



# RUGBY SCHOOL THAILAND



## ADMISSIONS POLICY

THE WHOLE PERSON THE WHOLE POINT

*The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Thailand. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation, or disability. They have a right to be safe in our school. Members of staff in the school have a legal and moral obligation to safeguard and promote the welfare of the students, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.*

**Version Control**

Policy number: RST_002	Version number: 1	Effective Date: November 2023
Responsible: Director of Admissions & Marketing	Reviewed by: PTC	Date last reviewed: August 2023
Approved by Sub-Committee: Education	Approval Date: November 2023	Date of next review: August 2024

This policy relates to:	Child Protection & Safeguarding Policy Terms & Conditions of Enrolment
Responsible Department(s):	Paul Corr – Director of Admissions & Marketing Vimvipa Stitstian – Admissions Manager Heads of School & Principal Director of Boarding Head of EAL
Other standards:	
Legislation or other requirements:	We are guided by UK and Thai legislative acts on copyright, data protection and Freedom of Information legislation. These include the Safeguarding Vulnerable Groups Act 2006 (UK), the Malicious Communications Act 1988 (UK), Child Protection Act 2003 (Thailand), PDPA 2020 (Thailand) and other legislation.

**Review Process**

Policy review frequency: Annually	Responsibility for review: Director of Admissions & Marketing
Review process: I. Paul Corr to conduct a policy review. II. Modifications will be made where appropriate. III. Submit for review and approval by the Education sub-committee.	
Documentation and communication: Document decision changes will be written in as an addition and approved via SLT. There will be an update on the Version Number of the Document.	

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## 1. INTRODUCTION

- 1.1. **Safeguarding:** The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Thailand. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation, or disability. They have a right to be safe in our school. Members of staff in the school have a legal and moral obligation to safeguard and promote the welfare of the students, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.
- 1.2. Rugby School Thailand's Admissions policy is developed from the foundations of our Ethos, Aims, Visions and Mission.
  - **ETHOS:** The Whole Person, The Whole Point.
  - **AIMS:** To improve the outcome of every individual.
  - **VISION:** To be a world-class leader in day and boarding education.
  - **MISSION:** To provide:
    - a broad curriculum delivered by high-quality staff that allows all students to progress.
    - outstanding opportunities for personal development through the RST learner profile.
    - world-class facilities and an extensive enrichment programme that enables students to develop their own talents and skills.
    - a culture of care that engenders a sense of belonging and community.

## 2. POLICY AIMS

- 2.1. To provide clarity on admissions procedures and criteria prior to application.
- 2.2. To provide a fair and transparent pathway to admissions at the School for all qualified students.
- 2.3. To help identify students with key academic interests and personal qualities, who will benefit from the outstanding opportunities Rugby School Thailand offers.

## 3. APPLYING

- 3.1. Rugby School Thailand welcomes applications for children from all ethnic and racial groups, backgrounds, and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our School Community and the rights and freedoms of others. All applicants for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, sexual orientation, property, birth, or other status.
- 3.2. Rugby School Thailand currently has limited facilities for the disabled. However, the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001 to accommodate the needs of

applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

- 3.3. We recognise that choosing the right School for your child is one of the most important decisions a parent or guardian can make. To help with this, we encourage each family to visit our School and discover just how exceptional our School is. To ask questions or make an appointment, please contact [admissions@rugbyschool.ac.th](mailto:admissions@rugbyschool.ac.th).
- 3.4. To apply, please visit <https://www.rugbyschool.ac.th/admissions/apply-now/> and complete the application form. Our Admissions Office will then contact you to guide you through the application process.
- 3.5. The School accepts applications throughout the year and students may join the School either at the start of any term or directly after any half-term break. [Term Dates](#) for these entry points can be found on the School Calendar or through the Admissions section of the website.
- 3.6. As noted in Appendix A, students may only apply to join the age-appropriate year group. Only upon the advice or recommendation of the relevant Head of School will any student be considered for a non-age-appropriate year group.
- 3.7. Throughout the admissions process, the School may collect/use the personal data of students and parents. All personal data collected will be used solely to provide necessary services and data shall be retained within the guidelines set in the School's Data Retention Policy.
- 3.8. Enrolment decisions are taken by the Head of School in consultation with key staff and information gathered during the admissions process. If a decision is disputed by a parent or guardian, the Principal will hold final authority.

