



Admissions Policy

Policy Statement

Hua Hin International School operates a widely inclusive, non-discriminatory admissions policy. We are very deliberately an inclusive school where everybody flourishes, and where difference and diversity enrich the entire community. We welcome all students who share in our I Values and can benefit from the experiences of learning at HHIS. While everyone takes great pride in seeing our most able students reach the highest possible standards of attainment, we are equally thrilled to celebrate huge leaps of progress made by all children along their individual learning journeys.

Admissions are accepted and welcomed throughout the year, where places are available. HHIS admits students whose academic, personal, social and emotional needs can be met by the school's programmes and services, and who can be integrated into a mainstream classroom.

Language of instruction

English is the language of instruction at HHIS. The admissions process helps us to assess a student's level of English so that appropriate support can be provided. An assessment may be required to establish the level of support needed.

Learning Support

Students with identified special educational needs will be considered on a case by case basis. Any identified or diagnosed special or additional needs must be declared on the application form. The Learning Support Coordinator must meet with the student during the admissions process.

Special educational needs can be considered in the following ways:

1. A parent can inform the admission team of learning needs
 - a. Parents can provide reports and/or assessments from a qualified professional
 - b. The admissions team may direct the student for further assessment.
2. The student may be required to have a trial morning or period of days/weeks.
3. The student may be initially admitted to school on a trial basis.

Students with special educational needs may be enrolled with certain conditions applied, such as:

1. The employment of a one to one special needs assistant
2. Further assessment
3. Recommended occupational therapy or other support services.

Additional fees may be charged.

If the school's programmes and services are unable to meet the student's academic, personal, social and emotional needs, the school reserves the right to recommend alternative schooling to better support the student's needs.

Year Group Placement

We place students in year groups according to their date of birth. In exceptional circumstances, this initial placement can be out of year group, but only after considerable discussion with the parents and is always at the discretion of the headteacher. Ultimately, the year placement will be where the student's learning and developmental needs will be best met.

- age 3 by September 1st to enter EY2
- age 4 by September 1st to enter EY3
- age 5 by September 1st to enter Year 1.
- age 6 by September 1st to enter Year 2 etc.

Comparison Chart of Year or Grade Level Placement of Various National Systems vs HHIS					
Age of Student	(HHIS)	England/Wales	Thailand	Australia	United States/Canada
3	EY2	Nursery	Anuban 1		PS
4	EY3	Reception	Anuban 2	Prep 1/Kindy	PS
5	Year 1	Year 1	Anuban 3	Prep	K
6	Year 2	Year 2	Pratom 1	Year 1	Grade 1
7	Year 3	Year 3	Pratom 2	Year 2	Grade 2
8	Year 4	Year 4	Pratom 3	Year 3	Grade 3
9	Year 5	Year 5	Pratom 4	Year 4	Grade 4
10	Year 6	Year 6	Pratom 5	Year 5	Grade 5
11	Year 7	Year 7	Pratom 6	Year 6	Grade 6
12	Year 8	Year 8	Matthayom 1	Year 7	Grade 7
13	Year 9	Year 9	Matthayom 2	Year 8	Grade 8
14	Year 10 (IGCSE)	Year 10	Matthayom 3	Year 9	Grade 9
15	Year 11 (IGCSE)	Year 11	Matthayom 4	Year 10	Grade 10
16	Year 12 (IBDP)	Year 12	Matthayom 5	Year 11	Grade 11
17	Year 13 (IBDP)	Year 13	Matthayom 6	Year 12	Grade 12

Admissions procedures

Application

Applicants must submit the application package in full.

Applications should be uploaded to Finalsité through our school website.

Applications may also be submitted in person or by email.

The following documents are required prior to enrolment:

- HHIS application form
- Application fee
- Photocopy of parent's passport and visas
- Photocopy of child's passport and visas
- Photocopy of child's birth certificate
- Official transcript or report cards for two years prior to current year level (translated into English)
- Child's vaccination record/ medical report
- 2 passport size photographs of the Child
- 1 photo of each parent, together with photos of any other adult who may collect the children from school.
- Educational assessment or specialist reports (where applicable)

Application fee

The application fee must be paid on application in order for enrollment to be considered. The application fee is non-refundable. Applications are reviewed by the admissions team, the phase leaders and the headteacher.

Enrollment

Once an application has been approved by the phase leader/headteacher, a place can be offered and an invoice sent for the enrolment fee and first term's fees.

Once the enrollment fee is paid the student can be placed on the class list.

Waiting List

In the event that a year group is already full when an application is completed, students will be placed on a waiting list. Placement on a waiting list cannot be made until the application fee is received. Payment of the application fee does not guarantee a place for the starting date that is requested, as it is still dependent upon a place being available.

Students are placed on the waiting list for each year according to the date the application fee is received. Students are given priority on the waiting list if they are:

- the sibling of a student who has been at HHIS for more than one term.
- a returning student of HHIS.
- the child of a teacher at HHIS.

Upon notification of a place being available, the student at the top of the waiting list will be offered that place. If the offer can not be accepted, it will be offered directly to the next person on the waiting list.

Specific to Early Years

Students may enrol in EY1 at the beginning of term or half term, following their 3rd birthday.

In EY1 and EY2 students may be enrolled part time or full time. This can be extended as the child becomes more settled at school.

Prior to admission, all students must be daytime toilet trained. Students who attend for the whole day, should have passed the stage of needing a 'nap' in the afternoon.

Students enter EY3 in the year that they will turn 5 years old.

Specific to IGCSE and IB Diploma (Years 10–13)

In applying to study in Years 10–13 (IGCSE and IBDP) at Hua Hin International School, a student's application will be assessed by the leadership team of the school. Entry into the IGCSE Program and IBDP at Hua Hin International School is based on:

- The applicant's prior educational and linguistic background
- The potential of the applicant to benefit from the educational experience
- The capacity of the school to meet the educational needs of the applicant.

Specific to Years 10 and 11 (IGCSE)

Students entering Year 10 after term one may not automatically be entered for IGCSE examinations in Year 11. This will be assessed at the time of exam entry based on student progress by this point.

Students entering the school in Year 11 will not automatically be entered for IGCSE examinations unless they are transferring from another IGCSE or GCSE school. This will be assessed at the time of exam entry based on student progress by this point.

Specific to Years 12 and 13 (IB Diploma)

All students are encouraged to follow the full IB Diploma Programme for Year 12 and Year 13. However, some students may benefit from following a tailored programme of IB DP courses rather than taking the full IB Diploma. This is discussed with students and families on an individual basis.