

WINDFIELD INTERNATIONAL SCHOOL - ADMISSIONS POLICY

Aims

The objectives of this policy are to:

- Achieve consistency when processing applications and completing the admissions procedure to the school
- Offer all the children in the class the level of support they need to make academic progress and achieve their potential
- Give parents as much information as possible about the school and the education we provide
- Make each child's start in school both happy and successful
- Begin a lasting partnership with parents and children

General Policy for Entry

The following are a set of guidelines that should be used in order to achieve this objective. In unforeseen circumstances, exceptions may be considered at the discretion of the Principal.

Priorities for Admission

- First Priority: Present students, students of WIST staff and founding / associate members will have first priority for places in the following year.
- Second Priority: Given to siblings of current WIST students.
- Third Priority: Given to International applicants.
- Other applicants will be accepted as they apply, as long as there is space in the school, and subject to the procedures set out below.
- Under equal previous conditions, an offer will be made to the student(s) with the best previous academic records.

Children may be admitted to WIS at any time, subject to assessment, including the production of the most recent two school reports, and the availability of places.

The school always admits children to their age-appropriate year group, to an agreed maximum number of students per class.



Windfield International School Admissions Table

CLASS	BIRTHDATE – 2021/22 SCHOOL YEAR	AGE ON SEPT 1	YEAR IN THAI SYSTEM	GRADE IN AMERICAN SYSTEM
Pre-nursery	Sept 1, 2018 to Aug 31, 2019	2 years	Nursery	Pre-school
Nursery	Sept 1, 2017 to Aug 31, 2018	3 years	Anuban 1	Pre-kindergarten 1
Reception	Sept 1, 2016 to Aug 31, 2017	4 years	Anuban 2	Pre-kindergarten 2
Year 1	Sept 1, 2015 to Aug 31, 2016	5 years	Anuban 3	Kindergarten
Year 2	Sept 1, 2014 to Aug 31, 2015	6 years	P1	Grade 1
Year 3	Sept 1, 2013 to Aug 31, 2014	7 years	P2	Grade 2
Year 4	Sept 1, 2012 to Aug 31, 2013	8 years	P3	Grade 3
Year 5	Sept 1, 2011 to Aug 31, 2012	9 years	P4	Grade 4
Year 6	Sept 1, 2010 to Aug 31, 2011	10 years	P5	Grade 5
Year 7	Sept 1, 2009 to Aug 31, 2010	11 years	P6	Grade 6
Year 8	Sept 1, 2008 to Aug 31, 2009	12 years	M1	Grade 7
Year 9	Sept 1, 2007 to Aug 31, 2008	13 years	M2	Grade 8
Year 10	Sept 1, 2006 to Aug 31, 2007	14 years	M3	Grade 9
Year 11	Sept 1, 2005 to Aug 31, 2006	15 years	M4	Grade 10
Year 12	Sept 1, 2004 to Aug 31, 2005	16 years	M5	Grade 11
Year 13	Sept 1, 2003 to Aug 31, 2004	17 years	M6	Grade 12



Admissions Policy and Procedures

a. General Applications for admission are accepted throughout the year. No official decision on an application is given until all the relevant documents have been received. Families seeking admission for their child(ren) are advised to apply as early as possible as certain classes fill up quickly. All are encouraged to visit the school's website to learn more about the Primary or Secondary divisions, and to download all admission materials.

b. Admissions Committee and decision-making process

The Admissions Committee is comprised of the Head of School, one Admissions Coordinator and the Primary or Secondary Headteacher. When appropriate, additional members of staff will also be consulted. In exceptional periods (such as school holidays), a final decision on an application may be made by two members of the Committee, rather than the three usually required.

In cases where it is deemed necessary, the Committee will meet to discuss issues relating to the application in question. From the time an application is completed, the Admissions Committee aims to return a decision within ten days, pending any further follow-up that may be required.

All WIS students must have a legal guardian who resides in Thailand, and any applicant who will turn 18 before they start school must provide proof of visa before a place can be offered. Parents of existing students are responsible for arranging visas as soon as the student turns 18. These documents are needed for curriculum-related trips, hence are a requirement.