## 4. ADMISSIONS PROCESS

- 4.1. The admissions process comprises four steps:

### Step One: Application

- 4.2. Complete and return the Application Form together with any supporting documentation and the non-refundable Application Fee of THB 5,500 per child.

### Step Two: Age-Appropriate Assessment & Interview

- **Pre-Nursery - Nursery (aged 2 to 4)\***  
Children meet with teachers individually or in small groups to determine the attainment of age-related language and developmental milestones. Parents or guardians are present during the process to discuss their children with the Head of Prep-Prep and ask any questions.

*\*Please note: Pre-Nursery and Nursery children are subject to an induction process that gradually introduces them to School life. Details of this are noted in Appendix B.*

- **Reception, Years 1 and 2 (aged 5 to 6)**

Children meet with a teacher for a one-to-one assessment of developmental progress, social skills, literacy, numeracy, and reasoning. Parents or guardians will then meet with the Head of Prep-Prep or a representative to discuss any arising questions.

- **Years 3 to 8 (aged 7 to 12)**

Students are assessed in literacy, numeracy, and reasoning skills. This will be followed by an interview with the Head of Prep, or a representative to establish the student's broader interests and character. Where appropriate, further assessment may take place.

- **Years 9 to 12\* (aged 13 to 16)**

Students will be assessed academically, either through consideration of formal public examination results (e.g., IGCSEs) and/or through assessment in numeracy, literacy, reasoning, and other subjects as required. The student will then be invited to interview with the Head of Senior School or a representative to establish broader interests and character. Where appropriate, further assessment may take place.

*\*Note: Appendix D includes a guide on the level of English required to join these year groups.*

### Step Three: Placement

- 4.3. Following the assessment, parents or guardians will be informed that either:
- Entry requirements have been met and a place at the School will be offered.
  - Entry requirements have been met but no places are currently available, and your child will, therefore be added to a waiting list.
  - Further information or assessment is required before a final decision can be made.
  - Entry requirements have not been met, and no place at the School will be offered.

### Step Four: Enrolment

- 4.4. To secure enrolment, you will be asked to complete the 'Acceptance Form', send all supporting documentation to the Admissions Office, and pay the non-refundable 'Acceptance Fee' and a refundable 'Student Deposit' via the School's Finance Office. A checklist of supporting documents that will be required for Admissions is noted in Appendix C.

## 5. SELECTION CRITERIA

- 5.1. Rugby School Thailand is a selective school. We assess all students with care, focusing on academic potential and talents in other areas such as Sport and music to ensure that they will both benefit from and thrive within our environment.
- 5.2. The selection criteria for each entry point are;

### Early Years

- Level of independence.
- Engagement/interest in activities.
- Speaking and understanding in home language.

- Fine motor and gross motor skills.
- Forming relationships with others.

#### Years 1 and 2

- The potential to achieve appropriate levels of reading, writing, and speaking in English.
- Age-appropriate level understanding of mathematical concepts.
- A knowledge and understanding of phonics (letters and sounds).
- Ability to interact positively with adults and children.
- Secure emotional development.

#### Years 3 to 8

- Age-appropriate levels of reading, writing, and speaking in English.
- Age-appropriate level understanding of mathematical concepts.
- Ability to interact positively and confidently with adults and other children.
- Age-appropriate learning and emotional development.
- Appropriate understanding of Non-Verbal Reasoning.

#### Years 9 to 11

- Ability to access the whole curriculum in English.
- Evidence of broad curriculum knowledge.
- Age-appropriate levels in Mathematics.
- Ability to interact positively and confidently with adults and other students.
- Enthusiasm and passion to contribute to the School community.
- Appropriate understanding of Non-Verbal Reasoning.

