

## Admission Policy – Silver Fern International School

### *Vision Statement of SFIS:*

To inspire and empower every learner to thrive as a compassionate, curious, and globally responsible individual—ready to lead meaningful change in an interconnected world.

### *Mission Statement of SFIS:*

At SFIS, we are a collaborative learning community committed to nurturing internationally-minded learners. We empower students to become creative and critical thinkers, fostering a spirit of inquiry and reflection. Through meaningful learning experiences, we support them in becoming compassionate, knowledgeable, and principled individuals who take responsible action to make a positive difference in their local and global communities.

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**Date Adopted:** 28/12/2022

**Review Date:** July 2025

## 1. Philosophy of Admissions

At SFIS, we believe that every child has the right to a quality international education that promotes inquiry, intercultural understanding, and holistic development. Our admissions process is transparent, inclusive, and reflective of our mission to nurture creative and critical thinkers who take action as internationally-minded citizens.

This policy aligns with the guiding statements of the school, the principles of the IB Learner Profile, and the statutory requirements of the Thai Ministry of Education (MOE).

**(Sources: IB Standards and Practices, 2020; Thai MOE Early Childhood and Basic Education Act, 2002)**

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## 2. Aims and Objectives

The purpose of this policy is to:

- Outline criteria for enrollment at each level (Preschool –Middle Years)
- Ensure alignment with the school’s vision & mission, IB philosophy, and MOE regulations
- Promote inclusion while maintaining academic excellence and student well-being
- Clarify expectations for parents, students, and staff

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### 3. Admissions Principles

**We believe:**

- Every child deserves access to quality learning opportunities regardless of gender, nationality, race, or religion.
- The school environment should support students' academic, social, and emotional needs.
- Language acquisition and additional needs are supported through differentiated programs.
- Collaboration between parents and the school is essential for a successful transition and enrollment experience.

### 4. General Admission Guidelines

#### 4.1 Age Placement

SFIS follows the Thai MOE guidelines for age-to-grade placement (see Appendix 1). Class placements are made primarily by age as of August 2025 of the academic year, although academic history and maturity may also be considered.

#### 4.2 Admission by Division

**Early Years (Preschool, EYP1, EYP2)**

- Minimum age: 2 years old for Preschool (with flexibility in Term 1 based on maturity).
- Toilet training is required for entry into PYP1 and above.
- English proficiency is not a barrier; immersive language acquisition is supported.
- A trial period with observation by the Early Years Coordinator is mandatory.

**Primary and Middle Years (PYP1–MY3)**

- All students complete entrance assessments in English and Math (Year 3+).
- EAL (English as an Additional Language) screening is mandatory.
- Class placement is based on age, but academic and emotional readiness are considered.
- Students may start any time during the year (except final 3 weeks), subject to assessment completion.

## 5. English Language Support and EAL Admissions

- English is the primary language of instruction.
- Students are admitted with varying levels of English proficiency.
- EAL assessments determine support needs and placement.
- Mandatory after-school EAL support may be required (additional fees apply).
- EAL support is provided through push-in, pull-out, and co-teaching strategies.

(Sources: IB PYP Language Scope and Sequence, 2018; Cummins, J., 2000)

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## 6. Inclusion and Learning Support

- SFIS promotes inclusive education in line with IB and MOE standards.
- Students with identified learning needs are considered for admission based on the school's capacity to provide appropriate support.
- Admissions decisions are based on:
  - Assessments and observation trials
  - Educational history and medical documentation
  - Recommendations from the Pedagogical Leadership Team (PLT)
- Students requiring additional support services (e.g., dedicated support teacher, therapist) may be admitted if families agree to cover the associated costs.
- A provisional enrollment of 2 weeks allows the school to assess whether SFIS can meet the child's needs.

(Sources: IB Learning Diversity and Inclusion, 2016; Thai MOE Inclusive Education Guidelines)

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## 7. Application and Registration Process

### 7.1 Pre-Admission:

- Submit school registration form
- Pay non-refundable application/waitlist fee
- Complete entrance assessments and trial observations
- Attend an admissions interview

### 7.2 Required Documentation:

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- Birth certificate / Passport
- Two passport-sized photos of the student and each guardian
- Immunization record
- Previous school reports (last 2 terms)
- Medical history and special learning needs reports
- Signed forms: Media Release, Parent Code of Conduct, Library Agreement, Data Protection

### 7.3 Enrollment Offer:

- Upon successful application, families receive an offer letter
- Acceptance must be confirmed in writing
- Registration and term fees must be paid in full before starting

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## 8. Provisional Enrollment

- All new students are enrolled on a **two-week trial basis**
- Admissions Manager coordinates feedback from homeroom teacher
- The Head of School finalizes the student's full enrollment, extension, or withdrawal
- Withdrawal during provisional enrollment is subject to the school's Refund Policy

