

## Admissions Policy

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| <b>Approval:</b>        | Full Board  | <b>Level:</b>                | Public    |
| <b>Writer:</b>          | Chris Nicholls<br>Jane Forster  | <b>Review Frequency:</b>     | 2 years   |
| <b>Next Review:</b>     | June 2026   | <b>This Policy Approval:</b> | June 2024 |
| <b>Linked Policies:</b> | Fees Policy.<br>Child Protection &<br>Safeguarding Policy.<br>Data Protection Policy.<br>Record Keeping Policy.<br>Taking, Storing, & Using<br>Images of Children Policy. |                              |           |

### I. Introduction

- a. Wellington College International School Bangkok ('the School') is a co-educational international school for around 1500 students aged 2-18. Opened in September 2018, the numbers are planned to rise annually and some changes to our processes will inevitably be made according to circumstances. This policy therefore will be reviewed regularly.
- b. The School year runs from August to June and, while more than 80% of students will join at the beginning of the School year, we operate a rolling admissions policy, as is appropriate to afford flexibility to both expat and local families according to circumstance. Key joining times are therefore centred around but not exclusive to:
  - August (Start of Michaelmas term)
  - January (Start of Lent term)
  - April (Start of Summer term)
- c. Our aim is to start every child at the right time for them to make the process as smooth as possible.
- d. The School runs a selective entry process and only students who will thrive at Wellington College should be offered a place.
- e. The School does not currently maintain any official ratio of different nationalities. It is neither a legal requirement nor a School policy to prioritise based on passport; however, English language ability will always be a key consideration.
- f. We are open to applications from all nationalities, all religions and all races. Wellington College is fully inclusive. All applications are dependent on:
  - Successful interview and assessment
  - Full payment of fees and associated costs
  - Availability of a place in the relevant year group

- Acceptance by the Master, the Head of Junior School or Head of Senior School and their teams

## 2. Applying to Wellington College International School Bangkok

- a. We encourage **early notice**: many year groups, in particular Early Years, fill quickly and it is advisable to register interest early to avoid disappointment. At least twelve months before the start of the relevant School year is recommended.
- b. All students interested in attending Wellington College International School Bangkok must be formally registered. A non-refundable Application Fee of **THB 6,000** is payable upon registration. Application Forms can be found at the School website [wellingtoncollege.ac.th/admissions/apply](http://wellingtoncollege.ac.th/admissions/apply)
- c. The **Admissions Process** should follow this order
  - i. **Attendance at a WCIB event** such as an Open Morning or Meet the Master (optional; booking required). Notice of these events will be given via the website, social media and advertisements
  - ii. **Meet Admissions** staff to discuss application details, timings and tour the School. At this point, any referral from a current parent should be discussed and any questions can be asked about the School, its ethos and values – and any questions about the curriculum and other parts of School life. At this point prospective parents may be able to meet with teachers, with School leaders and other WCIB staff. Tours are tailored to the requirements of the family.
  - iii. **Initial application** – complete and submit an Application Form along with the THB 6,000 non-refundable Application Fee
  - iv. **Assessment** – this may include all or some of the following dependent on the area of School or year group applied for – See Section 2 for details.
    1. CAT4 Test
    2. Observation of the child at play
    3. Review of previous school reports and transcripts
    4. Confidential references from previous school
    5. Interview with the student and parents
    6. Assessment in specific areas – writing, speaking etc
    7. English language assessment (written and verbal) This is crucial to ensuring the child can access all elements of the curriculum
    8. Other meetings with members of staff where helpfulThese interactions are to assess stage of development and potential for the younger children, as well assessment of academic ability and potential for older children.
  - v. **Letter of Offer** – this is made once the Admissions team is satisfied that the child is able to access, and flourish within, the School's curriculum, and that the School is able to provide appropriately for the child. Please see also Selection Criteria, below.

