

Approval:	Headmaster	Audience:	All stakeholders
Author:	Headmaster (J.Pine)	Review Frequency:	2 years
Approval date:	January 2025	Next Review:	March 2027
Version	2 (March 2026)		
Linked Policies:		Equalities/Inclusion Safeguarding Parent Charter Scholarships policy	

## Heathfield International School Admissions Policy

### 1. Introduction

1.1 Heathfield International School (HISB) is a coeducational school offering high quality international education from Pre-Nursery to Year 13. .

1.2 The school attracts students from a mainly Thai cultural background due to the nature of the international education market in Thailand. However, students from a diverse background (all genders, nationalities and abilities) are encouraged to apply. The school prides itself on providing high quality, holistic education, personalised to meet the individual needs of its students.

1.3 Entry into the Early Years (Pre-Nursery to Reception) is not selective but is on a first-come-first-served basis. Parents are requested to attend one of the Open Day meetings or undertake a school tour with the Admissions Team, complete an application form and to attend an interview with a member of the School Leadership as part of the application process.

1.4 Entry into Year 1 and Year 2 is based on teacher assessment derived from observations and the outcomes achieved from planned activities to ensure that our curriculum is appropriate to the needs of the student. There is also an EAL assessment to determine the applicant's English Language ability.

1.5 Entry into Year 3 - Year 13 is based upon academic merit which is assessed through entry tests (CAT4 online assessments), an interview at the school and an EAL assessment.

1.6 Reports and references (see Appendix 2) from previous schools, must also be submitted with the application.

1.7 Our selection process is designed to identify students who are able to benefit from our holistic curriculum and enable them to both thrive within and contribute towards the life of the school.

### 2. Purpose of the Policy

2.1 The purpose of this policy is to give prospective parents and students an overview of the entry requirements into the school at all levels from Early Years to Primary and into Secondary.

2.2 The policy also aims to explain the process, documentation and steps involved in applying for a place at Heathfield International School.

### **3. Aims of the Policy**

3.1 This policy aims to provide clarity for all parties including teachers, the Admissions team and the Senior Leadership Team as to the application and acceptance process. This includes:

- Initial requirements on application
- Minimum entry requirements
- Considerations for placements
- Contractual clauses and caveats
- Placement offer/ placement decline

3.2 There is an associated flow chart (Appendix 3) including step by step documents for illustrative purposes.

3.3 This policy was made in collaboration between the Senior Leadership Team, teachers and the school Admissions team.

### **4. Ensuring equality**

4.1 At HISB we celebrate and encourage diversity. We actively encourage our students to recognise their rights and responsibilities as Global Citizens. Therefore it is our aim to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our school community and is vital for preparing our students for today's world.

4.2 The school is also committed to the equal treatment of all regardless of a candidate's gender, race, religion, sexual/gender identity, learning or physical disability or social background.

### **5. Open Day and visits to the school prior to submitting an application**

5.1 At HISB we recognise that choosing the right school is a difficult decision for parents and we encourage visits to the school before applications are submitted. This will provide parents with the opportunity to experience our holistic programme first hand. Our Admissions Team will be glad to provide parents with a tour (in either Thai or English language) and to answer any questions that they may have. Parents can contact the Admissions Team by emailing [admissions@heathfield.ac.th](mailto:admissions@heathfield.ac.th) or by calling the Admissions Team on 02 372 2679-80 Parents may also contact the School via the official HISB Line Account at [@hisb-admissions](https://www.instagram.com/hisb-admissions)

5.2 The Headmaster or Headteacher of each phase are also available to answer any questions. A meeting can be arranged with one of the Leadership Team via the Admissions Team.

