given a defined period to accept the offer and secure the place with a non-refundable registration fee.

- **Waitlist** – Applicants may be placed on a waitlist if places are not immediately available. If a place does not become available within a specified timeframe, fees may be refunded according to school policy.
- **Reassessment** – In some cases, pupils may be invited to reapply or reassess later.
- **Unsuccessful Application** – If a pupil is not yet ready to benefit from the curriculum, the application may not proceed. This reflects alignment and timing rather than ability.

Applications are only considered complete once all required documents are submitted and the application fee is paid.

4. EQUAL OPPORTUNITIES

Uppingham Hung Yen welcomes applicants regardless of race, ethnicity, religion, gender, social background or disability.

4.1 Special Educational Needs

We aim to provide appropriate support for pupils with additional learning needs, where resources allow. Parents must disclose relevant information and provide supporting documentation. Adjustments (such as additional time) may be made during assessments where appropriate.

4.2 Access Arrangements

We ensure fair access for candidates with specific learning differences or long-term conditions, allowing them to demonstrate their abilities fully.

4.3 English as an Additional Language (EAL)

English proficiency is important for academic success and integration. However, younger children may apply without full fluency, as we recognise the importance of mother-tongue development. EAL support is available to help pupil adapt and thrive.

5. ADMISSION YEAR GROUP

The school reserves the right to recommend deferred entry or alternative placement, in consultation with parents, to ensure the best educational outcome.

6. SIBLING POLICY

While all applications are assessed individually, priority consideration may be given to siblings of current pupils, provided admissions criteria are met.

7. UNIFORM

Pupils are expected to present themselves in a manner appropriate to a professional learning environment. A school uniform is required and full details will be provided in our Uniform policies upon enrolment.

8. SAFEGUARDING

In line with our safeguarding commitment, confidential references may be requested from previous schools to ensure pupil welfare and protection.

9. TERMS AND CONDITIONS

Parents will receive a copy of the school's Terms and Conditions as part of the admissions process. Hard copies are available from the school office upon request.

10. CONCERN & COMPLAINTS

We aim to ensure a smooth and transparent admissions experience. In the event of any concern, parents are encouraged to contact the Head of Admissions. In the event of any formal complaint, parents are encouraged to contact the Headmistress Office.

11. POLICY REVIEW

All admissions policies are reviewed regularly and may be subject to change.

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