

Admissions Policy

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Policy Holder:	Director of Admissions and Marketing
Approval By:	Senior Leadership Team (SLT)



**REGENTS INTERNATIONAL SCHOOL
PATTAYA**
A NORD ANGLIA EDUCATION SCHOOL

Be Ambitious Be Regents



ADMISSIONS POLICY

Regents International School Pattaya (RISP) provides an outstanding education and our Admissions Policy is designed to ensure we continue to deliver this for every student in line with the Nord Anglia Education family experience journey framework.

RISP welcomes applications for enrolment throughout the school year, for the majority of year groups, by families from a broad range of cultural and educational backgrounds. There are no quotas or limits for any individual nationality. We have an inclusive approach to admissions and will consider students with particular learning needs if we are able to offer the particular level of support required. To facilitate this, each student is invited for assessment, either at RISP or remotely, where appropriate. The format of the assessment varies according to the year group of application and is by appointment only. Families should not bring students to the school for assessment without advance arrangements being made with Admissions.

We always try to provide support for students whose first language is not English, and for students with Special Educational Needs. Families are encouraged to provide us with as much information as possible regarding the student's needs in order to avoid any misunderstandings or disappointment during the Admissions process. Families should be aware that extra fees are payable for additional language and specialist learning support if needed.

Parents wishing to visit the school ahead of any formal application are welcome to do so by making an appointment with Admissions. Families who visit the school without an appointment will be provided with information and a tour if staff are available, but may be asked to re-schedule for another date if Admissions staff are already scheduled to meet other families.

APPLICATION PROCESS

Stage 1 - Enquiry/Visit:

Enquiries are supported via telephone, email, the Salesforce CRM system, PPC advertising or through the school website, as well as in-person. Families may be asked to complete an Enquiry Form which provides some basic information about the prospective student. For all enquiries, to comply with the new NAE policy, Admissions requires the following information:

- Name of child
- Date of birth of child
- Nationality
- Expected start date
- Name of parent (or person responsible for the enquiry)
- Contact details of parent (or person responsible for the enquiry)

Following this, families are invited to visit the school campus to gain an appreciation and understanding of the site and facilities. Those who are unable to make it to RISP for a tour will be provided with information by email or telephone or online video call as required.

Stage 2 - Application:

Families are invited to submit a formal application if they would like their child to be considered for a place at RISP. Formal assessment of students cannot be completed until payment of the application fee has been made and the following documents have been provided:

- Application Form – online or paper version
- Health Form - part of the application form
- Copy of student passport(s) and/or birth certificate, for Thai nationals, their Thai ID
- Copy of parent(s) passports or, for Thai nationals, their Thai ID
- Payment of Application Fee (cost varies year to year) – proof of payment should be provided to Admissions and/or RISP Finance
- Passport-style photograph for each family member



- Copy of school reports/grade cards, officially translated to English if required. Note that we ask for a minimum number of reports to be provided, but RISP encourages families to provide as many reports as possible to help build a fuller academic picture of the student:
 - » For Early Years students (Pre-Nursery to Reception) these are only required if the previous school have issued such documents
 - » For Primary students (Y1 to Y6) the most recent school report (we appreciate that in some countries formal education does not start until Year 2 so reports may not be available for some Year 1 and Year 2 applications).
 - » For Secondary students (Y7 to Y13) the two most recent school reports
- Copy of medical reports that relate to special support the child may need from school – if applicable
- Copy of specialist reports for students who have specific learning support needs – if applicable. This may include Individual Education Plans (IEPs), academic Learning Support plans or specialist reports, etc.

Switchers from Local Schools

We have an agreement with other local international schools to inform each other of students looking to switch schools. Parents must be advised that as part of the assessment process we will contact their current school for a student reference. The student reference should be requested at the time of the assessment interview.

The offer of a place is always subject to receiving a satisfactory reference from the child's current/previous school. Parents must be informed that if there are any major concerns raised in the references, we could withdraw the offer of a place.

