

St. Andrews International School Samakee

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Admissions Policy

An Inclusive Mainstream School Welcoming All Learners

WELCOME TO SAMAKEE

We are delighted you are considering Samakee for your child's education.

As a small, inclusive British international school, we offer high academic standards, rich learning experiences, and strong pastoral care in a nurturing community.

To arrange a visit or discuss your child's needs, please contact our school office:

We look forward to welcoming your family to Samakee.

Our School Community

St Andrews Samakee International School is a thriving, inclusive mainstream school where all children flourish together.

We welcome children of all abilities, backgrounds, and learning profiles. Our diverse community includes:

- Children working at or above age-related expectations who thrive in our challenging, creative curriculum
- Children with gifts and talents who benefit from enrichment and extension opportunities
- Children learning English as an additional language who develop bilingualism alongside academic excellence
- Children with special educational needs and/or disabilities who receive expert support within our inclusive environment

Every child at Samakee is valued, challenged, and supported to reach their full potential.

Our Admissions Approach

Before admission, we work with families to ensure Samakee is the right fit for their child. This includes:

- Understanding the child's strengths, interests, and learning profile
- Assessing whether our curriculum, teaching approach, and environment will enable the child to thrive

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- Identifying any additional support, challenge, or reasonable adjustments required
- Ensuring the child will be safe, happy, and able to make excellent progress

Our admissions process includes:

- Initial interview with parents and child
- Review of previous school reports and assessments (if applicable)
- Taster Day (where feasible) to experience our learning environment
- Discussion with parents about the child's academic, social, emotional, and physical development
- Consultation with the Inclusion Leader (for children with SEND or additional needs)
- Consultation with subject specialists (for children with particular gifts or talents)

We are committed to making reasonable adjustments to ensure children with SEND can access our provision. We also ensure our curriculum provides appropriate challenge and depth for high-achieving students.

Where we genuinely cannot meet a child's needs safely and effectively - whether due to very high levels of need or because a child requires a more academically selective environment - we will discuss this openly with families and, where possible, signpost to alternative provision.

Equal Opportunities and Inclusion

St Andrews Samakee International School is committed to equality of opportunity and does not discriminate on the basis of:

- Race, ethnicity, or nationality
- Religion or belief
- Sex or gender identity
- Disability or special educational needs
- Sexual orientation
- Pregnancy or maternity
- Age

We comply with the Equality Act 2010 and ensure our admissions process is fair, transparent, and accessible to all families.

All children are valued equally, and we celebrate the diversity of our school community.

Samakee is a mainstream school that welcomes children of all abilities. We are committed to inclusive education where children with and without SEND learn together, benefiting from our diverse, supportive community.

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Age of Enrolment

We are currently enrolling students from 2 years old into our Nursery class up to 14-year-olds into our Year 9.

We also accept under-tuos for an enjoyable and stimulating morning of activities, two mornings per week, in our Little Learner Group.

Year Group Placement

Standard placement: Students are placed in year groups according to their date of birth, following the UK academic year (September 1st - August 31st cut-off).

Flexible placement: In exceptional circumstances, and following discussion with parents, the Headteacher may decide to place a student in a year group different from their chronological age. This may occur when:

- The child has significant learning needs that would be better met in a different year group
- The child's previous education was in a different system with different age cut-offs
- There are compelling educational, social, or emotional reasons
- The child is joining mid-year and would benefit from a different placement

All flexible placement decisions:

- Are made in the best interests of the child
 - Involve consultation with parents, teachers, and (where appropriate) the Inclusion Leader
 - Are reviewed regularly
 - Are at the discretion of the Headteacher
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Our Diverse Learning Community

Samakee is proud to be an inclusive mainstream school where children of all abilities learn and grow together.

Typical Learners and High Achievers:

The majority of our students are working at or above age-related expectations. They benefit from:

- **Rigorous, creative curriculum** based on the UK National Curriculum (EYFS and Key Stages 1-3)
- **High-quality teaching** from experienced, qualified teachers
- **Small class sizes** enabling personalised attention and strong relationships
- **Rich learning experiences** including Forest School, OPAL outdoor learning, trips, and cultural activities
- **Broad curriculum** including specialist teaching in Music, PE, Swimming, Spanish, Thai, and Computing
- **Challenge and depth** through our enquiry-based learning approach and cross-curricular topics

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- **Extra-curricular opportunities** through our extensive ECA programme
- **Strong pastoral care** within our family-oriented community

Gifted and Talented Students:

Students with particular gifts or talents are identified and supported through:

- Differentiated curriculum with extension and enrichment
- Opportunities for deeper learning and independent projects
- Leadership roles and mentoring opportunities
- Competitions and challenges (House events, external competitions)
- Specialist clubs and activities
- Tracking in our Student Support Database to ensure continued challenge

Multilingual Learners:

We celebrate linguistic diversity and support students learning English as an additional language through:

- Initial assessment of English proficiency
- Differentiated classroom support and scaffolding
- EAL programme (where appropriate)
- Celebration of home languages and cultures
- Bilingual resources and support

EAL is not a barrier to admission. We welcome multilingual students and value the linguistic diversity they bring to our community. Our teachers are trained in supporting EAL learners, and we provide appropriate scaffolding to ensure all students can access the curriculum while developing their English proficiency.

