



St. Andrews  
International School  
**Dusit**

ST. ANDREWS

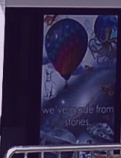
2021-2022

# ADMISSIONS HANDBOOK



St. Andrews  
International School  
Dusit

Library  
Station





# Admissions Policy

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St. Andrews International School Dusit endeavours to have as open an admissions policy as is possible. We therefore:

- Consider students who have EAL needs.
- Consider students who have learning support needs.
- In offering admission, our ethical principle is that we only do so if we feel we are able to meet and support the students' needs.
- In admitting a student, we look closely at the context of the class into which they would enter.
- If a shadow teacher is deemed necessary then that will be considered, provided the parents are prepared to support the additional expense.
- The school reserves the right to refuse admission in the case of inaccurate information being submitted.



# How to Apply

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Prospective students who wish to apply to St. Andrews International School Dusit 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

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- Complete and sign application for admissions. An online application form is available at: [www.standrewsdusit.com/admission/application-process](http://www.standrewsdusit.com/admission/application-process)
- Complete and sign School and Parent/Guardian Agreement.
- An application fee of 4,000 Baht per child.
- A photocopy(s) of parents' and child's' passports and visas.
- A photocopy(s) of child's' birth certificate.
- Official transcript or school reports for two years prior to current year level (translated into English), accompanied with a point of contact at the school.
- Any educational assessments or specialist reports (where applicable).

***\*\*Please note: applicants will be accepted by email, provided that the necessary hard copy documents are followed up by mail or in person.***

## The Second Step

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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 in English and maths, and a meeting with the Head of School, Deputy Head of School or EAL/SEND department as appropriate. You will then be notified 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 during their trial session.**
- **Primary students undertake an informal English assessment and 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 Reception to Year 6 we offer a limited number of places on our EAL programme.**
- **Following the trial day, class teachers will meet with parents of students and either agree to enrol or identify additional support needed. At this stage, a language choice should be made (Mandarin, Bilingual Thai, French or German).**

## The Third Step

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When a place is offered, the entrance fee must be paid within seven (7) days. If the enrolment fee is not received within these seven (7) days, priority will be given to other applicants. The first installment of tuitions fees is due 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 must 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 a waiting list and you will be notified as soon as a vacancy is anticipated. Please notify the Admissions Office of any changes to address or other contact details, or if your circumstances change.

## Special Needs

The school has limited resources for students who have physical or learning difficulties and therefore admissions, in such cases, is determined by the school on a case by case basis.

## School Changes

The 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

Date	Key Date
<i>September 1st 2021</i>	First Day of School
<i>October 18th - 22nd 2021</i>	Half Term Break
<i>December 20th 2021 - January 7th 2022</i>	Term Break (Christmas and New Year Break)
<i>February 14th - 18th 2022</i>	Half Term Break
<i>April 4th - 15th 2022</i>	Term Break (Songkran and Easter Break)
<i>June 29th 2022</i>	Last Day of Accademic Year 2021- 2022

**\*\*Please note:**

**See the school's website for additional information on calendar events. Dates may be changed from time to time as determined by 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 schools' discretion. Public holidays are advised by the Thai Government and are sometimes varied or determined throughout the year.**

# School Hours

Year Group	Hours
<i>Nursery (HALF DAY)</i>	7:50am - 12:00 Noon (3-5 day option)
<i>Nursery (FULL DAY) - Year 6</i>	7:50am - 2:30pm
<i>ECAs KG (TERM 2 &amp; 3) - Year 6</i>	2:40pm - 3:40pm



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# School Age Guidelines

Birth Range	Age of Child	St. Andrews / UK Year Group		Thai Equivalent Year Group	USA Equivalent Year Group
<b><i>After 2nd Birthday</i></b>	2	Pre-Nursery	<b>Early Years Foundation Stage  EYFS</b>	Triam Anubarn	Toddler
<b><i>1st Sept 2018 - 31st Aug 2019</i></b>	2+	Nursery		Nursery	Pre-School
<b><i>1st Sept 2017 - 31st Aug 2018</i></b>	3+	Kindergarten		Anubarn 1	Pre-Kindergarten 1
<b><i>1st Sept 2016 - 31st Aug 2017</i></b>	4+	Reception		Anubarn 2	Pre-Kindergarten 2
<b><i>1st Sept 2016 - 31st Aug 2015</i></b>	5+	Year 1	<b>Primary</b>	Anubarn 3	Pre-Kindergarten
<b><i>1st Sept 2015- 31st Aug 2014</i></b>	6+	Year 2		Prathom 1	Grade 1
<b><i>1st Sept 2014- 31st Aug 2013</i></b>	7+	Year 3		Prathom 2	Grade 2
<b><i>1st Sept 2013- 31st Aug 2012</i></b>	8+	Year 4		Prathom 3	Grade 3
<b><i>1st Sept 2012- 31st Aug 2011</i></b>	9+	Year 5		Prathom 4	Grade 4
<b><i>1st Sept 2011- 31st Aug 2010</i></b>	10+	Year 6		Prathom 5	Grade 5