Stage 3 – Assessment:

RISP offers a flexible assessment process for families as follows:

Early Primary (Pre-Nursery to Year 1)

Assessment takes the form of a trial in a classroom/teaching space in Pre-Nursery, Nursery and Reception. This allows the teacher to assess the child in a specialist environment. Staff will observe how the child interacts with others in the classroom as well as how they engage with the specialized learning environment and resources. They would also be alert to any specific learning support needs which may be present. The trial gives the child the opportunity to meet other children, the class teacher and to see the classroom space for the first time.

- Assessment for Pre-Nursery: one-hour trial with parent staying followed by a half-day trial without parents the following day.
- Assessment for Nursery: a half-day trial (starting after specialist classes) until 12:00.
- Assessment for Reception: a full-day trial.
- Assessment for Year 1: meeting with member of the Primary Leadership Team together with parent onsite or via online video call.

Following this assessment, the decision on the offer of a place will be made by the Head of School or member of the Primary Leadership Team. Usually, parents will be informed within 24 hours of the trial, unless extra information is required.

Where a family are not able to visit school for the in-classroom trial an online video call with a member of the Primary Leadership Team will be arranged. Usually, parents will be informed within 24 hours of the trial, unless extra information is required. Upon decision to offer a place a conditional offer will be issued, and the trial will be carried out upon arrival.

Parents should advise Admissions in advance of this trial if their child is still wearing nappies, since this impacts upon the class in which they will trial.

Primary (Year 2 to Year 6)

Students are invited to RISP for an initial interview/assessment which may involve some simple evaluation of their English language ability. The family will also meet with a member of the Primary Leadership team. Full evaluation of EAL requirements will be made during the first two weeks of school and depending on the level required there may be some additional costs.



Where students are not able to visit RISP for this assessment, an online video call with a member of the Primary Leadership Team will be arranged, during which time some basic assessments will be made. Following the offer of a place a formal assessment will be made during the student's first two weeks in school.

Following the assessment, the decision on the offer of a place will be made by the Head of School or member of the Primary Leadership Team. Usually, parents will be informed within 24 hours of the onsite or online interview, unless extra information is required.

Secondary (Year 7 to Year 13 and including the Pathway programme)

Students are invited to RISP for their assessment, which will last approximately three hours. RISP uses the CAT4 test, cognitive ability test, which offers a comprehensive understanding of a student's ability to learn, and which gives detailed feedback on how we can support their needs in school. The tests will be completed online either at RISP, or at home under supervision of the Secondary office or Admissions, or at their current school supervised by a teacher. No revision is necessary for this assessment.

Should the student's verbal score (an indicator of English language ability) fall below 100 on the CAT4 then the student will be asked to take the Oxford Online English test. If the score is below 90 on the CAT4 then the student will be asked to take an additional 30-minute written English assessment as well.

On completion of the CAT4 test and Oxford Online English test and written assessment where required, the student will then undergo an onsite or online interview with the Head of Secondary school or, if unavailable, the Deputy Head of Secondary. The Head of Inclusion (or their delegate) will also meet with the student, where it is anticipated that EAL support or Special Needs Education will be required. Following a written and oral assessment, the Head of Inclusion will present their recommendation to the Head of Secondary for consideration, before an offer is made to the family. Additional assessments can be carried out within the first weeks upon arrival if required.

Following the assessment tests and interview, the decision on the offer of a place and year group placement will be made by Head of Secondary. Usually, parents will be informed within 24 hours of the interview, unless extra information is required.

Secondary Sixth Form (Year 12 to Y13)

In addition to the assessment tests CAT4 and Oxford Online English test where required, students wishing to join the International Baccalaureate (IB) Diploma Programme or A Levels are expected to have achieved a minimum of five iGCSEs (or equivalent) at Grade C or above, preferably at least two Grade B or above in English, Maths or Science. Students who do not meet the requirements to study the IB Diploma Programme and/or A Levels may be invited to study the Regents Diploma Courses Programme. Some subject areas have additional specific criteria for entry to their courses, full details are provided within the Sixth Form handbooks

In addition to the interview with Head of Secondary, students joining the Sixth Form will also have an interview with our Head of Sixth Form. During the interview, Head of Sixth Form and Head of Secondary will advise the student which Sixth Form programme will be the most beneficial and suitable choice for the student based on the student's school reports, assessment test and future ambitions.