#### Year 12 & 13

- Evidence of high academic achievement.
- Evidence of broad curriculum knowledge.
- Ability to interact positively and confidently with adults and other students.
- Enthusiasm and passion to contribute to the School community.

5.3. Whilst a minimum academic and English level will be required to meet age-appropriate curriculum expectations, qualities of character and strengths in other areas such as Sport, Drama, Music, and Art will be considered.

## 6. SIBLINGS

6.1. Whilst every effort will be made to accommodate siblings, entry by all students is subject to available places and successful selection as noted in this policy.

## 7. SCHOLARSHIPS

7.1. Scholarships may be applied for from Year 7 and up only, noting the processes detailed through our website within the [Scholarship Section](#).

## 8. ENGLISH REQUIREMENTS AND PATHWAYS (EAL)

- 8.1. Knowledge of English is key to success in our programmes. Rugby School Thailand provides additional English language pathways to multilingual students at each stage. English as an Additional Language (EAL) instruction is available throughout the school. Places are limited and will be allocated by the Head of School based on evidence gathered during admissions. See Appendix D for English language requirements and pathways.
- 8.2. The School offers different tiers of support to EAL students, as determined by the Head of School.

Level	Hours Per Week	Per Term (THB)
One	One or Below (Pre-Prep Only)	5,000
Two	One to Two	10,000
Three	Three to Four	20,000
Four	Five Hours Plus	30,000
Intensive	Intensive (Pre-Prep Only)	45,000

- 8.3. Additional bespoke support to accelerate English language acquisition is available for students who choose to board with us noting additional fees may apply for this.

## 9. SUPPORT FOR LEARNING (SfL)

- 9.1. Rugby School Thailand has limited resources to provide Support for Learning services. As such, parents and guardians should provide as much information as possible when applying. If needs exist, these should be detailed on the application form and evidence provided of any previous support or assessment that has been delivered by other schools or agencies; noting that the School reserves the right to withdraw any student's place at the School if full proactive disclosure from parents is not adhered to during the admissions process.
- 9.2. Additionally, during the admissions process, if a need may be evident, further assessment will be required that could include an extended writing task, completion of a Clarity Dynamic Placement Test (DPT) and or a COPs/LASS assessment to help determine if the School is able to support the student effectively.
- 9.3. As determined by the Head of School through school reports, assessments, interviews, and other information gathered during the assessment process to support an application, the School may offer four levels of support to students who require SFL support to access our curriculum effectively. Those identified as acceptable for entry but in need of Support for Learning are usually accepted on a conditional basis. The conditional offer will detail the level of support the student will likely require, and the cost (noted below) and conditions must be agreed to by the parent or guardian before enrolment.



Level	Hours Per Week	Per Term (THB)
One	One or Below (Pre-Prep Only)	5,000
Two	One to Two	10,000
Three	Three to Four	20,000
Four	Five Hours Plus	30,000
Five	Intensive (Pre-Prep Only)	45,000

**10. POINTS OF PROGRESS**

- 10.1. In normal circumstances, students progress from admission to graduation. However, progression through the School cannot always be guaranteed. At Key Points, assessments are made to assess students’ suitability to proceed. Such assessments will consider academic, social, behavioural, and special educational needs reports.
- 10.2. The following key points of progress are identified, although it may be appropriate in some circumstances for the School to consult with parents/guardians at other points as to the suitability of the education at Rugby School Thailand for their child:
  - End of the Reception Year;
  - End of Year 2 (Before Prep School begins);
  - End of Prep (Before entering Senior School);
  - End of Year 9 (Before IGCSE study begins);
  - End of Year 11 (Before A Level study begins).
- 10.3. In every case where there is a concern, the School will endeavour to contact the parents well in advance of these progress points.

**11. VISA SUPPORT**

- 11.1. If your son or daughter requires an Education Visa to study with us, we are able to offer the support and services noted below.
- 11.2. Requirements for the initial visa can vary depending on nationality and the country you will arrive from; therefore, it is best to contact us for details and seek embassy or consulate advice when applicable.

