



STUDENT ADMISSIONS POLICY

Applications are made through the Marketing and Admissions team at the school.

Applications for admission to Norwich are accepted at any time during the academic year, which typically runs from mid-August to late June. Admission is open to students of all nationalities.

Application for admission at all levels requires the completion of the Application Form and payment of the appropriate Application/Testing and Enrolment fees.

Students will be placed in their correct age group, apart from in exceptional circumstances. The reasons for these exceptions would be in the best interests of the education of the child and requires approval from the Head of School.

Where doubt exists as to the reason for leaving a previous school, the Head of Early Years, Head of Primary or Head of Secondary will contact the previous school, prior to accepting the students.

Final approval for admission lies with the Head of School.

Required Documents to accompany Application Form

1. An official copy of the previous two year's school reports (for entry to Year 1 and above).
2. A photocopy of the birth certificate, passport (non-Thai) and student visa (if applicable).
3. Three recent colour passport-size photographs.
4. One recent colour passport-size photograph of each parent.
5. A photocopy of the parents' passports (for non-Thai).
6. A photocopy of the parents' ID cards and house registrations (for Thai).
7. A photocopy of the student's house registration
8. A photocopy of medical report (immunization record)

Procedures for admission to the school vary slightly according to the age of the candidate:

Nursery

Children are admitted to Nursery if they are of an age that they would automatically progress to Kindergarten the following Academic Year. That is, they have to be three years old before the next 1st of September. Admission includes a preliminary interview with the parents by the Head of Early Years.

Kindergarten and Reception

An open policy will apply. Admission includes a preliminary interview with the parents by the Head of Early Years. Children must be independent toilet users to enter Kindergarten or Reception.

Year 1 to 6

Testing in English and Mathematics is required, this testing enables the school to obtain information on student strengths and potential areas for development. As it is diagnostic testing, the results are not shared with parents. Although some information gleaned from the testing may be discussed with parents if deemed necessary.

Admission also requires a preliminary interview with the parents by a member of our Marketing and Admissions team and then with the Head of Early Years, Head of Primary or Head of Secondary.

For students seeking entry into Year 1 or above who do not have English as a first language, the English testing will determine the English Language Support (ELS) needs.

Furthermore, Learning Support (LS) may also need to be tested or identified.

Year 7 or 11 – International General Certificates in Secondary Education (IGCSEs)

All prospective entrants must have an interview with the Head of Secondary.

An English test administered by the Head of Secondary is used to determine the ELS needs where a student does not have English as a first language. The minimum standard will be determined using CEFR (Common European Framework of Reference for languages)

Students in years 10 & 11 will select subjects from the current options list.

Year 12 or 13 – IB Diploma

All prospective entrants must have an interview with the IB Coordinator.

Entrance to Year 12 requires a minimum of five passes at IGCSE with C grade or better, or in the case of a student entering from another system, evidence that they have reached a standard of academic achievement such that they are likely to succeed with the IB Diploma.

An English test is used to determine the ELS needs where a student does not have English as a first language. The minimum standard will be determined using CEFR (Common European Framework of Reference for languages)

Entry to Year 12 will not be permitted after the October break, unless written permission on academic performance is agreed by the IB Coordinator.

For students unable to meet our entry requirements an alternative course involving aspects of ELS, IB Courses in a reduced number of subjects, some IGCSE subjects or alternative study programmes may be recommended. All students who complete the requirements of their courses of study will graduate Year 13 and receive the Norwich Graduation Diploma.

The student must select subjects from our current options list.

Entry to Year 13 will not be permitted, unless written permission on academic performance is agreed by the IB Coordinator.



Students who have already completed 1 year of study at a comparable level to Year 12, and are adjudged to have a reasonable chance of success of the Norwich Graduation Diploma, will be considered on their merits.

Transfers from other International Schools

We welcome students transferring from other International Schools.

Students from other Educational Systems

We are committed to successfully integrating our students into the school community, and to help ease the transition between different educational systems.

Excluded or Potentially Disruptive Students

Where it is deemed that the applicant is unlikely to cause any harm to our current students or disruption to the existing school ethos and organisation, then our policy is that such students be given a second chance to continue their education

However, it will be made clear to the applicant and their parents, that we accept such students on a one term probationary basis, and reserves the right to demand their removal at any time should patterns of behaviour be unacceptable to us. The school may insist on a home-school agreement.

Students with Special Needs

The student will need to meet with the Learning Support Coordinator in addition to the Head of Early Years, Head of Primary or Head of Secondary. If the school, in consultation with the parents, considers it has the capacity to contribute meaningfully to the progress of the student, and there are no disadvantages to other students, then such students will be welcomed.

Parents should be aware that the school site covers a wide area with buildings of more than one level and without elevators. Students with physical disabilities will be admitted if their disability allows them to access all learning areas of the building safely, and access the curriculum, without detriment to their or others' learning.

In some circumstances a one-to-one teaching assistant or additional special needs support may be required. This would be at parental expense.

Fees

Application/Testing Fee

This is non-refundable, and is payable per child. The Application/Testing Fee is payable to the school during the application process and is to be submitted with the Application Form and other required documents.

Enrolment Fee

This is non-refundable, and is payable per child. The Enrolment Fee is payable to the school during the application process and is to be submitted with the Application Form and other required documents.