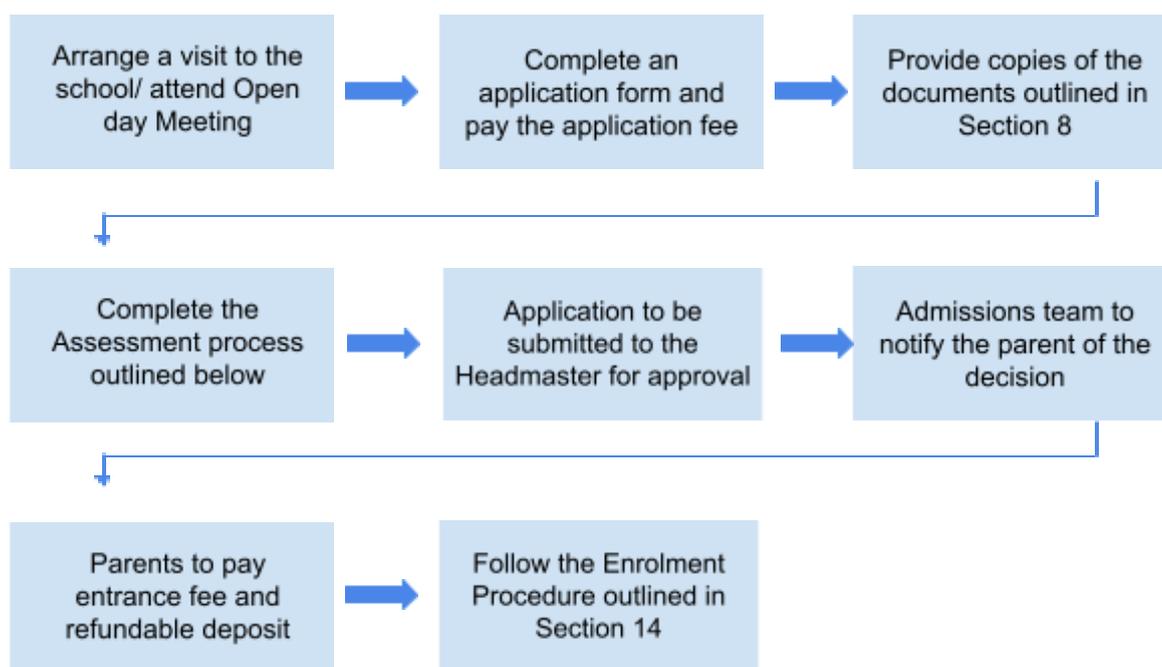
5.3 HISB encourages all parents to visit the school BEFORE applying and therefore we hold several Open Day meetings annually where parents are provided with an opportunity to meet the Headmaster and

Headteachers, who will present information about the curriculum and programme. In addition, parents will meet other staff and tour the facilities. Open Day meetings are arranged throughout the academic year. Parents who wish to attend can find more information or register for the next available session via the Admissions Team.

## 6. Age guidelines for entry

Entry Year	Age on or before 31 <sup>st</sup> July
Pre-Nursery	2
Nursery	3
Reception	4
Year 1	5
Year 2	6
Year 3	7
Year 4	8
Year 5	9
Year 6	10
Year 7	11
Year 8	12
Year 9	13
Year 10	14
Year 11	15
Year 12	16
Year 13	17

## 7. Application & Assessment Process



### 7.1 Applications for the Early Years (Pre-Nursery to Reception)

7.1.1 Students applying for entry into Pre-Nursery will only be observed by the member of the Leadership Team for any physical, cognitive, emotional or behavioural needs. Additional information will be obtained from a questionnaire completed with parents during an interview with a member of the Leadership Team.

7.1.2 Students in Nursery and Reception will complete practical activities where the teacher will observe and assess the students physical, emotional, social and cognitive skills to obtain a baseline result. Additional information will be obtained from a questionnaire completed with parents during an interview with a member of the Leadership Team.

### 7.2 Applications for Primary (Years 1 and 2)

7.2.1 Students in Year 1 upwards will be required to meet with a member of the Leadership Team to assess their command of conversational English and ability to follow simple commands in English. An EAL assessment of their oral, reading and written skills will also be carried out by a member of the EAL Team. This will include a phonic screening test. Where students lack English ability, the assessor may recommend the English EAL Intervention programme. There is an additional cost for this programme.

### 7.3 Applications for Primary & Secondary (Year 3 upwards)

7.3.1 In addition to the requirements outlined in 7.2, students applying to enter Year 3 to Year 13, will be required to undertake a cognitive assessment (CAT4). The assessment will be arranged by the Admissions Team and the results shared with the Headmaster for consideration.