11.3. Educational Visa applications are supported by the School through these services.

Service	Annual Fee (THB)
I. New Education Visa (School Managed)	THB 15,000
II. Transfer & Renewal Visa (School Managed)	THB 10,000
III. Transfer & Renewal Visa (Family Managed)	THB 8,000
IV. Document Pack Only	THB 1,000

- I. All students who require a new Education Visa are required to use this service. The School manages the full Education Visa process, including registering the visa under the School's address and the 90-day renewal process.
- II. This service is for all weekly and full boarders plus day students who are transferring or renewing an Education Visa. The visa will be linked to the School's address, and the 90-day renewal process will be managed by the School.
- III. This service is for day students who are transferring or renewing an Education Visa. The visa will be linked to the family address and the 90-day renewal process will be the responsibility of the parents/guardians.
- IV. This option is for families who require a 'School Licence Pack' only. It will generally be used to support Guardian Visa applications by the parent or by families who wish to manage their child's visa applications and renewals independently of the School.

11.4. **Guardian Visas.** The School can provide guidance and a School License Pack supporting Guardian Visa applications. Note that only one Guardian Visa can be connected to each Educational Visa issued and the application process plus all other documentation required are the parent or guardian's responsibility.

11.5. If a child is required to go to a government or other office not located on the School campus for visa purposes, the School's Visa Officer may attend to support noting;

- all students in Year 2 and below must be accompanied by a parent/guardian;
- Students in Years 3 to 7 must be accompanied by a parent or Guardian. However, written permission may be given for supervision to be undertaken by a third party named adult;
- Year 8 and above students may attend with the Visa Officer without parent or guardian supervision.

11.6. **Cancellation of Visa.** Parents and guardians of withdrawing students who wish to remain in Thailand after their last day in School must make their own personal visa arrangements. To assist with this, the School will provide a letter to withdrawing families noting the last day of enrolment as either the last day of holidays after the withdrawal term or the expiry date of the currently held education visa, depending on which is sooner.

## 12. BOARDING OPTIONS

- 12.1. Boarding is available from Year 6 and up. Boarding students become part of a unique family of friends; they live in boarding houses that provide a nurturing home environment where deep friendships and happy memories are made. As such, we strongly encourage all students to take part and offer several options to accommodate this.
- 12.2. **Full Boarding** (up to seven nights per week)
- Students can board full-time throughout the term when School is open. Note that the School campus and boarding houses are closed during all published holidays and 'Exeats'. Parents should consult our website or with Houseparents if they are unsure of term dates or holiday times.
  - Full boarders can leave campus with prior arrangements made through Houseparents and written permission from guardians/parents.
  - All full-boarding students are invoiced in advance.
  - A minimum of a half-term's notice is required to move from full boarding.
- 12.3. **Weekly Boarding** (up to five nights per week)
- Weekly boarders board for up to five nights per week. These nights will generally be fixed in advance per term.
  - Arrival and departure times into and from boarding should be the same each week where possible, by arrangement with the Houseparent.
  - Weekly boarders can stay for 'extra' nights in the boarding house, with prior arrangements made through Houseparents and written confirmation provided by guardians/parents; this will be invoiced in arrears at the published charge per night.
  - A minimum of a half-term notice is required to move from weekly boarding to part boarding or no boarding at all.
- 12.4. **Part Boarding** (up to three nights per week)
- Part Boarders can board for a maximum of three nights per week if there is space in the boarding houses to accommodate this. The nights should be regular and pre-arranged.
  - Arrival and departure times into and from boarding should ideally be the same each week.
  - Part boarding will be arranged, confirmed and invoiced in advance.
  - A minimum of a half-term's notice is required to move from Part Boarding to no boarding at all.
- 12.5. **Occasional Boarding**
- Offers occasional nights for day students.
  - Occasional boarding can be requested and granted by the Houseparent if there is space in the boarding houses to accommodate the request.
  - Occasional boarding is not available on a regular basis unless families commit to Part, Weekly or Full boarding.
  - Arrival and departure times into and from boarding should be arranged in advance with the Houseparent.