Refundable Deposit

This is fully refundable, and is payable per child. When a student is leaving Norwich, deductions may be made from the Refundable Deposit to cover the cost of any not returned, lost or damaged school property – such as textbooks or library books.

Tuition Fee

This varies according to the age of the student and is payable ahead of each term by the due date of the invoice issued by the school.

Transportation

A transportation service is available, where parents must complete the Transportation Registration Form. The school will notify the parent once the student gets a confirmed seat.

For service cancellation, parents must complete the Transportation Cancellation Form, 15 days in advance.

The fee for transportation is payable ahead of each term by the due date of the invoice issued by the school.

Lunch & Snacks

A professional caterer provides a morning snack and lunch for Early Years students and lunch for Primary and Secondary students.

The fee for Lunch & Snacks is payable ahead of each term by the due date of the invoice issued by the school.

Field Trip

All students generally take at least 3 trips or excursions each academic year outside of the school, this fee covers the costs of transport and entrance. In some cases, there may be additional expenses – such as the Year 2 trip to the Build-A-Bear workshop, where the cost of the teddy bear is additional.

English Language Support (ELS)

Reference should be made to the English Language Support (ELS) Provision document.

Learning Support (LS)

Reference should be made to the Learning Support (LS) Provision document.

Oxford National Curriculum Testing Fees

All students from Year 2 to 6 undertake annual assessments in Grammar, Punctuation, Spelling, Mathematics and Reading.

GL Assessment Fees

Students in Year 7 and Year 10 undertake the Cognitive Abilities Test (CAT4) at the start of the academic year. CAT4 is a digital adaptive baseline assessment that is curriculum independent. It assesses verbal, quantitative, non-verbal and spatial reasoning skills. The test is designed to measure

ability and aptitude for learning rather than achievement. Results can be used to support teaching and learning and to provide an indication of likely attainment at IGCSE.

Cambridge Assessment International Education (CAIE) Fees

Year 9 – students undertake Checkpoint assessments in Mathematics, English, Science and Global Perspectives.

Year 11 (and sometimes some Year 10) – students undertake IGCSE examinations. Each subject has an individual Examination Entry Fee.

IB Examination Fees

Year 13 – students undertake the International Baccalaureate (IB) examinations. Each subject has an individual Examination Entry Fee.

Invoices

This School receives no grant or sponsorship from any agency, hence its successful operation depends on the prompt receipt of school fees.

The payment schedule for invoices for the school year:

- Term 1, Invoices are issued before/on May 30th each year
- Term 2, Invoices are issued before/on October 31st each year
- Term 3, Invoices are issued before/on March 1st each year

Payment Due Date for invoices: 30 days from invoice date.

The invoices are billed in Thai baht and will be based on attendance during the current term, please inform the Marketing and Admissions department immediately should any changes occur.

If invoices are not received as detailed above, please contact our Marketing and Admissions team immediately.

Parents of new students are required to pay all necessary fees before their child/children are permitted to start.

Note: If payment is not made, or no alternative arrangements have been made with our Accounts department:

- The child will not be allowed to attend school, from the day after the account is due, which also means that any Transportation service will be suspended, until the outstanding account is settled.
- The Accident Insurance coverage which the school pays for the child will lapse from the day after the account is due until the outstanding account is settled.
- The penalty fee of 150 baht per day will be charged from the day after the account is due and will be included with the payment of the outstanding account. Any Bursary, Discount or Scholarship will lapse from the day after the account is due and full fees will be applicable. A new invoice will be issued accordingly.

Refund Policy

- 90% of the Tuition Fee paid is refundable if withdrawal (with written notice and the return of school borrowings) is done before a term commences.
- 80% of the Tuition Fee paid is refundable if withdrawal (with written notice and the return of school borrowings) is done during the first week of a term.
- 60% of the Tuition Fee is paid refundable if withdrawal (with written notice and the return of school borrowings) is done during the second week of a term.
- NO refund is given if withdrawal is done after 2 weeks of a term.
- For cases where a student is excluded from the school, NO refund is given.
- Where the Tuition Fee was discounted as part of a promotion, NO refund is given.
- The tuition fee will be refunded after 45 school days, excluding holidays and public holidays.

Discount

The discount on the Tuition Fee for a second child is 10% and for a third child, and any subsequent child/children, 15%.

A full year's Tuition Fee paid in advance entitles the parent to a 5% discount.

Note:

- Companies receiving corporate rates are not entitled to these discounts.
- The school has the right to withdraw in full any Bursary, Discount or Scholarship if full payment of due fees is not made on, or before, the due date.

Method of Payment

- In Cash
- By Credit Card (free of charge for a first payment, 2% charge for next and subsequent payments.
- By Bank Transfer, please include bank transfer charges.

Norwich Bangkok Co, Ltd
Kasikorn Bank (Si Yaek Saphan Krungthep branch)
Saving Account: Account No. 066-2-65773-5

If payment by transfers, kindly sent a copy of the bank transfer slip to our Accounts department stating clearly the name of the student.

Overdue Payment

All fees are to be paid within the stipulated period in the invoice. **All late payments will be subject to the penalty fee of 150 baht per day.**