- vi. **Acceptance of a Place** – this entails an acceptance of the School's Terms and Conditions of Student Enrolment, the acknowledgement of any terms in the Letter of Offer and payment in full of the Registration Fee of **THB 225,000** per family, along with the first Term's School Fees and a Security Deposit.
- vii. A legally binding **contract** between the Parent(s) and the School based on the terms of the Letter of Offer, the Acceptance of a Place and the School's Terms and Conditions for Student Enrolment will be formed when the Acceptance of a Place form is signed and return to the Admissions Office together with payment of the Registration Fee.
- viii. **Enrolment** – the official registering of the child as a Wellington College International School Bangkok student. At this point (not before), classes are allocated and timetables finalised.

### 3. Selection Criteria

- a. Wellington College International School Bangkok is an academic school, but also believes passionately in all-round education. Selection for entry is not solely based on academic criteria, but also considers the character, interests, talents and personality of every individual child.
- b. The admissions process at all entry points has been carefully designed to identify the academic potential of all candidates, as well as allowing them to show us their character, passions and interests.
- c. We are looking for young people with real potential to become intellectual, inspired and independent learners. We want them to have the desire and ability to contribute broadly across the co-curriculum so they can develop fully as individuals.
- d. Successful candidates will also possess the personality and character for life in an English-language environment by showing traits such as independence, resilience and inclusivity.

### 4. Requests for Admission outside the normal age group

- a. Parents may request a place for their child outside of their normal age group. In most cases the Year group corresponding to the child's age is the correct one but there are exceptions, and we understand that every child is different.
- b. Decisions on requests for admission outside the normal age group are made by the relevant Head of School based on the circumstances of each case and in the best interests of the child concerned. Requests can be made for children to be considered for a year above or below their natural age. Account is taken of:
  - i. Parents' views
  - ii. Information about the child's academic, social and emotional development (this may include consequences of prolonged online learning)

- iii. Where relevant, medical history and the views of a medical professional (for example, an illness necessitating absence from school)
  - iv. Whether they have previously been educated out of their expected age group
  - v. Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
  - vi. The Master's view and those of the Head of Junior School and Head of Senior School
- c. Note: Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.
  - d. Parents are always informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the School but it is not in their preferred age group.
  - e. All Admissions decisions are made based on the criteria set out in this Policy and the School's decision is final.

## **5. Diversity, Equality and Inclusion**

- a. In line with the School's commitment to equal opportunity, no student is disadvantaged in any of these processes as a result of sex, gender, sexual orientation, physical disability, religion, ethnicity or social background.
- b. The School encourages parents of children with any form of special educational need or physical disability to speak to us about their child's requirements before going through the admissions process. We will discuss thoroughly with parents and their medical advisers the adjustments which can reasonably be made for their child, and whether we can meet their needs, before offering a place.
- c. As with every student going through the admissions process, a place will only be offered to a child with specific needs if we are confident that Wellington College International School Bangkok is an environment in which they can truly flourish and be happy, from every perspective.

## **6. Interview/Testing Process**

- a. **Pre-Nursery, Nursery, Reception (Early Years)**
  - i. The child, accompanied by their parent(s), will join us for a stay-and-play session lasting up to 60 minutes, during which time the child will be assessed in a play-based setting.
  - ii. Pre-Nursery and Nursery parents may stay with their child during the stay-and-play.
  - iii. Children applying for a place in Reception will be informally assessed on their basic literacy, communication and language skills. Their ability to follow instructions, some basic numeracy and their ability to express themselves through drawing will also be considered.

- iv. A member of the Admissions team will also meet individually with parents to discuss their child's developmental milestones and to discuss whether their child is ready to join Wellington.
- v. Prior to joining us in Early Years, each child needs to have reached certain developmental milestones:

**1. Pre-Nursery**

- a. Able to wash hands independently
- b. Able to dress and undress with help
- c. Awareness of hygiene, including blowing own nose
- d. Able to use a spoon and fork to eat independently
- e. Able to use a cup and straw for drinking

**2. Nursery – all the above plus:**

- a. Toilet trained
- b. Able to dress and undress with help and put on their coat independently
- c. Beginning to use a knife independently at mealtimes
- d. No feeding from a bottle or using a dummy
- e. Children must be used to walking and have developed a level of physical stamina (children in Nursery will not be using pushchairs or be carried)

**3. Reception – all the above plus:**

- a. Able to dress and undress independently
- b. Able to use cutlery independently
- c. Can recognise their own name written in English (this helps when identifying their own belongings – bags, coats, water bottles, etc.)