### 8. Documentation Required

Documents required at the time of applying	Comments
Photographs	Size 1.5 inch 2 copies for student and 1 copy for parent
Photocopy of birth certificate	Students
Photocopy of house registration document	Students and parents
Photocopy of ID card or Passport	Students (if any) and parents
Copy of Certificate/ report of past academic year from previous school	Reception – Year 13
(optional) Medical certificate	- Issued by hospital - if student has any medical condition/ long-term health condition/ allergies
Application fee	2,500 Baht
Documents required before starting school	
Medical Record Form	
Letter from the Doctor verifying any allergies or medical conditions	- Allergies without verification will not be recorded - Signed by parents
Consent form (use of images/photography)	- Parent must read the policy before signing the consent form - Signed by parents and students
Parent Charter	Signed by parents and students
ICT Agreement	- Nursery – Year 13 - Signed by parents and students
Terms and Condition of payment	- Signed by parents
PDPA Compliance Form	- Completed and signed by parents

## 9. Offer of a place at Heathfield International School

9.1 The decision to admit a new student lies with the Headmaster. Each student's application is carefully considered and takes into account the students assessments (i.e. CAT4), teacher comments and assessments of both academic and behaviour.

9.2 When parents apply to the school they will receive one of three outcomes:

- **Unconditional Acceptance:** students will be enrolled into the school.
- **Conditional Acceptance:** students will be offered a place under the conditions stated. This may involve enrolment in an Intervention Programme or a recommendation for attendance at an outside agency such as English summer camp or 1:1 tutorials.
- **Declined:** students may not be offered a place at HISB because of academic or behavioural concerns, where it is felt that the programme and curriculum will not meet the needs of the applicant. In this event, full details of the reasons will be given to the parents in writing. Parents will have the right to appeal against such decisions.

9.4 Placements can be declined on the grounds of:

- Lack of an available space in the requested year group
- Demonstrated/ anticipated difficulties accessing the curriculum
- Substandard academic performance
- Lack of available subjects in relation to present program of study (Secondary level)
- Additional or special educational needs which can not be reasonably accommodated through mainstream classroom provision
- Disciplinary/behavioural concerns
- Tuition fee or other school related expense arrears

9.5 A conditional offer may have one or more of the following caveats:

- Enrolment in the school learning support program and agreement to pay all associated fees in addition to the standard fee structure.
- Placement in an alternative year group which may include repeating a year of study.
- Provision of a one to one support person to assist the student across their day at school.
- Provision of specialist materials which enable learning including but not limited to laptop or tablet, specialist seating, overlays, booklets and additional learning materials.
- For those with suspected declared or undeclared behavioural difficulties, agreement to a trial period lasting no longer than one full academic term where students can have their placement rescinded should their behaviour not align with school expectations or is disruptive to or endangers the wellbeing of staff or other students.

9.6 All parents are expected to sign the Parent Charter. It is an agreement to follow the regulations and policies of the school. Violation of the Parent Charter may result in a place at HISB being withdrawn.

9.7 An application is not complete and will not be considered for placement until all applicable documents have been submitted and all required fees have been paid. Failure to submit all the necessary documentation and payments will result in the offer of a place being withdrawn.

9.8 The offer of a place may also be withdrawn if parents intentionally withhold information during the application process, including any medical, learning or physical disabilities or any concerns raised by a previous school, including disciplinary matters.

9.9 Placements offered for the coming academic year must be accepted and paid for in full within 7 days of being issued. If there is any delay in acceptance or in payment of associated fees, Heathfield International School reserves the right to rescind the placement.

9.10 Placements for the current academic year must be accepted and paid in full within 7 days of being issued. If any delay in acceptance or in payment of associated fees is incurred, the placement will be open to the next applicant and allocated on a first come, first serve basis.

## **10. Special Needs**

10.1 The school does not discriminate in any way regarding entry into the school and encourages a diverse community.

10.2 The school considers applications from those with special needs provided the students' needs can be met. The physical layout of the school provides a challenge to those with physical disabilities though the school is committed to improving accessibility.

10.3 Parents of children with special educational needs or physical or mental disabilities **MUST** discuss their child's requirements with the school before beginning the application process.

10.4 Parents should provide a copy of any educational psychologists or doctor's reports for consideration before applying.

## **11. Medical needs and allergies**

11.1 Those students who suffer with any medical conditions (including allergies) must have a doctor's note verifying the condition before the student can be enrolled.

