

Udon Thani International School

Admissions policy and procedures

To put in place policy and procedures to guide the admissions process for enrolment into Udon Thani International School.

Rationale:

To make it clear to parents and staff any applicable policy and the required procedure for enrolment into UDIS.

Purpose:

Our Admissions Policy is aligned to the guiding statements of the school, of which the school's vision is that:

UDIS inspires internationally-minded, balanced learners who thrive and become active global citizens

Our vision guides our admissions policy in how we communicate the school to prospective parents and how we interact and deal with those parents when talking about the school. We look for parents who understand and are aligned with the vision of the school, the learner profile and our approach to learning. Our vision also influences our enrollment process to ensure that we can admit students who can thrive and be successful in accessing our school's curriculum.

Guidelines:

Early year's admissions

Early years students for K1 and K2 classes must be 3 or 4 years of age at 1 September to be admitted. Students should also be toilet trained prior to starting school for entry into K1 and K2 classes.

Students entering Preschool should be 2 years of age on 1 September to be admitted. The school may accept students younger than 2 years old depending on the maturity of the student but such applications are only likely to be considered in Term 1 of any academic year.

English and EAL

English is the language of instruction. The ability to successfully access the international component of the curriculum within a reasonable time framework and to thrive in our English-learning environment are the guiding principles for admission to the school.

Early Years (Preschool, K1, K2)

Within the Early Years, immersion in the English language is usually sufficient for children to quickly develop proficient English language skills. On this basis, children may be admitted to our Early Years regardless of their level of English proficiency. UDIS teachers are trained to support the language acquisition and learning of non-native speakers.

English as an additional language

For our Primary Years and Middle Years, the school operates an admissions cap for English as an Additional Language (EAL) learners so that we can maintain English as the language of instruction within classes. The admissions cap limits the number of EAL learners in each class to 30%. EAL learners must be tested before the initial enrolment interview with the Head of School. Learners who are recommended to be tested by the Admissions Manager are assessed using the WIDA screening tests. If a learner is assessed as an EAL learner, they can only be granted a place at UDIS if an EAL place exists in the class they will enter. Learners that score an overall score of 1.0 on the WIDA screener are classed as Absolute Beginner English (ABE) learners. At this time, the school does not accept ABE learners for enrolment into the Primary and Middle Years (Year 1 upwards) but this is at the discretion of the Head of School if additional support can be put in place..

Class placement based on age

Students are generally admitted to classes based on their age not on their ability but consideration is given to students who may be operating at a lower or higher grade level than this class. In general, if a student is performing above or below their grade level then the school will use differentiation or available learning support to best meet the needs of the student.

Entrance policy and special needs

UDIS believes in equal opportunity for every child and as such does not discriminate on the basis of race, religious beliefs, gender or cultural background. The school does not cater for students with severe learning difficulties, or severe emotional and/or behavioural problems. The school reserves the right to exclude students whose needs cannot adequately be met both during and after the student may have been enrolled in the school.

Early Years students complete a trial at the school which helps the school screen for learning support needs. Primary Years and Middle Years students may be referred for learning support due to their past school history. Applicants with behaviour, communication, intellectual, physical disabilities or multiple exceptionalities may be referred to our Learning Support Coordinator (LSCO) for evaluation. The LSCO uses a variety of information to make a recommendation about a student including interviews, tests, review of health documentation, reports etc. The decision to admit the child will be made by the Head of School based on the recommendation of the LSCO as to whether the school is able to meet the needs of the child. A provisional enrolment may also be offered to students with identified needs.

First day of school

For a student to be enrolled into the school they must complete all applicable tests, interviews and observations. This process can take up to 2 weeks to complete depending on the availability of staff. For students wishing to start at the beginning of each term or half-term,

parents must complete the admissions process in the two weeks of the term or half-term prior. For students entering during the term, parents must have completed the admissions process first.

