



St. Andrews  
International School  
Sathorn

# ADMISSIONS HANDBOOK 2022/2023



## How to Apply for Admission

Prospective students who wish to apply to St. Andrews International School will need to complete an application form and pay an Application Fee in order to be considered against the admissions criteria and be offered a place. Applications are considered in chronological order of receipt. We welcome new applications throughout the academic year.

### The First Step

To apply, please submit the following:

1. Completed and signed Application for Admission
2. An Application Fee of 4,000 Baht
3. Photocopy of Parents and Child's Passports and Visas
4. Photocopies of Child's Birth Certificate
5. 2 passport size photographs (not older than 6 months)
6. Official transcript or report cards for two years prior to current grade level (translated into English)
7. Educational assessment or specialist reports (where applicable)

*Please note:*

- Applications will be accepted by email and fax, provided that the necessary hard copy documents are followed up by mail.

### The Second Step

Once these documents have been submitted and the Application Fee has been received, the Admissions Office will review the application file. More information may be requested from you or the previous school. St. Andrews will then contact your family to schedule age specific assessments – which may take the form of written tests in English and Maths, a meeting with the Head of School and a half or full day in class. You will then be notified at the end of the day whether your child has met the criteria for admission.



***Please note:***

- Early Years students are assessed by completing informal and practical activities in the classroom.
- Primary and Secondary School students at Sukhumvit 107 & Green Valley undertake an English assessment in each of the 4 main areas of the English Language (reading, writing, speaking and listening) and in a non-language based mathematics assessment.
- Although admission to our school is open to students of all nationalities, as the main language of instruction is English, full participation in our curriculum requires proficiency in the English Language. For students from Year 1 to Year 6 we offer a limited number of places on our of EAL programme.

**The Third Step**

When a place is offered, the Entrance Fee must be paid within seven (7) days. If the Entrance Fee is not received within 7 days, priority will be given to other applicants. The first instalment of Tuition Fees is due on June 1st for August entry. For students commencing during the academic year, the tuition fee is due within 7 days after the invoice date. The Medical Examination Form and the Parents Agreement will need to be completed and returned prior to the student's start date.

**Waiting List**

If a place is not available at the time you wish to join, your child's name will be placed on the waiting list and you will be notified as soon as a vacancy is anticipated. Please notify the Admissions Office of any changes of address or other contact details, or if your circumstances change.

**School Changes**

This school, as any other, is likely to undergo a number of changes during the time your child is here. For example, there may be changes in staff, in the premises, facilities and their use, in the curriculum, the size and composition of classes, the Handbook, the Terms and Conditions, the disciplinary framework and the length of the school year. Tuition and school fees will be regularly reviewed and adjusted annually.



### School Calendar – Key Dates 2022/2023

17 <sup>th</sup> August 2022	First Day of School
17 <sup>th</sup> – 21 <sup>st</sup> October 2022	Half Term Break
19 <sup>th</sup> December 2022 – 6 <sup>th</sup> January 2023	Term Break
13 <sup>th</sup> – 17 <sup>th</sup> February 2023	Half Term Break
3 <sup>rd</sup> – 14 <sup>th</sup> April 2023	Term Break
23 <sup>rd</sup> June 2023	Last Day of School

Note: Please see the school's website for additional information on calendar events. Dates may be changed from time to time as determined in the students' interests. Additional days may be added in the event that school days are lost due to emergencies or inclement weather; this is solely at the school's discretion. Public holidays are advised by the Thai Government and are sometimes varied or determined throughout the year.

### School Hours

Nursery (Half Day)	8:15 am to 12:00 Noon
Nursery (Full Day) to Year 3	8:15 am to 2:35 pm
Year 4 to Year 6	8:00 am to 2:35 pm



### Age Guidelines 2022/2023

St. Andrews, Sathorn offers the following programmes:

<b>Birth Range</b>	<b>Age</b>	<b>St. Andrews Placement</b>	<b>Thai System</b>
1 <sup>st</sup> Sep 2019 – 31 <sup>st</sup> Aug 2020	2+	Nursery	Nursery
1 <sup>st</sup> Sep 2018 – 31 <sup>st</sup> Aug 2019	3+	Kindergarten	Anuban 1
1 <sup>st</sup> Sep 2017 – 31 <sup>st</sup> Aug 2018	4+	Reception (K2)	Anuban 2
1 <sup>st</sup> Sep 2016 – 31 <sup>st</sup> Aug 2017	5+	Year 1	Anuban 3
1 <sup>st</sup> Sep 2015 – 31 <sup>st</sup> Aug 2016	6+	Year 2	Prathom 1
1 <sup>st</sup> Sep 2014 – 31 <sup>st</sup> Aug 2015	7+	Year 3	Prathom 2
1 <sup>st</sup> Sep 2013 – 31 <sup>st</sup> Aug 2014	8+	Year 4	Prathom 3
1 <sup>st</sup> Sep 2012 – 31 <sup>st</sup> Aug 2013	9+	Year 5	Prathom 4
1 <sup>st</sup> Sep 2011 – 31 <sup>st</sup> Aug 2012	10+	Year 6	Prathom 5