- Occasional Boarding will be arranged, confirmed, and invoiced as appropriate
- 12.6. **Overseas Boarders** (students who board at RST whose parents/guardians live overseas); it is advised that students who board at RST whose parents/guardians live overseas have a nominated person in Thailand who can be responsible in the case of an emergency, but this is not a requirement and the decision on this lies with the parent/guardian.
  - 12.7. Although we encourage all boarders to spend holidays away from School, those who wish to remain on campus during exeats or half-term holidays can opt to do so, looked after by Holiday Houseparents. There is an additional cost of 3000THB per night for this, invoiced through the Finance dept.
  - 12.8. Boarding students may not remain or come onto campus during the long holidays in between terms (Christmas, Songkran and Summer holidays), unless they are part of a prearranged camp or other School activity.

### 13. WITHDRAWING STUDENTS

- 13.1. To withdraw a student from the School, one full term's notice must be provided in writing to [admissions@rugbyschool.ac.th](mailto:admissions@rugbyschool.ac.th). For example, if you wish to withdraw your child at the end of term three, written notice must be provided before that term begins. If correct notice is not provided, a 100,000THB charge will be applied with no exception
- 13.2. **Potential Withdrawal.** If you are unsure of your situation and may need to withdraw your child from school, please contact [admissions@rugbyschool.ac.th](mailto:admissions@rugbyschool.ac.th) giving one full term's notice of withdrawal as noted above. If circumstances change and you wish to continue with the School, please inform [admissions@rugbyschool.ac.th](mailto:admissions@rugbyschool.ac.th) as soon as possible noting that if you inform them before half-term, a place at the School will be reserved for your child in future terms. If we do not hear from you, your place may be offered to another student.
- 13.3. For further clarification of withdrawal procedures, please consult the Terms and Conditions of Enrolment document you signed when joining the School or contact the Admissions Office directly.

## Appendix A: Student Age and Year Group Allocation 2023-2024

Age	Born	UK (Rugby)	Thailand	Japan	Australia	US/Canada	China
<b>Pre-Prep</b>							
2 - 3	1st Sep 2020 - 31st Aug 2021	Pre Nursery	Nursery	Nursery	Nursery	Nursery	Nursery
3 - 4	1st Sep 2019 - 31st Aug 2020	Nursery	K1	K1	Pre-School	Pre-School	Kindergarten
4 - 5	1st Sep 2018 - 31st Aug 2019	Reception	K2	K2	Kindergarten	Pre-School	Kindergarten
5 - 6	1st Sep 2017 - 31st Aug 2018	Year 1	K3	K3	Prep	Kindergarten	Kindergarten
6 - 7	1st Sep 2016 - 31st Aug 2017	Year 2	Prathom 1	Grade 1	Year 1	Grade 1	Primary 1
<b>Prep</b>							
7 - 8	1st Sep 2015 - 31st Aug 2016	Year 3	Prathom 2	Grade 2	Year 2	Grade 2	Primary 2
8 - 9	1st Sep 2014 - 31st Aug 2015	Year 4	Prathom 3	Grade 3	Year 3	Grade 3	Primary 3
9 - 10	1st Sep 2013 - 31st Aug 2014	Year 5	Prathom 4	Grade 4	Year 4	Grade 4	Primary 4
10 - 11	1st Sep 2012 - 31st Aug 2013	Year 6	Prathom 5	Grade 5	Year 5	Grade 5	Primary 5
11 - 12	1st Sep 2011 - 31st Aug 2012	Year 7	Prathom 6	Grade 6	Year 6	Grade 6	Primary 6
12 - 13	1st Sep 2010 - 31st Aug 2011	Year 8	Mathayom 1	Grade 7	Year 7	Grade 7	Junior High 1
<b>Senior</b>							
13 - 14	1st Sep 2009 - 31st Aug 2010	Year 9 (F-Block)	Mathayom 2	Grade 8	Year 8	Grade 8	Junior High 2
14 - 15	1st Sep 2008 - 31st Aug 2009	Year 10 (E-Block)	Mathayom 3	Grade 9	Year 9	Grade 9	Junior High 3
15 - 16	1st Sep 2007 - 31st Aug 2008	Year 11 (D-Block)	Mathayom 4	Grade 10	Year 10	Grade 10	Senior High 1
16 - 17	1st Sep 2006 - 31st Aug 2007	Year 12 (LXX)	Mathayom 5	Grade 11	Year 11	Grade 11	Senior High 2
17 - 18	1st Sep 2005 - 31st Aug 2006	Year 13 (XX)	Mathayom 6	Grade 12	Year 12	Grade 12	Senior High 3