# School Fee Structure

## Application Fee

4,000 Baht per child.

This fee is payable when an application is submitted and is a non-refundable administration charge.

## Entrance Fee

This entrance fee is payable upon initial enrolment and confirmation of your place at the school. This entrance fee is non refundable. The two options are:

### (A) Enrolment Fee, One-time lump sum fee

Rate	Fee (THB)
<b>Nursery - Year 6</b>	80,000 THB per child
<b>Family</b>	150,000 THB per family

**(B) Capital Levy Fee,** This is an alternative method of paying the enrolment fee. This allows parents who stay in Bangkok for only a short period of time to have a reduced enrolment fee. The capital levy is 25,000 THB per term per child for the first 4 consecutive terms (or equal to the maximum of capital levy of 100,000 THB).

## Tuition Fee

Program	Annual	Term 1	Term 2	Term 3
Nursery (3 HALF DAYS)	216,120 THB	90,050 THB	72,040 THB	54,030 THB
Nursery (5 HALF DAYS)	269,310 THB	112,210 THB	89,770 THB	67,330 THB
Nursery (5 FULL DAYS)	359,430 THB	149,760 THB	119,810 THB	89,860 THB
Kindergarten	412,740 THB	171,970 THB	137,580 THB	103,190 THB
Reception - Year 2	472,440 THB	196,850 THB	157,480 THB	118,110 THB
Year 3 - Year 6	499,200 THB	208,000 THB	166,400 THB	124,800 THB



## General Deposits

This deposit is used to compensate for any loss or damage to the school property, including, but not limited to, library books and educational equipment. This deposit will be refunded when the student leaves the school if no loss or damages occur.

Rate	Fee (THB)
<b>Nursery - Year 6</b>	5,000 THB per child

## Canteen Fee - Snack and Lunch

The snack and lunch fees are as follows:

Year Group	Annual	Term 1	Term 2	Term 3
<b>Nursery - Year 6</b>	23,530 THB	10,400 THB	7,020 THB	6,110 THB

## Transportation Fee (Optional)

The transportation fees are as follows:

Year Group	Annual	Term 1	Term 2	Term 3
<b>Zone A</b> <i>Pradiphat / Ari</i>	54,00 THB	22,500 THB	18,000 THB	13,500 THB
<b>Zone B</b> <i>UN / Ratchadamnoen Klang / Yeak Bangphalat</i>	61,500 THB	25,630 THB	20,500 THB	15,370 THB
<b>Zone C</b> <i>Ratchaphruek</i>	96,000 THB	40,000 THB	32,000 THB	24,000 THB

## Residential Trips

A residential field trip and /or day trips are an important part of the curriculum. The cost of this trip is usually billed as an additional cost which your class teacher will inform you of closer to the time.



## SEN - Special Educational Needs Support

SEN support for a student with Additional Learning Needs/Special Educational Needs will be charged depending on the level of support required. This support can be provided in a variety of ways including, group and individual support, specialised curriculum and specialist therapies.

Program	Annual	Term 1	Term 2	Term 3
<b>Primary 1:1 Support</b>	360,000 THB	150,000 THB	120,000 THB	90,000 THB
<b>Speech and Language Therapy</b>	1000 THB / 50 minute session or 750 THB / 25 minute group session			
<b>Low Level Support</b>	420 THB / 1:1 session or 360 THB / group session			

