



St. Andrews  
International School  
**Dusit**

# Admissions Handbook

**2023-2024**



St. Andrews  
International School  
Dusit

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# Admissions Policy

St. Andrews International School Dusit endeavours to have as open an admissions policy as 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

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.

## 1

### The First Step

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- Complete and sign application for admissions.  
An online application form is available at:  
<https://www.standrewsdusit.com/admissions/apply/>
- Complete and sign School and Parent/Guardian Agreement.
- An application fee of 4,000 Baht per child.
- A photocopy of parents' and child's passports and visas.
- A photocopy 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.***

## 2

### 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 a trial day where the teacher will work together with your child to complete age-specific assessments in English and Maths, followed by a meeting with the Head of School, Deputy Head of School or EAL/SEN department as appropriate. You will then be notified whether your child has met the criteria for admission.



Trial day:

- 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 or French).

## 3 The Third Step

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When a place is offered, the entrance fee must be paid within 7 days. If the enrolment fee is not received within these 7 days, priority will be given to other applicants. The first installment of tuitions fee 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 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 there is a vacancy. If there are any changes to your address, contact details or desire to enroll our school, please kindly notify the Admissions Office.

### Special Needs (SEN)

The school has limited resources for students who have physical or learning difficulties and therefore admissions, in such cases, will be considered 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 disciplinary framework and the calendar for the school year. Tuition and school fees will be regularly reviewed and adjusted annually.



# School Calendar

Date	Key Date
August 16 <sup>th</sup> 2023	First Day of School (Term 1 Starts)
October 16 <sup>th</sup> - 20 <sup>th</sup> 2023	Half Term Break
October 24 <sup>th</sup> 2023	Term 1.2 Starts
December 18 <sup>th</sup> 2023 - January 5 <sup>th</sup> 2024	Term Break (Christmas and New Year Break)
January 9 <sup>th</sup> 2024	Term 2 Starts
February 19 <sup>th</sup> - 23 <sup>rd</sup> 2024	Half Term Break
February 26 <sup>th</sup> 2024	Term 2.2 Starts
April 8 <sup>th</sup> - 19 <sup>th</sup> 2024	Term Break (Songkran and Easter Break)
April 22 <sup>nd</sup> 2024	Term 3 Starts
June 21 <sup>st</sup> 2024	Last Day of Academic Year 2023-2024

**\*\*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	Hour
Nursery (HALF DAY)	7:50am – 12:00pm (3 days / 5 days option)
Nursery (FULL DAY) - Year 6	7:50am - 2:30pm
Extra Curricular Activities (ECAs)	2:40pm - 3:40pm



# School Age Guidelines

Academic Year 2023-2024

Age of Child	St. Andrews' Class	Date of Birth	School Hours
2	Pre-Nursery	After 2 <sup>nd</sup> Birthday	07.50 – 12.00
2+	Nursery	1Sep '20 – 31 Aug '21	07.50 – 12.00
3+	Kindergarten	1Sep '19 – 31 Aug '20	07.50 – 14.30
4+	Reception	1Sep '19 – 31 Aug '19	07.50 – 14.30
5+	Year 1	1Sep '17 – 31 Aug '18	07.50 – 14.30
6+	Year 2	1Sep '16 – 31 Aug '17	07.50 – 14.30
7+	Year 3	1Sep '15 – 31 Aug '16	07.50 – 14.30
8+	Year 4	1Sep '14 – 31 Aug '15	07.50 – 14.30
9+	Year 5	1Sep '13 – 31 Aug '14	07.50 – 14.30
10+	Year 6	1Sep '12 – 31 Aug '13	07.50 – 14.30

## Equivalent Title in Other Systems

Age of Child	England and Wales	Scotland	U.S.A.	Australia (Jan-Dec)	Thailand
2+	Nursery	Playgroup	Playgroup/ Nursery	Play School	-
3+	Kindergarten	Nursery	Pre-School	Pre-School	Anuban 1
4+	Reception	Primary 1	Pre-Kindergarten	Pre-School	Anuban 2
5+	Year 1	Primary 2	Kindergarten	Kindergarten	Anuban 3
6+	Year 2	Primary 3	Grade 1	Year 1	Pratom 1
7+	Year 3	Primary 4	Grade 2	Year 2	Pratom 2
8+	Year 4	Primary 5	Grade 3	Year 3	Pratom 3
9+	Year 5	Primary 6	Grade 4	Year 4	Pratom 4
10+	Year 6	Primary 7	Grade 5	Year 5	Pratom 5

# School Fee Structure

## 1 Application Fee

Application Fee of THB 4,000 per child is payable when an application is submitted and is a [non-refundable](#) administration charge.