All students, regardless of their learning profile, benefit from our inclusive, nurturing environment where diversity is celebrated and every child is known, valued, and challenged.

Additional Support for Students with SEND

Alongside our mainstream provision, we welcome students with special educational needs and/or disabilities and provide specialist support through our Samakee Inclusion Programme (SIP).

Pre-admission process for SEND students:

1. **Initial discussion:** Parents share information about their child's needs, diagnoses, and any previous support or therapy
2. **Document review:** We review any educational psychologist reports, medical reports, IEPs, Student Passports, or other relevant assessments
3. **Inclusion Leader consultation:** Our Inclusion Leader meets with parents to discuss the child's needs and our provision

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4. **Taster Day/Trial Session:** The child visits school to experience our environment and we observe their needs in practice
5. **SIP Team consultation:** Where appropriate, our Samakee Inclusion Programme (SIP) therapists (Occupational Therapist, Speech & Language Therapist, Developmental Paediatrician, Child & Adolescent Psychiatrist) assess whether we can provide appropriate support
6. **Decision and planning:** We confirm whether we can admit the child and, if so, create a support plan including:
 - a. Any Learning Support Assistant (LSA) provision required
 - b. SIP therapy support
 - c. Classroom adaptations or reasonable adjustments
 - d. Costs (if LSA or additional support involves fees)

Transparency about costs:

Where additional support requires extra staffing (e.g., 1:1 LSA employed by the school) or specialist therapy beyond our standard provision, we will discuss costs with families before admission.

See our SEND Policy for full details of our inclusive provision.

Flexible Attendance

We provide flexible attendance options for our youngest children (Nursery, Kindergarten and Reception), who may attend at least three sessions per week, increasing these as required.

Any changes to attendance days or times are subject to:

- Consultation with the class teacher
- Availability of places
- Headteacher approval

From Year 1 onwards, full-time attendance is expected.

Pre-enrolment Visits and Taster Days

We encourage pre-enrolment visits and Taster Days to support a smooth transition into our school.

Taster Days include:

- The child spending time in their prospective class
- Observation by teachers and (where appropriate) the Inclusion Leader
- Opportunity for the child to experience our learning environment
- Meeting classmates and teachers
- Lunch and break times

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To arrange a visit or Taster Day, please contact the school office.

Required Documents

The following documents are required before enrolment:

- SAS Application Form (completed)
- Photocopy of Parent's Passport & Visas
- Photocopy of Child's Passport & Visas
- Photocopy of Child's Birth Certificate
- Photocopy of Previous School Report(s) (if applicable)
- Child's Medical Report (including immunisation records, allergies, medical conditions, medication)
- 2 Photos of Child (passport size)
- 1 Photo of each Parent (passport size)
- Additional photos for other adults who may collect the child
- Enrolment Fee (non-refundable)

Additional documents for SEND students:

- Educational psychologist reports
- Medical reports or diagnoses
- Previous IEPs or Student Passports
- Therapy reports (OT, SLT, etc.)
- Any other relevant assessments

Safeguarding documentation:

Emergency contact information

Details of any court orders, custody arrangements, or safeguarding concerns (if applicable)

All documents must be provided within 10 working days of accepting a place. Failure to provide required documents may result in the offer being withdrawn.

Waiting Lists

If a year group is full, families may join a waiting list.

Waiting list priority:

- **Siblings of current students**
- **Date of application** (first come, first served)

Waiting list process:

- Families are notified when a place becomes available

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- Families have **5 working days** to confirm acceptance
- If no response is received, the place is offered to the next family on the list
- Waiting lists are reviewed termly

There is no guarantee that a place will become available. Families may wish to consider alternative schools while on the waiting list.

Fees and Payment

Enrolment Fee:

A non-refundable enrolment fee is required upon acceptance of a place. This secures the child's place and covers administrative costs.

School Fees:

Details of tuition fees, payment schedules, and any additional costs (e.g., school trips, ECAs, LSA support, SIP therapy) are provided in our Fee Schedule, available from the school office or website.

Payment Terms:

- Fees are payable termly in advance
- Payment must be received by the first day of each term
- Late payment may result in the child's place being withdrawn

Additional Costs:

Parents should be aware of potential additional costs including:

- School trips and educational visits
- Extra-Curricular Activities (ECAs)
- School uniform
- Learning Support Assistant (LSA) provision (if required)
- External therapy or specialist support (if required beyond standard SIP provision)

Refund Policy:

- **Enrolment fee:** Non-refundable
 - **Tuition fees:** When a child leaves the school before half term and we are notified in advance, 50% of the tuition fees (only) will be refunded. When a child leaves school after the beginning of the second half term, no refund of fees will be made.
 - **Failure to provide adequate notice** will result in fees being charged for the notice period.
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Safeguarding

The safety and wellbeing of all children is our highest priority.