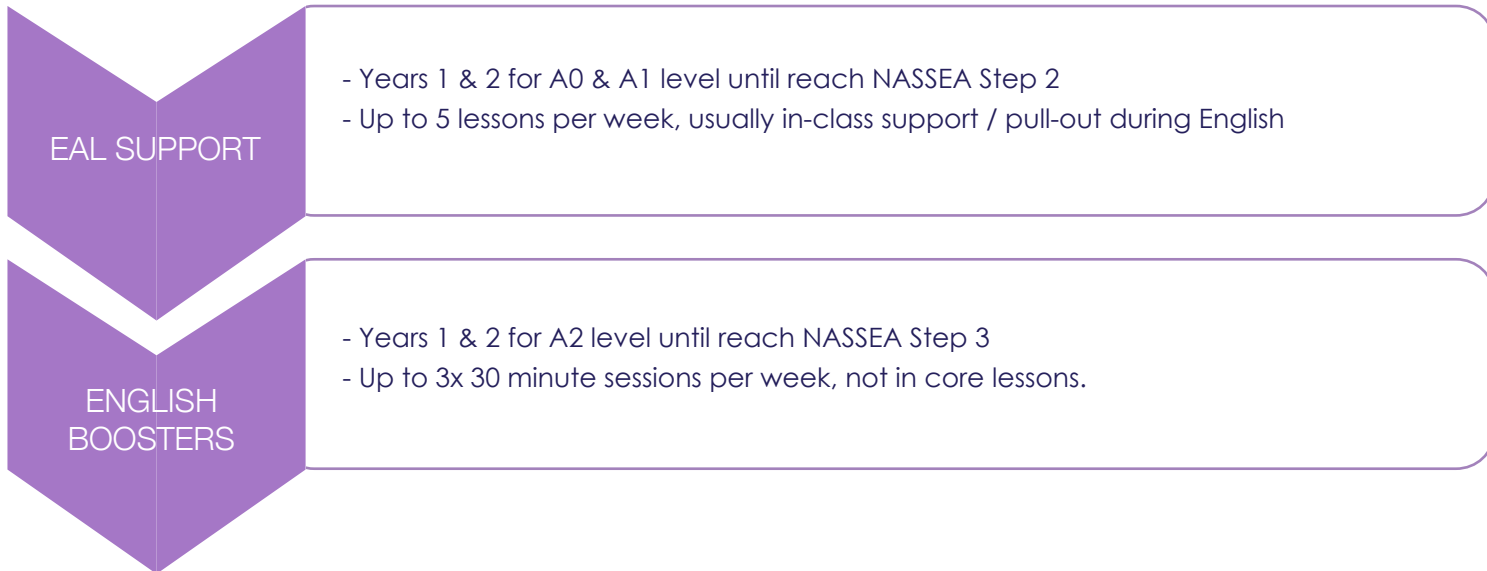
## EAL Program - Additional English Support

Additional support for English as an Additional Language (EAL) shall be charged where English is not the child's first language and/or below the school's required standard (EAL sessions are specialist small groups or individual sessions).