11.2 Allergies without a doctor's note will not be recorded by the school.

11.3 For students with medical needs or allergies, parents must ensure that the School Nurse has received all information and medication before the child's first day at school. Failure to provide the Nurse with the required medication will result in the child being sent home.

11.4 The School will make reasonable, alternative meal arrangements for those students with allergies, medical needs or for religious reasons.

11.5 It is the responsibility of the parents to ensure that all medical information is up-to-date and accurate and that all medication needed is given to the School Nurse.

## **12. English Language Assessment and Intervention**

12.1 To access the broad curriculum offered at HISB, students need to be able to communicate, read and write in English at an appropriate level for their age.

12.2 For those students who are not at the expected level of English we offer language support through our EAL Intervention Programme. There are additional fees associated with this programme. Attendance at this programme may be a compulsory condition of acceptance.

## **13. Sibling Policy and Over-Subscription Procedures**

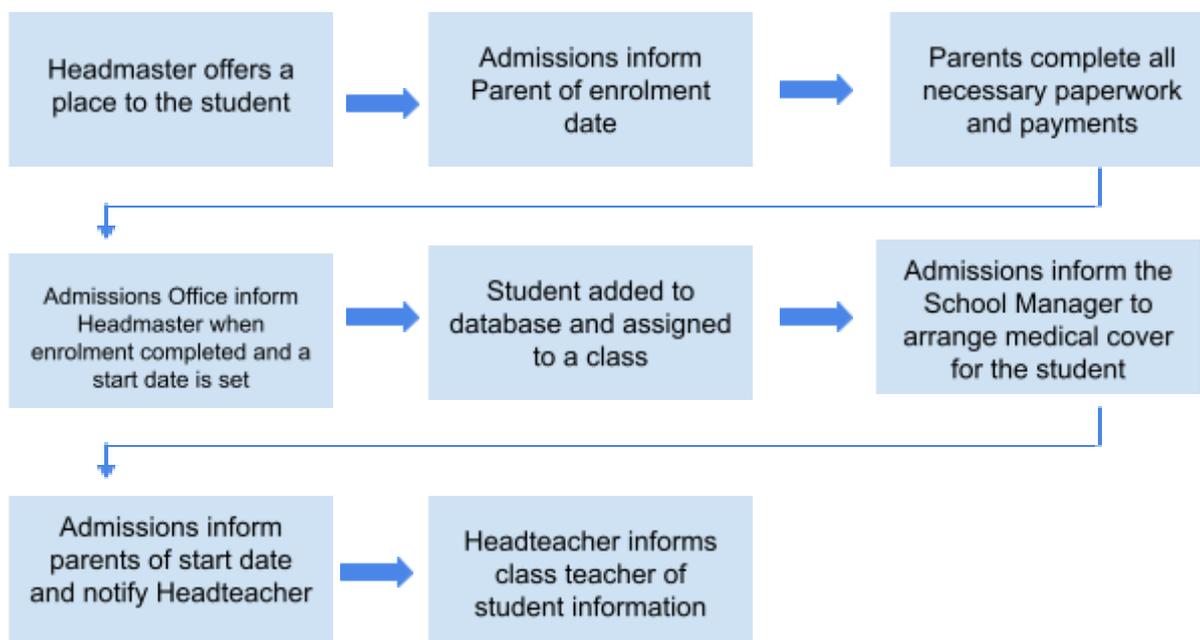
13.1 On most occasions, siblings of current students are given priority for admission into the school. However, admission is not automatic and there may be occasions where the school assesses that a sibling is likely to thrive better in a different school environment.

13.2 Where the number of applications exceeds the number of places available, the school reserves the right to use its over-subscription criteria.

13.3 Priority for admissions will be given to those students who:

- currently have a brother or sister at the school already
- are a sibling of a former student at the school
- perform well in the entrance assessments
- are children of staff
- live close to the school

## 14. Enrolment procedures



14.1 Once students have received the offer of a place at HISB the parents are responsible for completing the documents outlined in point 8 of this policy.

14.2 Parents must ensure that the Student Medical Form, (including any verification letters needed from a Doctor) are submitted before the start date.

14.3 Parents must ensure that their contact details including mobile phone number and email addresses are accurate and up-to-date.

