



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.

RISP welcomes applications for enrolment throughout the school year by children 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 or through the school website, as well as in-person. Families will be asked to complete an Enquiry Form which provides some basic information about the prospective student. 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 as required.

Stage 2 – Application :

Following this first stage, families are then 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
- Health Form
- Copy of student passport(s) or other national identity documents as appropriate
- Copy of parent(s) passports or other national identity documents as appropriate
- Payment of Application Fee (cost varies year to year)
- Passport-style photograph for each family member



- Copy of most recent 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
 - » 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
- Copy of specialist reports for students who have specific learning support needs. This may include Individual Education Plans (IEPs), academic Learning Support plans or specialist reports, etc.

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 one-hour trial in a classroom/teaching space. 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.

It is not possible to offer remote assessment for Early Primary children

Primary (Year 2 to Year 6)

Students are invited to RISP for a multi-faceted one-hour assessment. The primary-aim of the assessment is to establish academic levels across both English and Mathematics. Students will be asked to provide some written work and also to read some English texts. Conversations between the assessing teacher and the student will identify the current levels in relation to speaking and listening skills. Some mathematics questions will be posed and will be appropriate to the student's age. No revision is necessary for this assessment.

Where the student is not a native English speaker, they will be assessed by an English as an Additional Language (EAL) specialist who will take detailed notes on the current levels of English.

Where students are not able to visit RISP for this assessment, arrangements can be made for a meeting with senior Primary staff via Skype, during which time some basic assessments will be made. Following the offer of a place a formal assessment would be made during the student's first day in school.

Secondary (Year 7 to Year 13)

Students are invited to RISP for their entrance assessment, which will last approximately three hours. RISP uses cognitive ability testing 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 main test will be completed online. No revision is necessary for this assessment.

Should the student's verbal score (an indicator of English language ability) fall below 92 on the CAT test they will be asked to take an additional 30-minute written English assessment.



On completion of the CAT test and written assessment (where required), the student will then undergo an interview process with the Head of Secondary school or, if unavailable, the Deputy Head of Secondary or Assistant Head of Key Stage. The Head of IBDP takes interviews for all prospective IBDP students).

Secondary IBDP (Year 12 to Y13)

In addition to the entrance assessment, students wishing to join the International Baccalaureate (IB) Diploma Programme are expected to have achieved a minimum of five iGCSEs (or equivalent) at Grade C or above, including at least two x Grade B or above in English, Maths or Science. Students who do not meet the requirements to study the IB Diploma Programme may be invited to study for the Diploma Courses Programme. Some subject areas have additional specific criteria for entry to their courses, full details are provided within the IBDP handbook.

Where candidates enter the IBDP this is on the understanding that they may be asked to transfer to the 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.

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 Learning Support staff at RISP. If the Learning Support 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.

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

Following the entrance 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 immediately. The final decision would fall into one of three categories:

1. An offer of a place will be made to the family.
2. 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).
3. 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, 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 IBDP age, a very strong level of English language skills are 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 specialist Regents International School English (RISE) programme. The intention is for students to attend RISE for one academic year, in order to develop their language skills, so they are strong enough to access iGCSE or IBDP study. Progression into iGCSE or IBDP



following study in RISE 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.

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 or Y13 which is effectively more than half way through those courses. Our recommendation will be made clear when the offer of a place is made.

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.

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 one week 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 Principal's decision is final and cannot be appealed.

Stage 6 – Joining RISP:

Within one week of a place being accepted, the family will receive an email from one of the academic staff within the appropriate school, containing useful information pertinent to the student's first day in school.

Where a student is due to join RISP at the start of a Term (August, January and April), an email will be received from Admissions approximately 2 to 3 weeks prior to the Term start date re-confirming arrangements for the first day in school. Contact details for the appropriate staff in Finance, Transport and Visa departments will be shared accordingly.

All students embarking on the IBDP 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 a 'Terms of Business' section. 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

The maximum number of students in each class is as follows:

Pre-Nursery	16
Nursery	18
Reception	18
Year 1 to Year 6	22
Year 7 to Year 13	24

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

Appendix 1: Placement Equivalent Table