Early Years students entering the school can generally only start during the first 2 weeks after the start of the term or the first 2 weeks after a half-term break unless the Early Years Coordinator allows other start dates. This is to prevent disruption to the class from students who may have trouble settling at the school.

Primary and Middle Years students can start anytime except the last three weeks of the academic year. The minimum start date of a student is usually 24 hours after confirming the enrolment to allow staff to be notified of the new arrival. For instance, a student who is enrolled on Monday could start from Wednesday onwards. Early Years students usually start only on Mondays. However, the Admissions Manager and Head of School have final say over the start dates of students.

Waiting lists

UDIS maintains waiting lists for all classes which any students can join, who intend to enrol for at least one term, by following the applicable waiting list procedures. A waiting list fee must be paid to join the waiting list and this fee is non-refundable. Students on the waiting list are not guaranteed a place at the school for any particular entry time as these depend on when there are vacant places within the school. If a student on the waiting list rejects three offers of places at the school then they will be removed from the waiting list with no refund made of any fees paid. If the school decides not to offer a vacant place to a student on the waiting list for any reason, then the school will refund 100% of the waiting list fee.

Student visas

International students may gain a student visa through the school to allow them to stay in Thailand while attending UDIS. This visa is known as the ED visa. All visa costs will be billed to the guardians of the student. If a student is unable to secure an ED visa from a Thai consulate, then the offer of enrolment at the school will be withdrawn with any fees repaid subject to the school's refund policy.

Provisional enrolment

The school treats all new students to the school as being provisionally enrolled for the first two weeks of schooling. During this period of provisional enrolment, the school reserves the right to revoke the student's enrolment at the school at its own discretion. The school may revoke enrolment if the parents had not fully disclosed issues that would have otherwise affected the student's acceptance into the school or for any other reason at the school's discretion. If enrolment is revoked, then any refund would be made under the terms of the fee refund policy. After this two week period has lapsed, the student would become a fully enrolled student at the school subject to the approval of the Head of School or the provisional enrolment may be extended.

Levying of additional fees for students

The school reserves the right to levy any additional fees needed for students. These fees are listed within the school's fee payment policy. Typically these may include extracurricular activities, lost library books, learning support fees etc.

Procedures:

Waiting list procedures

If a place is not available at the school or to secure a place in a future class at the school. The parent can do the following:

1. Complete the required School Registration Form
 - a. School registration form
2. Pay the required waiting list fee to secure a place on the school waiting list
 - a. School waiting list
3. Wait for the school to contact the parent about available places. The parent can contact the school anytime to check their current waiting list position.
4. When a school place is available, they will be offered to the first eligible student on the waiting list whose proposed start date is the same as the date of the available place.
 - a. If the student does not accept the place, the next student on the list will be offered the place
 - b. If an eligible student has rejected three offers of places across a calendar year then they will be removed from the waiting list.
5. Students offered a place will be asked to complete the registration for enrolment procedure at least a month prior to the first day of school or as required by the Admissions Office

Registration for enrolment

When a student is ready to register at the school they must do the following:

1. The parents must submit the completed enrolment form
 - a. Complete media release form
 - b. Complete student information form
 - c. Complete the parents code of conduct form
 - d. Complete the library agreement form
 - e. Complete the data protection form
 - f. Submit necessary documents:
 - i. Birth certificate
 - ii. House registration/passport
 - iii. 2 passport photos, 1 passport photos of each parent/guardian, 1 passport photos of anyone authorised to collect the child
 - iv. Child's immunisation record
 - v. Copies of any medical information the school may need
 - vi. Student report cards for the last 2 terms/semesters (if applicable)

