

### **Policy 3.3 Student Admissions**

Panyathip British International School welcomes applications from students of all nationalities who would benefit from our educational programme and whose parents share the aims of the School's Vision and Mission. Applications for entry are considered at any time throughout the year.

Once parents decide that Panyathip is their school of choice an application must be completed and submitted to the administration in the **Early Years, Primary or Secondary Schools**.

#### **Eligibility and Priority Admissions**

Applicants from the age of 2 (1.5 years if joining the Toddlers' Group) to 17 for admission. Children must be aged at least five years old before 31st of August of the year of entry into Year

The parents have contacted the school and arranged an admissions interview. On the day of the interview the below procedure applies. This is also shared with parents both prior to the meeting and on the day:

1. Greeted by admin manager and talked through the schedule on headed paper Offered a tour of the campus
2. Child taken for admissions exam to be administered by the office staff
3. Parents shown promotional videos of school
4. Parents talked through fees and school procedures
5. Parents taken to meet with Campus Principal for welcome, overview of school and curriculum and formal interview (child to join after finishing admissions exam) [see Appendix 1 for possible questions]
6. Parents informed that a decision will be made within working days and they will be contacted by the office to let them know the decision and next steps as regards the signing of contract.

Return to office for the office staff to answer any further questions they may have and lead parents off-site

Where classes are already or close to being full, priority for admission will be given on a first-come, first-served basis to those who meet the Entrance Requirements.

Wherever it is possible the school will try to ensure that applicants who meet the entrance requirements and who are from the groups below will be given priority :

- Siblings of students already on the roll
- Children of PBIS Alumni

## **Entrance Requirements**

Whilst students of a relatively wide range of ability will be considered, acceptance will depend on the school's estimation about the individual's ability to benefit from an academically demanding English medium education based on the National Curriculum of England and the International Primary Curriculum in Primary and leading to Cambridge IGCSE in Secondary, followed by As and A-level exams.

All applicants must have a level of English to be able to access the school's curriculum; whilst the school recognises that for some students their level of English may not yet be sufficient to access the full curriculum at the point of entry, the school's entry procedures may determine whether a place will be offered.

### **1. Early Year and Primary Admission**

#### **a. Initial Assessment:**

- Applicants are evaluated based on the requirements and criteria set by the *Early Year and Primary School*.
- Evaluation methods include reviewing academic records, conducting interviews, and assessing the student's readiness for the school's curriculum.

#### **b. 8-Week Trial**

- In some cases, if an applicant does not meet all the necessary requirements or criteria for admission, the school may offer an 8-week trial period.
- The purpose of the trial period is to assess whether the student can successfully adapt to the PIS curriculum and thrive in our school environment.
- During this trial period, the student will have the opportunity to experience the school's curriculum and teaching methods.
- At the end of the 8-week trial, the school will evaluate the student's progress and determine if they should continue studying with our school.

#### **c. Final Acceptance:**

- Once the conditions for acceptance are met, final acceptance is granted upon meeting the conditions for 8 weeks trial.
- The student and their family are notified of their acceptance and given instructions for completing the enrollment process, including necessary forms, fees, and documents.
- Sharing the student's overall well-being information related to their social, emotional development, and behavior during their previous academic experience is required.
- Information is provided on purchasing school uniforms and textbooks and guidance is offered to prepare for the first day of school, including important dates and any specific requirements

**d. Rejection Options:**

- If an applicant is not accepted for admission or does not successfully complete the 8-week trial, the school will inform the applicant and their family of the decision with a clear explanation.
- Applicants may be offered advice on alternative educational options that may better suit their needs.

**2. Secondary Admission**

**a. Initial Assessment:**

- Applicants are evaluated based on the requirements and criteria set by *the Secondary school*
- Evaluation methods include reviewing academic records, conducting interviews, and assessing the student's readiness for the school's curriculum.

**b. Conditional Acceptance:**

- In some cases, if an applicant does not meet all the necessary requirements or criteria for admission, the school may require additional assessments to further evaluate the student's academic abilities and language proficiency.
- Conditional acceptance indicates that the student's admission is subject to meeting specific conditions, such as successfully completing an entrance exam, submitting final academic records, or fulfilling any necessary prerequisites.

**c. Final Acceptance:**

- Once the conditions for acceptance are met, Final acceptance is granted upon meeting the conditions for acceptance.
- The student and their family are notified of their acceptance and given instructions for completing the enrollment process, including necessary forms, fees, and documents.
- Sharing the student's overall well-being information related to their social, emotional development, and behavior during their previous academic experience is required.
- Information is provided on purchasing school uniforms and textbooks and guidance is offered to prepare for the first day of school, including important dates and any specific requirements.

**d. Rejection Options:**

- In cases where an applicant does not meet the necessary requirements, the school may reject their application providing a clear explanation for the rejection.
- Applicants may be offered advice on alternative educational options that may better suit their needs.

Applicants with special educational needs are usually unable to be considered. Physically disabled applicants will be considered on a case-by-case basis to ensure the school can accommodate their needs.

### **Entrance Process**

The usual process is for prospective parents and their child(ren) to be shown around the campus and to meet with the Campus Headteacher who will determine what academic tests need to be undertaken before an offer can be made. The Headteacher may also meet parents but this is not always possible or practicable.

The Headteacher will make comments regarding the interview, and in particular the suitability of the family to become a part of the community.

Students will be placed in class according to their age (see appendix A). This will usually be non-negotiable since not only are their academic issues but the age, maturity and well-being of each student is taken into consideration in class placement. It is occasionally agreed that a student may be placed in an age group lower, but NOT in an age group above his or her age group.

Once an offer is made, the parents will need to complete the necessary forms and make the required payments before the child can be admitted to class on a date agreed between the family and the school.

The School Office staff assigned to support Admissions will follow-up enquiries and visitors to ensure that the School is aware of prospective families likely intentions :

- Phone call and emails will usually be responded to within 24 hours of receipt.
- Visitors to the school will be followed-up approximately anything between 1 and 4 weeks after their visit.

## APPENDIX 1

### Age Cut-Off Dates

<b>Early Years</b>	Toddler	1.5 years turning 2 on or after 31st August
	Foundation	2 turning 3 on or after 31st August
	Nursery	3 turning 4 on or after 1 st September
	Reception	4 turning 5 on or after 31st August
<b>Key Stage 1</b>	Year 1	5 turning 6 on or after 31st August
	Year 2	6 turning 7 on or after 31st August
<b>Key Stage 2</b>	Year 3	7 turning 8 on or after 31st August
	Year 4	8 turning 9 on or after 31st August
	Year 5	9 turning 10 on or after 31st August
	Year 6	10 turning 11 on or after 31st August
<b>Key Stage 3</b>	Year 7	11 turning 12 on or after 31st August
	Year 8	12 turning 13 on or after 31st August
	Year 9	13 turning 14 on or after 31st August
<b>Key Stage 4</b>	Year 10	14 turning 15 on or after 31st August
	Year 11	15 turning 16 or after 31st August
<b>Sixth Form</b>	Year 12	16 turning 17 on or after 31st August
	Year 13	PBIS does not normally accept applications for Year 13