**b. Years 1-2**

- i. The child will meet the Head of Junior School and/or her team for a 30-minute session. During the session, the teacher will spend one-on-one time with the child to review their reading, writing, phonics and speaking skills, and may also meet individually with parents to discuss their child's developmental milestones and to discuss whether their child is ready to join the School at the requested year group.
- ii. the child may then be asked to join us for a 60-minute Trial session where a Class teacher will assess the child's ability to interact, to listen, to demonstrate independent skills and respond positively to instructions.

**c. Years 3-6: the assessment (2-3 hours) comprises:**

- i. A computer-based cognitive ability test involving various abilities such as verbal reasoning ability, non-verbal reasoning ability, spatial perception and quantitative reasoning ability (Around 90 mins).
- ii. A short Writing assessment to be discussed in the following interview.



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- iii. A one-on-one session with the Head of Junior School or a member of the academic team (15 minutes).
- iv. A self-selected creative writing task from a range of questions (45 minutes)
- d. **Senior School:** the assessment (180 minutes +) comprises
  - i. A computer-based cognitive ability test involving various abilities such as verbal reasoning ability, non-verbal reasoning ability, spatial perception and quantitative reasoning ability (120 mins or less).
  - ii. A one-on-one session with the Head of Senior School or a member of the academic team to which the applicant should bring a meaningful object that they are prepared to talk about (15 minutes).
  - iii. A self-selected creative writing task from a range of questions (45 minutes)
- e. **English Assessment**
  - i. At any stage the assessing team may request additional input from the English as Additional Language (EAL) or the Learning Support team. This is to ensure that each individual child can access the curriculum in full and that they will thrive and can benefit from a full Wellington College education
- f. All **testing times** are approximate. There may be cases where the assessing team need more time or wish to introduce an additional subject to help facilitate the decision process.
- g. **Timing**
  - i. We aim to test students as quickly as possible after the full application is received and the application fee is paid.
  - ii. Please make the Admissions team aware if you would like to delay testing or have any requests on timing/date. We will aim to accommodate this but please note that any requested delays may result in places being given to other applicants who successfully test.

## 7. Fees, Incentives, Discounts, Bursaries and Scholarships

- a. Please see our separate Fees Policy which lays out all available discounts and which explains the terms and conditions in full.
- b. All individual families are treated confidentially, and we will never comment on other agreements (current or historic).
- c. The Master's decision is final, and all places are offered subject to availability

## 8. Waiting Lists

- a. Should any child pass the assessment test but there be no available place at WCIB the child will automatically be placed on a Waiting List for the relevant Year Group.
- b. We will inform the waiting family in writing; as soon as a place becomes available, it will be offered to the child at the top of the list. Should it be rejected, the next child on the list will be offered the place and so on.



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- c. The place may become available before the start of the academic year or during the course of the year.
- d. Waiting lists are operated based on date of acceptance, although priority may be given – in this order – to
  - i. Children of teachers
  - ii. Siblings of current students
  - iii. Current students within the global Wellington family (e.g. Students at other Wellington Colleges, children of OWs)
- e. Should a new class be opened, the places will be offered to the first children on the list **in strict order**.

## 9. Agents

- a. We may occasionally use agents who are experts in specific markets – for example China. In these cases, the agents must be introduced and authorised before introducing any child.
- b. Terms and conditions will be agreed in writing and signed off by the Bursar.
- c. Payment to an agent will only be made **once the full fees are paid to WCIB**.

## 10. Contacts

- a. At any point in the admissions process you may speak with all or some of the following members of the School.
  - i. Master
  - ii. Head of Junior School (or team)
  - iii. Head of Senior School (or team)
  - iv. Director of Admissions and Marketing
  - v. Head of Admissions
  - vi. Admissions Officers
  - vii. Community Liaison Manager
  - viii. Registrar
  - ix. Head of EAL
  - x. Head of Learning Support
  - xi. Class teachers