



# ADMISSIONS POLICY

No.	Amendments	Issue date	Issued by
1.	Revision and rebranding of original document	Aug 2023	SLT, HoS
2.	Board approval	Oct 2023	BoD
3.	<i>Subject to review every 2 years, or as needs dictate</i>		

## SCHOOL MISSION

As a student-centered, family-focused community, we will guide learners on their journeys towards fulfilling their individual potential, embracing their own independence and internationalism in a safe, supportive and challenging environment.

## IB MISSION STATEMENT

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Renaissance International School is passionate about delivering the IB's Mission through its ten learner profiles, its approaches to teaching and its approaches to how students learn.

## Learner Profile

The ten Learner Profiles are as follows:



Everything taught at Renaissance International School involves and is delivered through the ten learner profiles with the defined intention of helping our students become truly global citizens and a proud Renaissance IB student in the process. These ten attributes help build character and resilience.

## introduction

Renaissance International School, Saigon accepts applications for admissions throughout the school year.

The school follows the British Year placement system, using the age of the applicant on 31 August of each academic year to determine their natural year placement.

### 1. Admissions Process

- 1.1. All applicants must submit the following documents:
  - 1 passport photograph;
  - 1 copy of their passport;
  - 1 copy of their birth certificate;
  - 1 copy of their school reports for the last 2 school years (if applicable);
  - copies of the applicant's parents'/guardians' passports;
  - specialist reports, if available;
  - a completed and signed Admissions Application Form.
- 1.2. All applicants must pay the application fee before their admissions interviews and tests
- 1.3. All applicants will be interviewed at an age-appropriate level by an appropriate divisional lead. Where possible, all new applicants will be also interviewed by the head of school.
- 1.4. Year 2 applicants and older will be required to take the tests as follows:
  - Year 2 to 13 Applicants will take the Oxford Online English Test;
  - Year 3 to 13 applicants will be required to take an age-appropriate cognitive ability test, such as a Cat4.
- 1.5. Upon receipt of the test results and completion of the interview, the Head of Section and Head of School will reach an admission decision of acceptance, conditional acceptance, or not accepted. The decision is final and cannot be contested.
- 1.6. The school reserves the right to refuse admission to applicants based on, but not limited to, the following reasons:
  - Negative elements in the applicants academic or behavioural record that could have a negative impact on the year group, wider school, or community;
  - The class size is at capacity for the grade being applied for;
  - Documents provided do not adequately satisfy the admissions procedure;
  - It is, within reason, felt that the school cannot adequately meet the individual needs of an applicant;
  - Financial checks on prospective parents are negatively rated.
- 1.7. If the student is accepted into Renaissance International School, the Admissions Office will send the parents or guardians a formal Offer of Acceptance and tuition fees invoice. The student will be formally enrolled into the school within 3 working days of receipt of the offer of acceptance and all required fees.
- 1.8. The Admissions Office will notify IT, Office Support, Accounts and relevant teaching staff of newly enrolled students

### 2. Admission Criteria

- 2.1. Renaissance International School admits students from 2 years of age by 31<sup>st</sup> August of the academic year of entry. They may not join earlier and must be fully 'house-trained'.