Following the assessment tests and interviews, the decision on the offer of a place and year group placement will be made by Head of Secondary. Usually, parents will be informed within 24 hours of the interview, unless extra information is required

Where candidates enter the IBDP this is on the understanding that they may be asked to transfer to A Level or the Regents Diploma Courses Programme if they are not performing at the required level. All students are monitored closely through our tracking and reporting system and are assessed regularly within departments and in formal examinations at the end of Year 12 and in January of Year 13.

Assessment of Special Needs Education

For all prospective students, where any specific issues are raised by teaching staff, or in advance by parents, additional specialist assessment may be undertaken by the Inclusion Team at RISP. If the Inclusion team feel that further clarification on a specific learning support need is required, they may ask the family to seek specialist feedback from a medical professional



before being able to make a final decision on a place. Any specialist medical assessment and reports must be funded by the family.

Boarding

In addition to the age-appropriate assessment, student's wanting to join RISP as a Boarder will also have an interview with the Head of Boarding. The aim of the interview is to assess the student's independence and emotional maturity to ensure that boarding is suitable for the student and that the student will have a good experience. Both the student and parent should attend the interview.

Following the assessment tests and the interview with the appropriate Head of School and Head of Boarding, the decision on the offer of a place and year group placement will be made by the appropriate Head of School and the decision on the offer of a place in boarding by the Head of Boarding. Usually, parents will be informed within 24 hours of the interview, unless extra information is required.

Assessment for Siblings

Admissions will advise Head of Primary and Head of Secondary if siblings are having an assessment so they can coordinate regarding any issues particularly relating to year group placement. Offer letters for siblings should be presented to the family at the same time to avoid situations where one sibling receives an offer but the other doesn't.

References from Previous School

As well as requiring school reports we will contact the student's previous school for a reference with respect to behaviour and possible safeguarding issues, particularly for students moving from other schools in the area. These should be requested upon the assessment interview and shared with Heads of Schools.

Stage 4 – Decision On Offer of a Place at RISP:

Following the assessment, the school will be in a position to advise the family of the final decision within a maximum of two working days, although in most cases a decision will be taken within 24 hours. The final decision would fall into one of three categories:

1. An offer of a place will be made to the family.
2. A conditional offer where in-classroom trial, references, school reports or other information is outstanding
3. An offer of a place will be made to the family, subject to availability of a space becoming available in the year group (i.e. the student will be added to our waiting list).
4. An offer will not be made.

The offer of a place is made by the relevant Head of School and will be given, in writing to Admissions in a feedback form, immediately following the assessment and interview. Any questions or requirements for further assessment which may delay the offer of a place should be identified in this communication.

As RISP is not an academically selective school, it would be rare for a place not to be offered. The main reasons for a place not being offered are usually related to behavioural issues which have been highlighted on previous school reports, or because of specialist learning support needs for which the school cannot provide suitable support.

For students who are of iGCSE or Sixth Form age, a very strong level of English language skills is required to be able to access the programmes. As such, students with limited English who would usually be eligible for that level of study may be offered a place onto the Regents Pathway programme or in a year group below their normal placement according to date of birth. The intention is for students to develop their language skills, so they are strong enough to access iGCSE or Sixth Form.

Progression into iGCSE or Sixth Form following study in this programme is subject to approval from the Head of Secondary school, and the decision will be based on English language development as well as an assessment of the student's attitude to learning.

Mid Year Entry

Depending on the time of entry to the school during the school year, students may be asked to join a year group below their normal placement according to date of birth. This is particularly the case for those looking to join Y11 which is effectively more than half way through that course. Our recommendation will be made clear when the offer of a place is made.