2. The parents must pay the applicable registration fee and enrolment deposit to secure a place in the school
 - a. Any refunds of this fee are as due under the Refund Policy of the school.
 - b. If discounts apply to a student's enrolment due to registration promotions, these will be applied at time all Term 1 fees are paid
 - c. Registration fee is paid by bank transfer with the details emailed or faxed to the school
 - i. Fax: 042 110-379 or admin@udoninternationalschool.com
3. The student must complete admissions testing
 - a. Primary Years students will need to complete an EAL assessment at the discretion of the Admissions Manager
 - b. Students from Year 3 upwards complete a CAT4 test of aptitude
 - c. Early Years students will need to complete an observation trial at the school prior to enrolment
 - d. All students may be asked to trial at the school, or to complete additional tests, at the discretion of the school.
4. The parents must complete an enrolment interview
 - a. At this interview the enrolment application will be examined and feedback provided from the admissions tests.
5. On acceptance into the school, parents will receive an enrolment offer.
 - a. The parent's must sign to confirm their acceptance of the enrolment offer.
 - i. Any subsequent withdrawal will be governed by the refund policy.
 - b. If the parents do not accept the enrolment offer they may do so and receive a refund of the registration fee less the application fee.
6. If an enrolment offer is not made:
 - a. If the student is not accepted, the registration fee will be refunded less 50% of the application fee
 - b. If a student is not accepted due to the lack of an EAL place for them then they will be given the option of joining our waitlist for the class.

Enrolment

On receiving an enrolment offer at the school, parents must pay all required term fees at the school office and any required deposits. The student can then organise any necessary uniform items they need for the school.

Student visas

If a student is accepted into UDIS and a student visa is required for immigration purposes, than the following procedures apply:

1. Student must complete all application forms for the ED visa
2. Student must include the following documentation:
 - a. 2 copies of the student's passport
 - b. 8x photos (4x5cm)

3. The school will then submit the request for a student visa to the Ministry of Education (MOE) for approval. This process can take 2-4 weeks.
4. If the MOE approves, the school will send the letter of acceptance to the student
5. The student can use this letter of acceptance to apply for a Non-immigrant (ED) visa in a Thai consulate outside of Thailand
6. Upon gaining an initial Non-immigrant (ED) visa, the student can then travel to Thailand
7. Within 2 weeks of arrival in Thailand the student must provide the passport to the school in order for the school to process a letter of extension visa for the MOE. This provides an extension of the ED visa of up to one year.
8. Upon receiving the visa extension, the school can prepare documentation to extend the ED visa annually.
9. The school will keep records of all students with ED visas.

Procedures for provisional enrolment

To make a decision on the change of status from provisional enrolment, to full enrolment, the school will begin the following process before the trial period ends:

The Admissions Manager will issue a trial period completion form to the homeroom teacher for the student provisionally enrolled

1. The Admissions Manager will ensure that the form is completed and presented to the Head of School before the trial period elapses.
2. The Head of School will make a decision about the continued enrolment of the student, which may be:
 - a. The student becomes a fully enrolled student at the school
 - b. The student's provisional enrolment is extended for a given length of time
 - c. The student's enrolment is revoked and the student is refunded under the terms of the fee refund policy.
3. If the child's enrolment status changes, the parents will make any necessary payments or will be eligible for any refunds that may apply.

Associated policies

- Fee payment policy
- Fee refund policy
- Discount policy
- Learning support policy and procedures

Reference documents

- [Department of Education - Summer Born Children: Starting School: Advice for parents \(2020\)](#)

Review cycle:

The Admissions Policy will be reviewed every two years to ensure that it is consistent with:

- The guiding statements of the school
- The student demographics of the school
- The capabilities of the learning support and EAL support provided by the school
- The strategic plan of the school

The Head of School and Admissions are responsible for organising the review of the Admissions Policy and to include others as needed.

Date adopted:	20/6/2014
Last modified:	21/4/2022
Last reviewed:	16/9/2022
Next review date (2 year review cycle):	16/9/2022
Board approved date:	9/3/2018

Change log and associated documents

- Review of the Admissions Policy was completed on 19 April, 2022 and 16 September, 2022
- Review of the Admissions Policy was completed on 12 February, 2020
- Admissions Review 2018/2019