As part of the admissions process:

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- We require **emergency contact information** for all students
- We ask parents to share any relevant **safeguarding information** (e.g., court orders, custody arrangements, child protection concerns)
- We maintain **confidential records** in accordance with our Safeguarding and Child Protection Policy
- All staff involved in the admissions process have **appropriate safeguarding training and DBS checks** (or equivalent)

If we become aware of any safeguarding concerns during the admissions process, we will follow our Safeguarding Policy and work with relevant authorities to ensure the child's safety.

See our Safeguarding and Child Protection Policy for full details.

Data Protection and Confidentiality

All information provided during the admissions process is treated confidentially and stored securely in accordance with:

- Personal Data Protection Act B.E. 2562 (2019) (PDPA) - Thailand's data protection law
- Our Data Protection Policy
- Best practice from international data protection standards

Personal data is used only for the purposes of:

- Assessing the application
- Planning appropriate provision for the child
- Maintaining school records
- Safeguarding and child protection
- Communication with parents and emergency contacts

Data retention:

- **Unsuccessful applications:** Records are destroyed after 6 months
- **Successful applications:** Records are maintained as part of the student's school file and retained in accordance with our Data Retention Policy

Parents have the right to:

- Access their child's records
- Request correction of inaccurate information
- Withdraw consent for data processing (where this does not conflict with legal requirements)

See our Data Protection Policy for full details.

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Withdrawal of Offer

In exceptional circumstances, we may withdraw an offer of a place if:

- **False or misleading information** was provided during the application process
- **Required documents are not provided** within the specified timeframe (10 working days)
- **Safeguarding concerns arise** that cannot be appropriately managed
- **The child's needs have significantly changed** since the initial assessment and we can no longer meet them safely and effectively
- **Fees are not paid** by the due date

We will only withdraw an offer after careful consideration and discussion with the family.

If an offer is withdrawn:

- The enrolment fee is **non-refundable**
- Any tuition fees paid will be refunded

The family will be notified in writing with reasons for the decision

Withdrawal from School

If parents wish to withdraw their child from school, they must:

- **Provide written notice to the Headteacher** one full term in advance
- **Complete a withdrawal form** (available from the school office)
- **Settle any outstanding fees**
- **Return all school property** (books, library books, uniforms, equipment, etc.)

Failure to provide adequate notice will result in fees being charged for the notice period.

The school will:

- Provide copies of the child's records, reports, and Student Passport (if applicable)
 - Transfer the child's file to the new school (with parental consent)
 - Ensure a smooth transition for the child
 - Provide a reference for the new school (if requested)
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Appeals and Complaints

If a family disagrees with an admissions decision, they may:

Request a Review:

1. Contact the Headteacher in writing within 10 working days to request a review of the decision, providing any additional information or evidence.

Meeting:

2. The Headteacher will arrange a meeting with the family to discuss the decision and any concerns. This meeting will take place within 10 working days of receiving the request.

Final Decision:

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3. The Headteacher will provide a written response within 10 working days of the meeting, explaining the final decision and the reasons for it.

Formal Complaint:

4. If the family remains dissatisfied, they may raise a formal complaint following our Complaints Policy.

All admissions decisions are made in the best interests of the child and the school community, taking into account our capacity to meet the child's needs safely and effectively.

Why Families Choose Samakee

Families choose Samakee for:

- **Small class sizes** (average 12-15 students) enabling strong teacher-student relationships and personalized learning
- **Inclusive, nurturing environment** where all children are valued, known, and supported
- **High academic standards** with a creative, engaging curriculum based on the UK National Curriculum
- **Experienced, qualified teachers** committed to each child's success and wellbeing
- **Rich learning experiences** including Forest School, OPAL outdoor learning, educational trips, and cultural activities
- **Strong pastoral care** within our family-oriented community where every child belongs
- **Flexible, personalised approach** meeting individual needs while maintaining high expectations
- **Celebration of diversity** - linguistic, cultural, and learning differences are valued and embraced
- **Excellent facilities** including school farm, extensive outdoor spaces, swimming pools, specialist rooms for Music, Drama, Art, Design Lab, and Computing
- **Bilingual Thai-English environment** preparing students for life in Thailand and beyond
- **Specialist teaching** in Music, PE, Swimming, Spanish, Thai language and culture
- **Comprehensive extra-curricular programme** offering diverse opportunities for all interests
- **British Schools Overseas (BSO) and Educational Development Trust (EDT)** accreditation demonstrating high educational standards

Our students progress to a wide range of excellent secondary schools, both in Thailand and internationally, equipped with strong academic foundations, confidence, independence, and a genuine love of learning.

Related Policies

This policy should be read in conjunction with:

- SEND Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy

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- Fee Policy
- Complaints Policy
- Equality and Diversity Policy
- EAL Policy
- Assessment Policy
- Teaching and Learning Policy
- Curriculum Policy

Policy Review

This policy is reviewed annually by the Headteacher and School Board to ensure it remains current, compliant, and effective.

Next review date: August 2026