



RUGBY SCHOOL THAILAND



ADMISSIONS POLICY

THE WHOLE PERSON THE WHOLE POINT

The health, safety and well-being of young people are paramount 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 measures to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.

Version Control

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Responsible: Director of Admissions & Marketing	Reviewed by: PTC	Date last reviewed: August 2025
Approved by Sub-Committee: Education	Approval Date: November 2025	Date of next review: August 2026

This policy relates to:	Child Protection & Safeguarding Policy Terms & Conditions of Enrolment
Responsible Department(s):	Director of Admissions & Marketing Admissions Manager Principal, Heads of School & Director of Boarding Head of EAL Head of Sfl
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. Director of Admissions and Marketing 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 paramount to all 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 measures 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. Clarify admission procedures and criteria before applying.
- 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 follow 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 a child is one of the most important decisions a parent or guardian can make. We therefore encourage each family to visit our School when it is in session to experience the School environment for themselves via a personal tour and meetings with key staff. To ask questions or make an appointment, please contact admissions@rugbyschool.ac.th.
- 3.4. To begin the application process, please visit [Rugby School Thailand](#) and register your interest. Our Admissions Office will then provide any information you require, offer a personal visit to the School and guide you through each step of the process.
- 3.5. The School accepts applications throughout the year. Students may join at the start of any term or in exceptional cases directly after any half-term break. See here for [Term Dates](#).
- 3.6. The School operates a pooled waiting list system when necessary. Students applying to full year groups are placed in a pool of applicants, with priority given to siblings of current students and the most qualified candidates. Admissions staff will advise on the likelihood of places becoming available and will contact applicants as spaces open, typically when a current family gives notice of withdrawal. As most withdrawals occur at the end of the School year, Admissions can usually estimate by mid-April how many places will be available the following August.
- 3.7. As noted [HERE](#), 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.
- 3.8. 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.
- 3.9. The Head of School takes enrollment decisions 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 - Year 1 (aged 2 to 5)**
Children meet with teachers individually or in groups to determine age appropriate language and developmental milestones (30mins). This is followed by a discussion with parents or guardians (30mins).

- **Years 2 to 8 (aged 6 to 12)**

Students are assessed in literacy, numeracy, and reasoning skills using standardised computer aided cognitive ability tests (25 to 90 mins). A writing assessment and interview (10 - 30mins) will follow. Further English assessment may be required (60mins).

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

Students will be assessed academically through public exam results (e.g., IGCSEs) and standardised computer assessment in numeracy, literacy, reasoning, and other subjects if applicable (60 to 90 mins). This is followed by an interview (15 to 30mins) noting further assessment, such as in English or additional specific subject areas, may be required (60mins).

Note: A guide on the level of English required to join each year group with or without English as an Additional Language (EAL) support can be found [HERE](#).

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. Your child will, therefore, be added to the pool of applicants on 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 and reserve a place at the School, parents should complete all required checklist items in Open Apply and pay the non-refundable 'Acceptance Fee' plus 'Student Deposit' fee, which is refundable upon withdrawal from school as long as correct notice of withdrawal has been received by the School with no outstanding debts owed to the School. Note that all tuition and boarding fees must be paid in full before a student attends the School.

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, Music the Arts and strength of character 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.
- Speak and understand your native 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.
- 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 or potential to access the whole curriculum in English within the limits of support we can provide.
- 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

- Ability to access the whole curriculum in English
- Evidence of high academic achievement and potential.
- 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. If English is an additional language, we may also ask students to sit an assessment in their dominant language as this will allow us a more complete understanding of each applicant.

5.4. Whilst a minimum academic and English level will be required to meet age-appropriate curriculum expectations, character, interests and strengths in 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 the admissions process. 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. These are detailed in the [Fees Booklet](#).
- 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 places to students who require mild levels of 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. The cost (noted below) and conditions must be agreed to by the parent or guardian before enrolment. These are detailed in the [Fees Booklet](#).

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. Details can be found on the [VISA](#) section of our website.
- 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. **Visa Services.** Rugby School Thailand welcomes students from around the world. We often help international families understand and navigate the process of obtaining and maintaining both a Non-Immigrant Education (Non-ED) visa, required for full-time study in Thailand, and a Guardian (Non-O) visa, which allows a parent or legal guardian to reside in Thailand as their child studies. Please visit the [Visa Services](#) section of our website for details.
- 11.4. 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;
 - A parent or Guardian must accompany students in Years 3 to 7. 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.
- 11.5. **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. School is formally closed for Exeats and holidays (although full boarders can remain on campus looked after by Holiday Houseparents over Exeats and over the Term 3 half term, by prior arrangement (see below for further details). 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 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 charged in arrears at 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 the Term 3 half-term holiday can opt to do so, looked after by Holiday Houseparents. There is an additional cost of 3000 THB 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.
- 12.9. **Withdrawing from Boarding.** Moving from boarding to become a day student without financial penalties requires at least a half term of prior notice as detailed above. This should be provided in writing to the relevant Houseparent with admissions@rugbyschool.ac.th in copy.

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. 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 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 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.

14. FEES

- 14.1. All tuition and boarding fees must be paid in full before a student can attend any term.
- 14.2. Fees are updated annually before term three begins to allow full disclosure of fees for the upcoming academic year.
- 14.3. Details of our fees and fee schedules can be found within the [FEE SECTION](#) on the School's website.

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:

- Annual fee payments are 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.



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