Concept

1. All PN and N children start half-day only.
2. Parents can only increase or decrease from half to full days after a half-term or full-term break.
3. Only one fee plan can be charged for each half-term period.
4. The 1st half-term and 2nd half-term carry an equal 50/50% weighting.

Details

- The Head of Pre-Prep will write to parents or remind them about the option to change prior to every half-term or term break.
- Parents should consult and gain agreement from the teacher to increase to any full-day option.
- Families should inform the class teacher if they are interested in a full-day programme. The teacher will then confirm if the child is ready and the parent should then email the Head of Pre-Prep to confirm any changes with the teacher in copy.
- All new PN and N students must have a one-week half-day settling period. After the first full week of half-day attendance, parents can opt to, and must stick with, one of the following options until the next half or full-term break:
  - Stay on half-day only
  - Select some full days (these must be consistent, e.g. Tuesday and Thursday)
  - opt for 'full-time', i.e. every day is a full day.
- The Head of Pre-Prep will inform Finance of any changes required for families prior to each half-term/term.

Remarks:

- A 3% annual fee discount is available (applied to additional charges if paid within a week)
- Finance issues invoice as follows
  - I. Issued as a half-day invoice before the term starts
  - II. Changed for 1st half-term and 2nd half-term period at the end of 1st half-term (before 2nd half-term begins)
  - III. Pre-Prep will inform Finance about changes for;
    - A. 1st half-term period, one week after the term begins.
    - B. 2nd half-term period, before the half-term break begins.

## Appendix C: Supporting Document Checklist

- Copy of current and preceding year's academic school reports (translated into English).
- Completed 'Student Medical Form' (supplied by us to you).
- Two passport-sized photos of your child (jpeg if emailed).
- Copy of your child's birth certificate.
- Copy of your child's passport.
- Copy of your child's visa (if applicable).
- Copy of your child's house registration (Thai families only).
- Copy of one parent's house registration (Thai families only).
- Copy of guardian's passport.
- Copy of guardian's visa (if applicable).
- Copy of guardian's work visa (if applicable)
- If applicable, a 'Student Transfer Form' (this is a school-to-school form that the School will coordinate for any student transferring to or from Rugby)

Appendix D: English Language Requirements and Pathways

School Section	Year Group	English Level* Required to independently access our programmes	English Level* Required to access our programmes with Additional English pathways**
Senior	13	C1	B2
	12	B2	B2
	11	B2	B1
	10	B2	B1
	9	B2	B1
Prep	8	B2	A2
	7	B2	A2
	6	B1	A2
	5	B1	A2
	4	B1	A2
	3	A2	A1
Pre-Prep	2	A2	A1
	1	A2	A1
	Reception	A2	A1
	Nursery	A2	A1
	Pre-Nursery	A2	A1

\*We assess English levels using the Common European Framework of Reference for Languages (CEFR)

\*\*Additional English pathways vary according to year of entry and English level. They may include:

- attending an IELTS course.
- attending an English as a Second Language GCSE course.
- taking Additional English lessons for a limited time in place of another subject.
- receiving Additional English instruction in class (EAL).
- attending an Intensive English (IE) programme.

Please note that special arrangements to accelerate English language acquisition can be made to further support students who board with us.





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