For Year 11 the final entry point is the end of Year 10 and the student would need to demonstrate high academic standards. The offer of a place will be at the discretion of the Head of Secondary.

For Year 12 Sixth Form, the final entry point is the October half term based on their academic ability and at the discretion of the Head of Secondary and the Head of Sixth Form.

For Year 13 there is no entry into the Sixth Form as the IBDP and A Levels are both 2 year programmes. Students would have to start in the year group below at the discretion of the Head of Secondary.

Offer where EAL Provision is required

If EAL is needed based on our assessment, it will be included in the offer letter as well as information that it will incur an additional fee.

Offering a place during the holiday period

An exception to the process, above, is made during the holiday period, when the absence of teaching staff or students means that trials or interviews are not possible. Parents are made aware in advance that conditional offers may not be 100% guaranteed, should their circumstances change, or should the student not perform / trial as well as anticipated.

During these extended holiday periods, the following process is in place:

- **Early Primary:** The application form and supporting documentation are submitted by Admissions to Head of Primary. Head of Primary confirm that a conditional offer can be made and an in-classroom trial on their first day will be arranged. However, if the Head of Pre-Nursery/Nursery/Reception and/or teachers feel there is a need of further assessment days it will continue during the first week only to ensure that they settle into their class.
- **Primary:** The application form and supporting documentation are submitted by Admissions to the Head of Primary including EAL writing test. The application form and previous school reports and EAL writing test will be considered and the Head of Primary confirm an offer. The offer is subject to receiving a satisfactory reference from the child's current school as well as an assessment of their English as an Additional Language (EAL) and Special Education Needs (SEN) when they join RISP. If additional EAL or SEN are required, this may involve an additional cost.
- **Secondary:** Admissions can administer the CAT4 and Oxford Online English test where required, should Secondary office staff be unavailable during this time. These results, along with application form and previous school records are then submitted to the Head of Secondary and Head of Inclusion if relevant. An online interview will be arranged with the Head of Secondary, to determine the eligibility of the student, and their English language needs. Following this interview, an offer will be made to the student. The offer is subject to receiving a satisfactory reference from the child's current school as well as an assessment of their English as an Additional Language (EAL) and Special Education Needs (SEN) when they join RISP. If additional EAL or SEN are required, this may involve an additional cost

Insurance

The offer letter will include our terms and conditions and information about RISP's insurance policy. Parents are advised to have their own health insurance in place. Families must have medical insurance in place for all Boarding students.

Stage 5 – Family Decision Regarding Acceptance of an Offer:

Following receipt of the official offer of a place from RISP, the family will decide whether to accept the offered place or not. Where an offer is made, a space will be reserved for the student for two weeks from the date of the offer letter. Parents are required to sign an Acceptance Form and pay the Enrolment Fee within these two weeks and before the student starts school. Where this does not occur, the place for the student is no longer guaranteed and the school may offer the place to another student. For students sponsored by a company with whom Regents has a longstanding relationship, this payment period may be extended, subject to confirmation from the Finance Manager.

Where a place is offered on a waiting list, as soon as a place becomes available within that year group, RISP will inform the family accordingly and two weeks will be given to return the Acceptance Form and make payment of the Enrolment Fee. Where this does not occur, the place for the student will be offered to the next student on the waiting list.



If the school chooses not to offer a place for the student, the family will be informed accordingly. If the family wish to appeal the decision, they should do so by contacting the RISP Principal. The School Principal’s decision is final and cannot be appealed. There will be no refund of the Application Fee.

Medical Information

Parents must complete and return our medical form and for boarding students their medical insurance details.

Stage 6 – Joining RISP:

Within two weeks of the confirmed start date, Admissions will ensure that the student’s information is added to the iSAMS student management system, and the student information and arrival information shared with the schools via the weekly starters report. Admissions will share the Parent Handbook, general information about the school start and administer queries about additional services such as school bus and meal plan.

