



ADMISSIONS POLICY

Saigon Star International School is a boutique educational setting with lush and green facilities in a quiet area of Thanh My Loi Ward, Thu Duc City. We specialise in, and deliver, the UK National Curriculum which is supported by the holistic and progressive IEYC, IPC curriculum. The School welcomes applications from students of all nationalities and does not discriminate on the basis of nationality, country of origin, religion or race. Prospective students must demonstrate that they have the ability, skills and knowledge to follow the curriculum successfully. English is the language of communication throughout the school and in all lessons. Consequently, all prospective students must demonstrate that they are sufficiently fluent in English language to be able to communicate effectively. The School is able to provide some help for children who may initially need support with their English or children with minor specific learning difficulties at an additional fee.

NEW STUDENT ENROLMENT

1. The school strives to achieve a balance of nationalities in order to maintain our diverse mix of families and foster International Mindedness.
2. Placement of a student in a specific year group is determined by the Head of School after consideration of the pupil's birth date as indicated on the Schedule of Fees and the School's assessment of the pupil's academic level, maturity and English language ability at the time of application. Any placement outside of this year group is unlikely.
3. Students will not be permitted to change their official nationality status from that which was nominated when they were admitted.
4. Applicants should be required to sit for an entrance test (CAT4) to establish academic potential. Besides, applicants are required to take an English test. If the child's English proficiency is not sufficient to the requirements, the School will provide the EAL support with a fee applied. If a child has specific learning difficulties, additional relevant assessment documentation will be required and an interview with the Learning Support Teacher and Head of School will occur before a place can be offered.
5. Parents must provide the School with a list of required documents for application.
 - 2 current passport photographs of the student
 - Medical/Physical Record signed by a Doctor
 - Copy of student's passport or birth certificate
 - Learning Support Assessment documentation attached (if applicable). This could be examination certificates school reports, recommendations or a transcript
 - A Confidential Letter of Reference submitted by the child's most recent school if applicable
 - A signed contract for lack of disclosure of information by parents/guardians
6. To facilitate a high standard of teaching and learning, the ideal class size is maintained at around 20 pupils. Rarely, a class may have one or two more than this depending on the circumstances but the school will monitor the situation closely.
7. Progression through the School from one year group to the next is usually automatic. The placement for the following year will depend on whether the School is able to continue to meet the particular needs of the child. In exceptional circumstances, the School may be unable to do this, in which case it reserves the right not to offer a place in the next year group. Best practice in education suggests that children should not be held back and repeat the same academic year, although Saigon Star understands that some circumstances are extremely unique to our context and dependent upon the child/family.
8. If a family already has one or more siblings studying at the School, priority will be given to a new sibling, but a place is not guaranteed.
9. A place will only be offered for a child when all of the required documents are submitted to the Admissions department and the Registration fee has been paid.
10. Each offer of a School place must be accepted within two weeks after which it is automatically withdrawn and may be offered to another family. To formally accept an offer parents should:
 - Write a formal acceptance email or letter to the Admissions Department
 - Sign and return the Admissions Agreement to the Admissions Department
 - Pay the non-refundable Application and Enrolment Fee to the Accounts Department.
11. Each offer of a School place will include a date for the child to start school. Places cannot be held beyond this date without the payment of the relevant tuition fees.
12. A re-application for a school place more than 12 months after a child has withdrawn from the School is treated as a new application including the payment of appropriate fees.
13. Refunds cannot be made in the event of force majeure which includes but not limited to natural disasters, epidemics, wars, strikes, riots, crime...