

Admissions Policy

Policy Number: E1				
Version	Date Issued	Prepared By	Approved By	Comments
1	July 2011	SMT	SMT	Included in Staff Handbook
2	July 2013	SMT	SMT	Included in Staff Handbook
3	July 2015	SMT	SMT	New Policy Created

As a school, we aim to provide quality education to all of our students. We aim to ensure that the school is the right choice for the students attending and request information about all students.

Where possible and a child is already located in Hua Hin a trial day occurs. This allows the teacher to make their observations about performance levels in both attainment and sociable levels. The teacher then recommends whether a place should be offered or if other action is required e.g. occupational therapist, speech therapist or psychologist report.

When a child registers from overseas, previous school reports are requested and shared with teachers. It does occur that the nature of each student's ability and characteristics are unknown until their arrival. If it is felt the school cannot offer appropriate facilities or facilitate the learning of a student a meeting between the office, teacher and parents will occur.

If a child must be placed onto the waiting list for a place in the class then they will be placed by the date they are entered onto the list unless;

A child has a sibling in school already.

A child has previously been with the school and paid registration and enrolment fee.