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## 9. Student Start Dates

- **Early Years:** Entry typically within the first two weeks of term or after half-term break
- **Primary/Middle Years:** Entry is flexible but not within the final 3 weeks of the academic year
- Minimum 24-hour notice is required between confirmation of enrollment and first attendance

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## 10. Waiting List Policy

- A waitlist is maintained for full classes
- A non-refundable fee applies
- Students who decline three consecutive offers will be removed from the list
- Full refunds are provided only if the school chooses not to offer a place

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## 11. Student Visa Policy

- International students may apply for an ED visa via SFIS
- Required documentation includes passport copies, photographs, and visa application forms
- The school submits applications to the MOE, and then issues a letter for embassy submission
- Students must report arrival to the school for visa extension procedures within two weeks

(Source: Thai Immigration Bureau Guidelines for ED Visa Applications)

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## 12. Additional Fees

Additional charges may apply for:

- After-school programs (e.g., EAL, clubs)
- Replacement of lost materials (e.g., library books)
- Learning support services
- Visa processing

See SFIS **Fee Policy** for full details.

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## 13. Associated Policies

- Fee Payment Policy
  - Fee Refund Policy
  - Learning Support and Inclusion Policy
  - Academic Integrity Policy
  - Language Policy
  - Assessment Policy
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## 14. Review Cycle

This policy will be reviewed biennially by the Admissions Manager and Head of School in collaboration with the PLT. Revisions will ensure alignment with:

- IB Programme developments
- Thai MOE guidelines
- SFIS strategic direction and demographics

## Appendix 1: Thai MOE Age-to-Grade Placement Chart

### ตารางเทียบอายุนักเรียน กับ ชั้นเรียน

(Student's age and Class level) ระดับชั้น

Toddler (เตรียมอนุบาล)

อายุ

2 -3 ปี

เด็กเกิดในระหว่าง

15 สิงหาคม 2563 – 14 สิงหาคม 2562

15 August 2020 – 14 August 2019

EYP1 (ชั้นอนุบาล 1)

3 -4 ปี

15 สิงหาคม 2562 – 14 สิงหาคม 2561

15 August 2019 – 14 August 2018

EYP2 (ชั้นอนุบาล 2)

4 -5 ปี

15 สิงหาคม 2561 – 14 สิงหาคม 2560

15 August 2018 – 14 August 2017

PYP1 (ชั้นอนุบาล 3)

5 -6 ปี

15 สิงหาคม 2560 – 14 สิงหาคม 2559

15 August 2017 – 14 August 2016

PYP2 (ประถมศึกษาปีที่ 1)

6 -7 ปี

15 สิงหาคม 2559 – 14 สิงหาคม 2558

## Admission Policy 2025 - 2026

		15 August 2016 – 14 August 2015
<b>PYP3 (ประถมศึกษาปีที่ 2)</b>	7– 8 ปี	15 สิงหาคม 2558 – 14 สิงหาคม 2557
		15 August 2015 – 14 August 2014
<b>PYP4 (ประถมศึกษาปีที่ 3)</b>	8– 9 ปี	15 สิงหาคม 2557 – 14 สิงหาคม 2556
		15 August 2014 – 14 August 2013
<b>PYP5 (ประถมศึกษาปีที่ 4)</b>	9–10 ปี	15 สิงหาคม 2556 – 14 สิงหาคม 2555
		15 August 2013 – 14 August 2012
<b>PYP6 (ประถมศึกษาปีที่ 5)</b>	10-11 ปี	15 สิงหาคม 2555 – 14 สิงหาคม 2554
		15 August 2012 – 14 August 2011
<b>MY 1(ประถมศึกษาปีที่ 6)</b>	11-12 ปี	15 สิงหาคม 2554 – 14 สิงหาคม 2553
		15 August 2011 – 14 August 2010
<b>MY 2(มัธยมศึกษาปีที่ 1 )</b>	12-13 ปี	15 สิงหาคม 2553 – 14 สิงหาคม 2552
		15 August 2010 – 14 August 2009
<b>MY 3(มัธยมศึกษาปีที่ 2)</b>	13-14 ปี	15 สิงหาคม 2552 – 14 สิงหาคม 2551
		15 August 2009 – 14 August 2008

## References and Sources

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## Admission Policy 2025 - 2026

1. International Baccalaureate (2020). *Standards and Practices*.
2. International Baccalaureate (2016). *Learning Diversity and Inclusion Guidelines*.
3. Cummins, J. (2000). *Language, Power and Pedagogy: Bilingual Children in the Crossfire*.
4. Thai Ministry of Education (2002). *Basic Education Act B.E. 2545*.
5. Thai Immigration Bureau. *Guidelines for Non-Immigrant ED Visa Applications*.
6. Department of Education (2020). *Summer Born Children: Advice for Parents*.
7. Silver Fern International School (2022). *Admissions Procedures and Guidelines*.



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