## 2 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

Year Group	Fee (THB)
Nursery – Year 6	80,000 / child
Family rate	150,000 / family

### b) Capital Levy Fee

Capital Levy 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 THB 25,000 per term per child for the first 4 consecutive terms (or equal to the maximum of capital levy of THB 100,000).

## 3 Tuition Fee

Year Group	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Nursery (3 half days)	245,130	102,150	81,700	61,280
Nursery (5 half days)	305,450	127,300	101,800	76,350
Nursery (5 full days)	407,680	169,900	135,850	101,930
Kindergarten	463,760	193,200	154,600	115,960
Reception	519,380	216,400	173,100	129,880
Year 1 to Year 2	525,330	218,900	175,100	131,330
Year 3 to Year 6	542,530	226,100	180,800	135,630



## 4 General Deposits

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

Year Group	Amount (THB)
Nursery – Year 6	5,000

## 5 English as Additional Language (EAL) fee

Morning English as Another Language (EAL) shall be charged to the students whose English is not their first language and require additional support depending on the assessment of need.

Program	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Morning EAL fee	78,000	32,000	26,000	19,500

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

<b>EAL - Intermediate Support</b>	<ul style="list-style-type: none"> <li>Years 1 &amp; 2 for A0 &amp; A1 level until reach NASSEA Step 2</li> <li>Up to 5 lessons per week, usually in-class support / pull-out during English</li> </ul>
<b>IELP - Intensive Support</b>	<ul style="list-style-type: none"> <li>Years 1 &amp; 2 for A0 &amp; A1 level until reach NASSEA Step 2</li> <li>Up to 5 lessons per week, usually in-class support / pull-out during English</li> </ul>

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

<b>IELP</b>	<ul style="list-style-type: none"> <li>Years 3-6 for A0 &amp; A1 level until reach A2</li> <li>Up to 5 lessons before/after school &amp; withdrawn from class English lessons</li> </ul>
<b>EAL SUPPORT</b>	<ul style="list-style-type: none"> <li>Years 3-6 for A2 level until reach B1</li> <li>Up to 5 lessons per week, usually in-class support / pull-out during English</li> </ul>
<b>ENGLISH BOOSTERS</b>	<ul style="list-style-type: none"> <li>Years 3-6 for B1 level until reach B2</li> <li>Up to 3 x 30 minute sessions per week not in core lessons</li> <li>No cost</li> </ul>

## 6 Learning Support Fee

Learning Support for a student will be charged as appropriate depending on the agreed support required after assessment.

## 7 Canteen Fee (Snacks & Lunch Fee)

The Canteen or lunch fees are as follows:

Fee	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Nursery – Year 6	23,400	10,270	7,670	5,460

## 8 Transportation Fee (Optional)

The transportation fees are as follows:

Fee	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Zone A: Pradipat/Soi Aree	56,700	24,900	18,600	13,200
Zone B: UN, Ratchadamnoen Klang, Yeak Bangphlat	64,600	28,300	21,200	15,100
Zone C: Ratchaphruek	100,800	44,200	33,000	23,600

**Note – For one-way transportation fee, 75% of fee per term shall be applied.**

## 9 Due Date on Fee Payment

The estimated due dates for tuition fee payment for the 2023-2024 academic years are as follows:

	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Due Date	16 <sup>th</sup> June 2023	9 <sup>th</sup> November 2023	13 <sup>th</sup> March 2024

# 10 Method of Payment

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## Pay at School

- Cheque: Cashier cheque payable to "St. Andrews International School Dusit"
- Credit card: Fees are subjected to 2% bank charge

## Pay via ATM & Online banking



- Use "barcode" from Bill Payment Pay-in Slip for ATM & Online Banking.
- Specify (Ref.1: Payer no.) and (Ref.2: Invoice No.)
- School Biller ID No.: 099400109272901

## Pay at Bank Counter – Cash only

- Use "Bill Payment Pay-in Slip" only at Thanachart Bank & Kiatnakin Bank\*
- \*Bank counter service can be changed according the bank policy

## Payment via Other Channels (Wire Transferring)

- 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

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

**\*\* Parents are required to send/fax +66(0) 2668 5920 or email at <dusitaccounts@standrews-schools.com> the copy of transfer information to the school office referring to (a) Payer ID number and (b) invoice number.**

# 11 School Fee Refund

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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's fees if the child leaves before the half term break. However, if the child attends the second half term but leaves before its end, there is no refund".

## 12 Interest Rates for Late Payment

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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. The school reserves the right to take any appropriate action in the event of unpaid fee.

## 13 Student Insurance

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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.

## 14 Withdrawal

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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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**COGNITA**