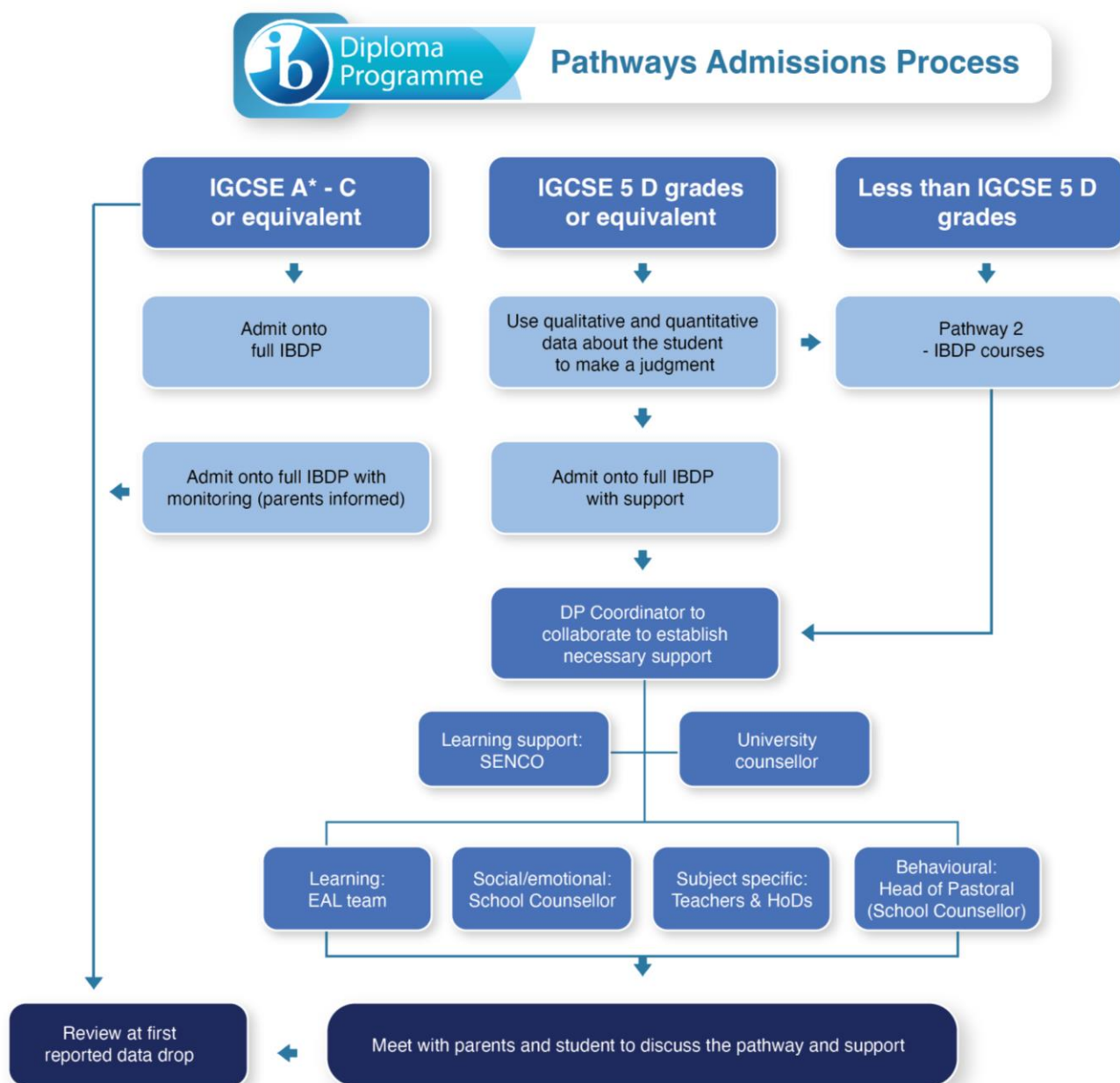
Generally, the placement of students into their respective year groups will be appropriate to their age and ability. The decision to offer a place will be made by the Head of School, taking into account the views of the relevant Faculty, Leadership and/or Admissions staff:

- that the school is able to meet the needs of the student;
  - that the student can satisfy the rigours and requirements of the curriculum specific to that student at point of entry;
  - the age of the applicant;
  - their previous educational experience/performance (including behaviour);
  - outcomes of the interview process, where applicable;
  - CAT 4 Cognitive Ability Test data;
  - English proficiency test data.
- 2.2. For entry into Early Years' to Year 2, applicants will meet with the Heads of Primary and/or Early Years' and the Admissions Team and undergo observation to gauge school readiness, including paper-based activities.
- 2.3. For entry into Years 3 to 5, applicants will need to obtain a mean standard age score of 100 or above in their CAT4 Cognitive Ability Test.
- 2.4. For entry into Years 6 to 9, applicants will need to obtain a mean standard age score of 110 in their CAT4 Cognitive Ability Test.
- 2.5. For late entry into Year 9, **after 1<sup>st</sup> January**, for Years 10 and 11, applicants will need to obtain a mean standard age score of 115 in their CAT4 Cognitive Ability Test **and** demonstrate B1 level language proficiency of the CEFR framework.
- 2.6. For entry into Years 12 to 13, applicants will need to obtain a mean standard age score of 115 in their CAT4 Cognitive Ability Test **and** demonstrate B2 level language proficiency of the CEFR framework.
- 2.7. Oxford English Tests are used to determine a students' language proficiency. Students may be admitted on the condition that they follow the Renaissance programme for English as an Additional Language (EAL) to develop their language proficiency. This is a chargeable service available to students in Years 1 to 11. Offers may be made conditional of supplementary tuition in English Language, depending on the chosen year group for entry, to ensure students are ready for accessing the curriculum and any subsequent assessment framed in the English language.
- 2.8. For students with physical disabilities and/or special learning support needs, placement decisions are made after careful consideration based on two criteria, that:
- the school campus is a suitable learning environment for the student, given their physical or learning challenge(s), and
  - sufficient learning support resources and services are available to address the student's academic needs at the time of admission. In such cases, where needs are identified, the Head of Student Support Services will be called upon to assess the needs of an individual applicant.

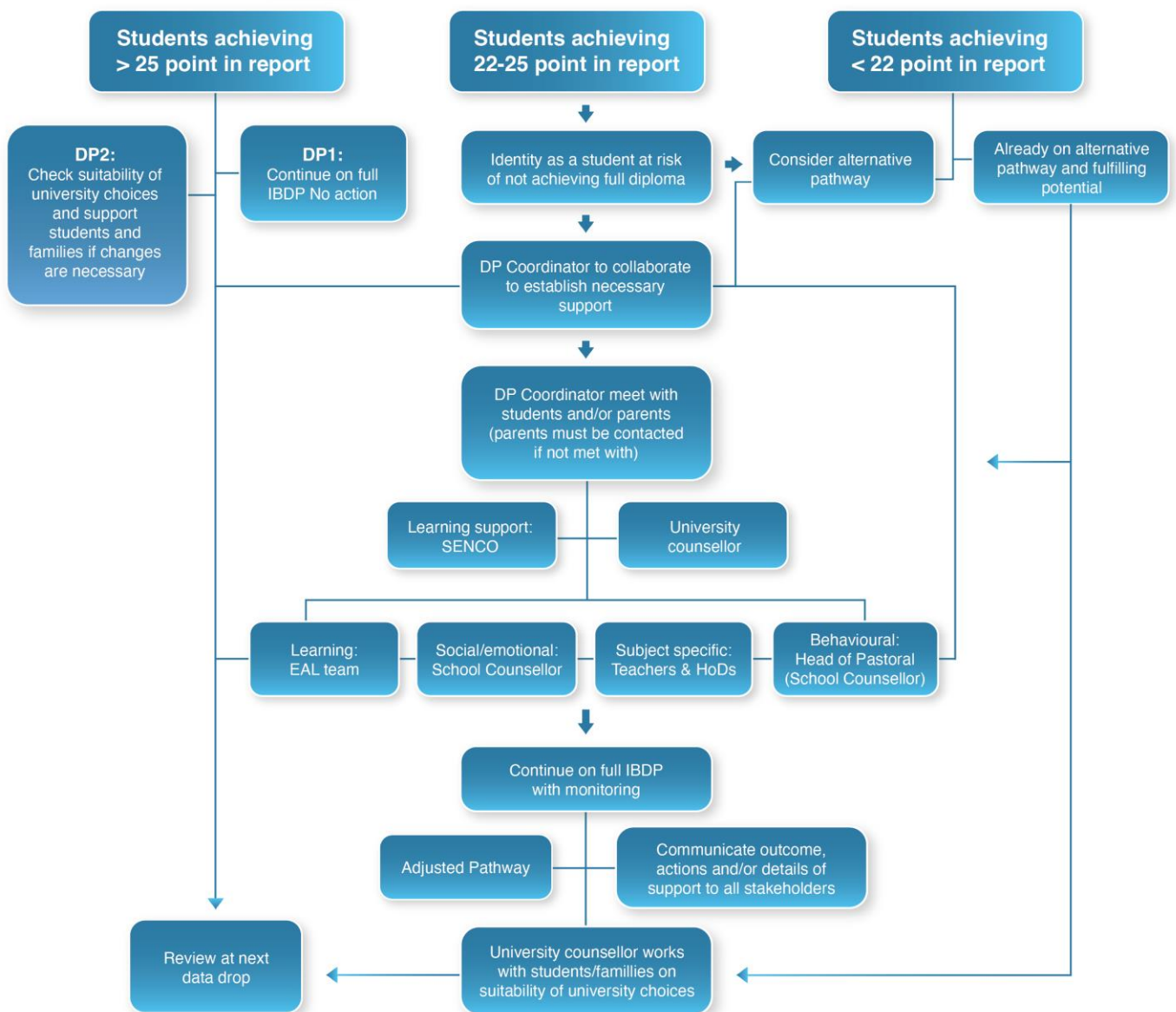
### 3. Admission into Externally Examined Programmes