14.4 All students and parents enrolling at HISB are expected to make themselves familiar with the school policies and procedures before commencing at the school. The Admissions Team will direct parents to the relevant policies. These are also available on the school website.

14.5 Parents are required to agree to and sign a copy of the Parent Charter, Use of Images Consent, Acceptable Use of ICT Agreement and the PDPA Compliance Form, prior to commencing at HISB.

14.6 The School Manager will ensure that Student Accident Insurance is in place for the student before their start date.

## **15. Appeals from parents**

15.1 Parents whose son/daughter has been rejected may wish to appeal against the decision. The appeal should be made in writing to the Chair of the School Board who will carefully consider all of the information. The parents may be invited to attend a meeting.

15.2 The decision of the School Board is final and is not open to negotiation. The decision from the School Board will be made in writing to the parents within **10 days** of receiving the appeal from the parents.

## **16. Scholarships (see Scholarship Policy for further information)**

16.1 Scholarships offered to students are based on academic performance or for outstanding gifts and talents, including music and sport. There are also scholarships for students who reflect the school values in an exemplary manner as HISB Ambassadors.

## **17. Financial Aid**

17.1 HISB offers financial aid to students who face economic or family difficulties. Requests for such support should be made in writing to the Headmaster.

## **18. Monitoring & Review**

18.1 This policy is reviewed annually by the Headmaster, who is responsible for its implementation.

## Appendix 1

### Checklist of items required before a student can be admitted into HISB

Documents required at the time of applying		Date Received
Description of the documents	Comments	
Photographs	Size 1.5 inch 2 copies for student and 1 copy for parent	
Photocopy of birth certificate	Students	
Photocopy of house registration document	Students and parents	
Photocopy of ID card or Passport	Students (if any) and parents	
Copy of Certificate/ report of past academic year from previous school	Reception – Year 13	
(optional) Medical certificate	- Issued by hospital - if student has any medical condition/ allergies	
Application fee	2,500 Baht	
Documents required before starting school		Date Received
Description of the documents	Comments	
Medical Record Form		
Letter from the Doctor verifying any allergies or medical conditions	- Allergies without verification will not be recorded - Signed by parents	
Consent form (use of images/photography)	- Parent must read the policy before signing the consent form - Signed by parents and students	
Parents Charter	Signed by parents and students	
ICT Agreement	- Nursery – Year 13 - Signed by parents and students	
Terms and Condition of payment	- Signed by parents	
Pre-registration Agreement	- Only for enrolled before an interview - Signed by parents	

**PLEASE NOTE: NO STUDENT CAN BE ADMITTED INTO HISB UNTIL ALL THE ABOVE HAVE BEEN RECEIVED.**

**IT MAY TAKE UP TO 5 WORKING DAYS BEFORE A STUDENT CAN START AT HISB.**

**The Admissions Department will issue parents with a starting date once all documents and payments have been received.**

## Appendix 2



### REFERENCE FORM

The student whose name appears below has applied for admission to Heathfield International School. This reference is an important part of the application and your cooperation in providing this will be greatly appreciated. Please return this form directly to our Admissions Office via email: [admissions@heathfield.ac.th](mailto:admissions@heathfield.ac.th) as soon as possible.

Name of Student:

Current Grade/ Year Level:  Dates attended from:  to

Name of Current School:

	High 5	4	3	2	1 Low
Communication Skills					
Independence					
Thinking Skills					
Research Skills (Year 6 upwards)					
Attitude to learning					

Does this student require any support in the following areas:

Speech/ Language: Yes/ No      English as an Additional Language: Yes/ No      Behaviour: Yes/ No

Please give further details if yes:

Does this student have any form of Learning disability: Yes/ No

Please give further details if yes:



Do you have any concerns in particular regarding this student: Yes/ No

Please give further details if yes:

Are the parents of this student supportive of the pro grammes and policies of the school: Yes/ No

Please provide any further information regarding this student that you feel would be helpful:

Do you hold any Child Protection records for this child: Yes/ No

If YES please forward these for attention of Mr. Joseph Pine, School Principal, in a sealed envelope marked "strictly confidential" Thank you.

Signed:

Position held:

Date:

## Appendix 3

# ADMISSIONS PROCESS

The School operates a clear and structured admissions process to ensure that each applicant is carefully considered and appropriately placed.