The final decision on all applications rests with the Headteacher.

c. Required application materials

Before a student may be admitted, all of the following must be submitted:

1. Application fee (non-refundable).
2. Student Application Form. This should be completed and signed by the parent or legal guardian.
3. Copy of the student's birth certificate.
4. For foreigner: copy of the student's passport, parents' passports or guardian's passport, plus copy of the house registration certificate in Thailand.
5. For Thai nationality: copy of the student's ID Card, parents' passports or guardian's passport, plus copy of the house registration certificate.
6. Two most recent years school report/transcript (not required for EYFS). School reports/transcripts must be in English or French, with official translations provided when originals are written in another language. In addition, the school may ask for work samples.
7. 2 recent passport size photos of the student



Criteria for admission

Each candidate's application materials are carefully studied in order to assess suitability for admission. We look for candidates:

- who are motivated/determined
- whose academic performance is average to excellent
- whose conduct is good overall, and who are respectful to others
- who are, and whose parents are, committed to the WIS vision, mission and philosophy
- who are internationally-minded
- who would benefit from the WIS curriculum
- whose qualities would enrich the WIS community and be a positive contribution to it.

In cases where it is impossible to obtain a given application document, the Admissions Committee will make a collective decision as to whether or not they have sufficient information in the documents presently available to make an informed decision on the candidate's admission. Information from other sources may be requested in such instances (for example: work samples, obligatory interview).

WIS staff members wishing to enroll their children at the school must follow the usual application procedure

Parents or guardians of any applicant having a specific need must submit complete reports with the application. These might include individualized education programs (IEPs), psychological reports or speech and language reports.

Students needing Learning Support may be admitted if it is believed that the school can offer appropriate support and that the children can be placed in the regular classroom.

In the case where a specific need has not previously been identified, the school reserves the right to review the situation in order to assess the appropriateness of the student's presence in the school based on our capacity to address his/her needs.

Please note that the provision of certain levels of learning support, such as a shadow support teacher, will have an additional fee.

WITHDRAWAL & REFUND POLICY

Windfield International School understands that there can be circumstances which will force a parent to withdraw their child from our school.

- A parent may withdraw the child from the School by giving the School ONE (1) full academic term's notice and by filling out the 'Student Withdrawal Notification Form', Failing to give 1 Term's notice and not signing the form will result in the deposit being forfeited.
- The said notice shall set out the date of such withdrawal (Student Withdrawal Notification), failing which the same shall be deemed as insufficient notice. Please note that the notice of withdrawal must straddle ONE (1) FULL ACADEMIC TERM.
- The following are illustrations of what constitute insufficient notice: i) If it is intended that the child will leave the School at the end of an academic term, notice of withdrawal must be received by the School not later than the end of the first day of the same academic term, failing



which the deposit shall be forfeited. ii) If the child is withdrawn from the School prior to the Withdrawal Date. iii) If the notice of withdrawal does not set out the Withdrawal Date. iv) Provisional or conditional notice of withdrawal is not accepted. v) If the child is not withdrawn from the School on the Withdrawal Date, a fresh notice of withdrawal of not less than ONE (1) full academic term must be received by the School.

The provisions of this clause will apply in the case of prolonged absence of the child from the School.

- All deposits paid will under no circumstances be treated as payment of tuition fees or any part thereof and any other payments required to be paid and may not be used to set-off any amount due and payable by the parent. The parent shall pay such additional monies as are necessary to top up the deposit to maintain its equivalence to one term's tuition fee on or before the commencement of the relevant academic term.
- Where a child has been withdrawn from the School and applies for re-admission, no registration fee will be payable if the child is re-admitted (subject to availability of place) with three (1) academic terms from the date the child left the School, the Application Fee, re-entry fee, tuition fee, deposit and other fees payable, all at the prevailing rate, are required to be paid prior to such re-admission.
- The School may require at any time the withdrawal of a child from the School for any reason at the discretion of the Headteacher. Reasons may include matters related to the child's inability to participate in, or benefit fully from the School's curriculum, or if there is a breach by the parent or the child of any matters or things set out herein.

Windfield International