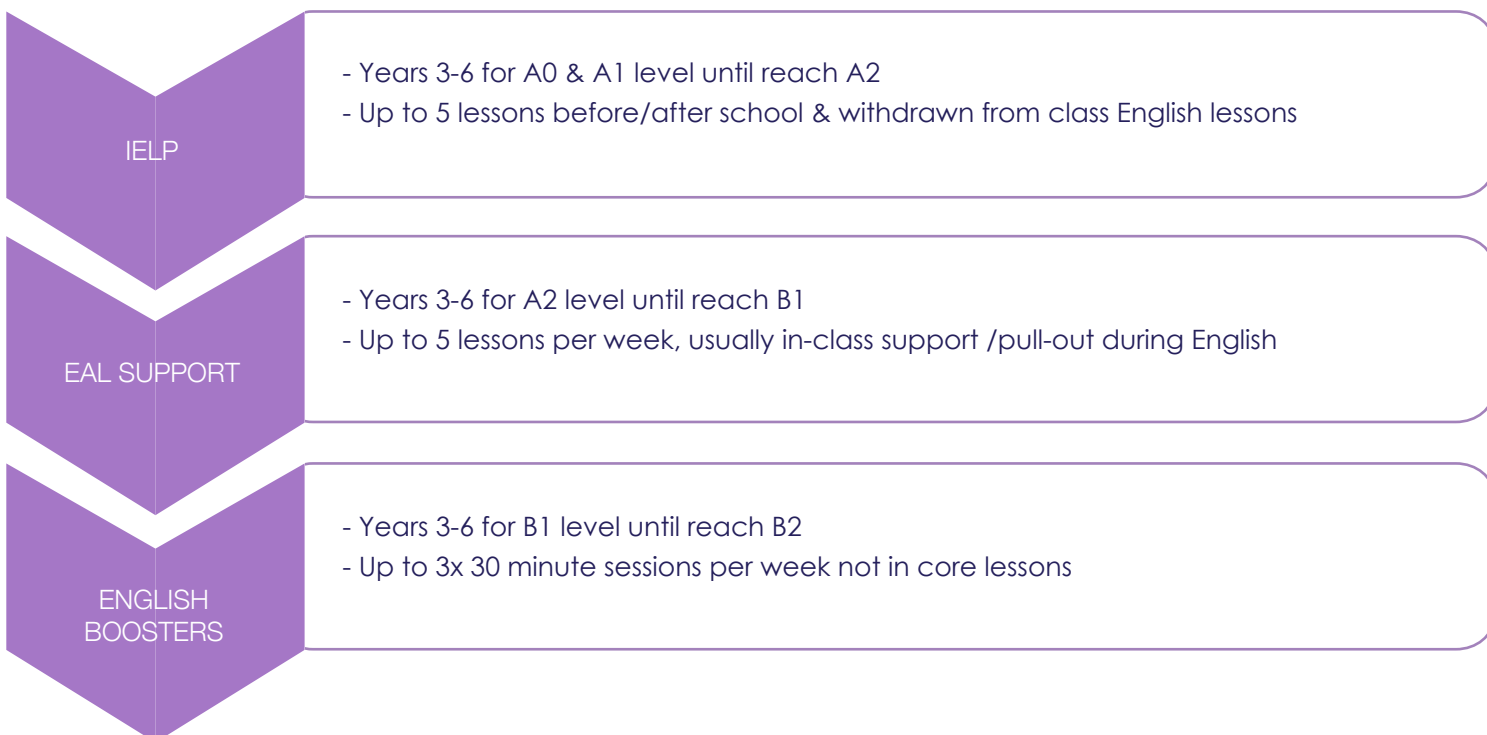
Program	Annual	Term 1	Term 2	Term 3
<b>EAL - Intermediate Support</b>	78,000 THB	32,000 THB	26,000 THB	19,500 THB
<b>IELP - Intensive Support</b>	120,000 THB	50,000 THB	40,000 THB	30,000 THB



**\*\* Visual Representation of Key Stage 1 EAL provision**



**\*\* Visual Representation of Key Stage 2 EAL provision**







## Fee payment - Due Dates

The due dates for tuition fee payments for 2021-2022 academic year are as follows:

Term 1	Term 2	Term 3
9th June 2021	9th November 2021	10th March 2022

## Methods of Payment

### Pay at School

- Credit Card: 2% bank charge
- Cheque: Cashier check payable to St. Andrews International School Dusit

### Pay via ATM & Online Banking



- Use 'barcode' from bill payment pay-in slip for ATM & Online Banking
- Specify (Ref1: Payer number) and (Ref 2: Invoice number)
- School Biller ID No : 099400109272901

### Pay at Bank Counter - Cash Only

Bank Details-

Account Name: St. Andrews International School Dusit

Saving Account Number: 026-460-674-5

Bank Name: Siam Commercial Bank PCL

Bank Branch: Ramathibodi Branch

Swift Code: SICOTHBK

Bank Address: 270 Rama VI Road, Phayathai, Ratchathewi, Bangkok 10400

#### **\*\*Please note:**

*All bank charges are met by parents (International or local bank charge).*

*Parents are required to send/fax +66(0) 2668 6231 or email [dusitaccounts@standrews-schools.com](mailto:dusitaccounts@standrews-schools.com) a copy of the transfer information to the school office including (a)payer ID number (b)invoice number.*



## School Fee Refund

A refund of tuition fee, canteen fee and transportation fee will only be granted depending on the following conditions; 'when a child leaves the school before the next term starts, the parents will be refunded a full term. If the child starts a new term, the parents will be refunded for half term. However, if the child attends the second half term but leaves before its end, there will be no refund'.

## Interest Rate for Late Payment

Fees remaining unpaid outside the invoice credit period will be subject to interest of 1.25% per month of outstanding balance until payment is received.

## Student Insurance

While St. Andrews International School Dusit maintains limited student accident insurance coverage for activities authorised by and under the supervision of school authorities and/ or parents and/or guardians, it is strongly recommended that each student obtain his/her own adequate medical insurance.

## Withdrawal

Students leaving the school are required to clear all obligations before final records will be forwarded to the next school. This includes library books and school materials.





Empowering  
every  
individual to  
achieve.

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