The family will then receive an email from one of the academic staff within the appropriate school approximately one week before the student’s first day, containing useful information for the first day in school. The email will include information about form, class teacher/form tutor, what to bring, timetable, student account details and when the student should arrive on the first day. It is particularly important for staff to advise new parents whether their child has a sports or swimming class on their first day of school, to assist the family with their preparations. Should the student wish to start sooner than 1 week after accepting the offer, then Admissions will liaise with the Head of Year and class teacher to ensure that the above process is carried out in the same way, albeit on a shorter timeframe.

In addition to the above-mentioned information, the boarding team will also send a welcome email including contact details and the boarding handbook approximately two weeks before the student moves into the boarding house.

All students embarking on the IBDP and A Levels are required to sign an academic contract at the start of the course, outlining the minimum expectations of students wishing to be entered for the full diploma. There are minimum expectations in terms of students’ attainment in the end of Year 12 examinations and in the mock examinations in Year 13.

Withdrawal Policy

As part of the enrolment process, all families will sign an Acceptance Form/Contract which contains RISP’s Terms and Conditions. Within this contract, information will be agreed in relation to the formal withdrawals process for RISP students.

Families are required to give at least one full term’s written notification of their intention to withdraw their child from RISP. Where one term’s notification is not given, families agree to pay one full term’s fees. For example, if a child will withdraw from school at any point during Term 2, notification of this withdrawal (via a Withdrawal Form) must be submitted to Admissions before the first day of Term 1. In the event that the student leaves the school without complying with these requirements, any subsequent requests for copies of transcripts and other administrative requests will only become available subject to an administrative charge.

Class Size

For guidance, we look at class sizes as follows:

Pre-Nursery	16
Nursery	18
Reception	18
Year 1 to Year 2	22
Year 3 to Year 6	24
Year 7 to Year 11	24
Year 12 to Year 13	16



For Early Primary, we also look at our adult to student ratio's in each class:

- Lion Cubs 1:4
- Pre-Nursery 1:6
- Nursery 1:9
- Reception 1:9

We reserve the right to increase the maximum number of students in a class with approval from the Principal.

Appendix 1: Placement Equivalent Table

	Date of Birth	Age in 2022-23	RISP Year group (UK)	USA/Canada	Thailand
Early Primary	31.08.19 – 30.08.20	2-3	Pre-Nursery	Pre-Kinder	Tream-Anubaan
	31.08.18 – 30.08.19	3-4	Nursery	Pre-Kinder	Anubaan 1
	31.08.17 – 30.08.18	4-5	Reception	Pre-Kinder	Anubaan 2
Primary School (Key Stage 1)	31.08.16 – 30.08.17	5-6	Year 1	Kindergarten	Anubaan 3
	31.08.15 – 30.08.16	6-7	Year 2	Grade 1	Pratom 1
Primary School (Key Stage 2)	31.08.14 – 30.08.15	7-8	Year 3	Grade 2	Pratom 2
	31.08.13 – 30.08.14	8-9	Year 4	Grade 3	Pratom 3
	31.08.12 – 30.08.13	9-10	Year 5	Grade 4	Pratom 4
	31.08.11 – 30.08.12	10-11	Year 6	Grade 5	Pratom 5
Secondary School (Key Stage 3)	31.08.10 – 30.08.11	11-12	Year 7	Grade 6	Pratom 6
	31.08.09 – 30.08.10	12-13	Year 8	Grade 7	Matayom 1
	31.08.08 – 30.08.09	13-14	Year 9	Grade 8	Matayom 2
Secondary School (IGCSE)	31.08.07 – 30.08.08	14-15	Year 10	Grade 9	Matayom 3
	31.08.06 – 30.08.07	15-16	Year 11	Grade 10	Matayom 4
Sixth Form (IBDP, A Levels)	31.08.05 – 30.08.06	16-17	Year 12	Grade 11	Matayom 5
	31.08.04 – 30.08.05	17-18	Year 13	Grade 12	Matayom 6