- 3.1. Under ordinary circumstances, Renaissance International School will not consider for entry candidates who aim to join later than the first half term of Year 10 for the IGCSE programme or the first half term of Year 12 for the IB Diploma.
- However, should a student have previous experience studying either programme offered at Renaissance International School Saigon **and** have an exemplary academic record from previous education establishments, they may be considered for entry. If a student is admitted part-way through the IGCSE or IBDP course, both the students and parents/guardians must sign a waiver, demonstrating they understand the possible implications of a move at this time on their child's examination results.
- 3.2. All students enrolled at Renaissance International School Saigon in Years 10 and 11 will follow the full IGCSE programme. They will make a subject selection from each subject group, study each subject for the full two-year duration and be entered for examination at the end of the two years.
- 3.3. Where there are specific identified learning needs, adjustments may be made to the external examinations taken by IGCSE students.

- 3.4. Language proficiency, experience of international education and other factors may impact the students' examination outcomes at IGCSE. This provides the school with reliable benchmark data to support their chosen subject choices studies within the IB Diploma.
- 3.5. All students enrolled at Renaissance International School in Years 12 and 13 will follow the IB Diploma programme. There are different inclusive pathways at IB Diploma level. A range of data will be used to inform the most appropriate pathway for students to experience success. The process for admission not these pathways is detailed in the chart below:



- 3.6. For students enrolled on the Diploma Program, the suitability of the course will be regularly reviewed and informed by data, as indicated in the following Pathways Review Process flowchart:



**4. Class capacities and waiting lists**

- 5.1. The School reserves the right to change the maximum class sizes but class sizes will not be greater than 25. The current guidance is as follows:
  - Early Years’: 18 students
  - Primary: 22 students
  - Secondary: 25 students
  
- 5.2. When a year group is at capacity, the school will maintain a waiting list and notify parents/guardians when a place becomes available

5.3. Once on the waiting list, the school will prioritise applications in the following way:

- Siblings of students already attending Renaissance International School
- Employee's children
- Gifted students with outstanding academic performance
- Students that may help the school to achieve its specific strategic objectives

## 5. Issues and Complaints

- 7.1. Any complaint or concern related to the School's Admissions Policy or Procedures, including any admissions decisions, should be submitted to the Head of Admissions' email. The request will be reviewed and responded to within 3 working days.
- 7.2. If the Head of Admissions has not resolved the concern to the full satisfaction of the applicant, the complaint may be escalated to the Head of School's email. It will be reviewed and responded to **within 3 working days**.