



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>		
1.	Revision and rebranding of original document	Aug 2025	DoA, HoS
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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 attributes of the Learner Profile are as follows:



Everything taught at Renaissance International School involves and is delivered through the ten attributes of the Learner Profile 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 Date of Birth and Year placement system, using the age of the applicant on 31 August of each academic year to determine their natural year placement.

Students who enroll late in the academic year will usually continue in their current grade until the end of the RISS school year. This particularly impacts students coming from a Southern Hemisphere school calendar or countries where the start of school is not in August/Sept.

This approach ensures that students are provided with the opportunity to complete the necessary curriculum, assessments and for Secondary students to achieve the required Credits before advancing to the next grade level

Priority Consideration For Placement

- Sibling/s of an already enrolled student
- Staff Child
- Previously enrolled student, provided that their record and finance are in good standing
- Students enrolled in another Khai Sang Corporation School
- Alignment to the RISS diversity mission
- Synergy with the schools mission and vision
- In order of receipt of application

Grade Age Placement Chart

Student Born Between	Grade in 2025-2026	Grade in 2026-2027	Grade in 2027-28
01/09/07 – 31/08/08	Year 13/Grade 12	N/A	N/A
01/09/08 – 31/08/09	Year 12/Grade 11	Year 13/Grade 12	N/A
01/09/09 – 31/08/10	Year 11/Grade 10	Year 12/Grade 11	Year 13/Grade 12
01/09/10 – 31/08/11	Year 10/Grade 9	Year 11/Grade 10	Year 12/Grade 11
01/09/11 – 31/08/12	Year 9/Grade 8	Year 10/Grade 9	Year 11/Grade 10
01/09/12 – 31/08/13	Year 8/Grade 7	Year 9/Grade 8	Year 10/Grade 9
01/09/13 – 31/08/14	Year 7/Grade 6	Year 8/Grade 7	Year 9/Grade 8
01/09/14 – 31/08/15	Year 6/Grade 5	Year 7/Grade 6	Year 8/Grade 7
01/09/15 – 31/08/16	Year 5/Grade 4	Year 6/Grade 5	Year 7/Grade 6
01/09/16 – 31/08/17	Year 4/Grade 3	Year 5/Grade 4	Year 6/Grade 5
01/09/17 – 31/08/18	Year 3/Grade 2	Year 4/Grade 3	Year 5/Grade 4
01/09/18 – 31/08/19	Year 2/Grade 1	Year 3/Grade 2	Year 4/Grade 3
01/09/19 – 31/08/20	Year 1/KG	Year 2/Grade 1	Year 3/Grade 2
01/09/20 – 31/08/21	Early Years 3	Year 1/KG	Year 2/Grade 1
01/09/21 – 31/08/22	Early Years 2	Early Years 3	Year 1/KG
01/09/22 – 31/08/23	Early Years 1	Early Years 2	Early Years 3

1. Admissions Process

1.1. All applicants must submit the following documents:

- 1 passport photograph (Headshot only, no more than 6 months old, 4x6cm approx. in size);
- 1 copy of their passport, birth certificate or ID card, showing evidence of name, date of birth and nationality;
- 1 copy of their school reports for the last 2 school years (if applicable);
- copies of the applicant's parents'/guardians' passports;

- Special Educational Needs 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 to ascertain they meet the requirements for entry as follows:
 - Year 3 to 13 applicants will be required to take an age-appropriate cognitive ability test, such as a Cat4 and the Oxford Online English Test.
 - 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 31st August of the academic year of entry. Students entering EY1 either need to already be toilet trained **OR** to have begun toilet training at home prior to school start. Teachers will work in partnership with parents for toileting once the child begins school.
- 2.2 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.
- 2.3 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.

- 2.4 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.
- 2.5 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.
- 2.6 For late entry into Year 9, **after 1st 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.
- 2.7 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 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. 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.

English as an additional language (EAL) is included in the RISS curriculum and therefore it is included in the Annual Tuition Fee.

- 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. Admissions Policy for Entry into Year 11 (IGCSE) and Year 13 (IB Diploma Programme)

The International General Certificate of Secondary Education (IGCSE) is a two-year programme designed to be completed over Years 10 and 11. As such, **admission into Year 11 is highly restricted** and only considered under exceptional circumstances.

- Students seeking entry into Year 11 must demonstrate:
- A strong academic record, particularly in core subjects such as English, Mathematics, and Science.
- Previous study in an equivalent programme with a compatible curriculum and assessment model.
- A sufficient level of English language proficiency to access the curriculum.
- **Important Consideration:**
Due to the cumulative and preparatory nature of the IGCSE programme, students admitted into Year 11 **may not be eligible to complete the full set of IGCSE examinations**, depending on subject availability, alignment, and academic readiness.
- **Implications for IB Diploma Entry:**
Admission into Year 11 does **not guarantee progression into the full IB Diploma Programme** in Year 12. Entry into the full IB Diploma will depend on the student's Year 11 academic performance and subject readiness. Students who do not meet the requirements will be considered for the **IB Course pathway**, leading to graduation with the **RISS High School Diploma** only.

Admissions into Year 13 – IB Diploma Programme

The International Baccalaureate (IB) Diploma Programme is a **rigorous two-year course of study** that begins in Year 12. Admission into Year 13 is **not normally permitted** due to the integrated, sequential nature of the curriculum and the significant internal assessments, extended essay, and Theory of Knowledge (TOK) requirements that span the two years.

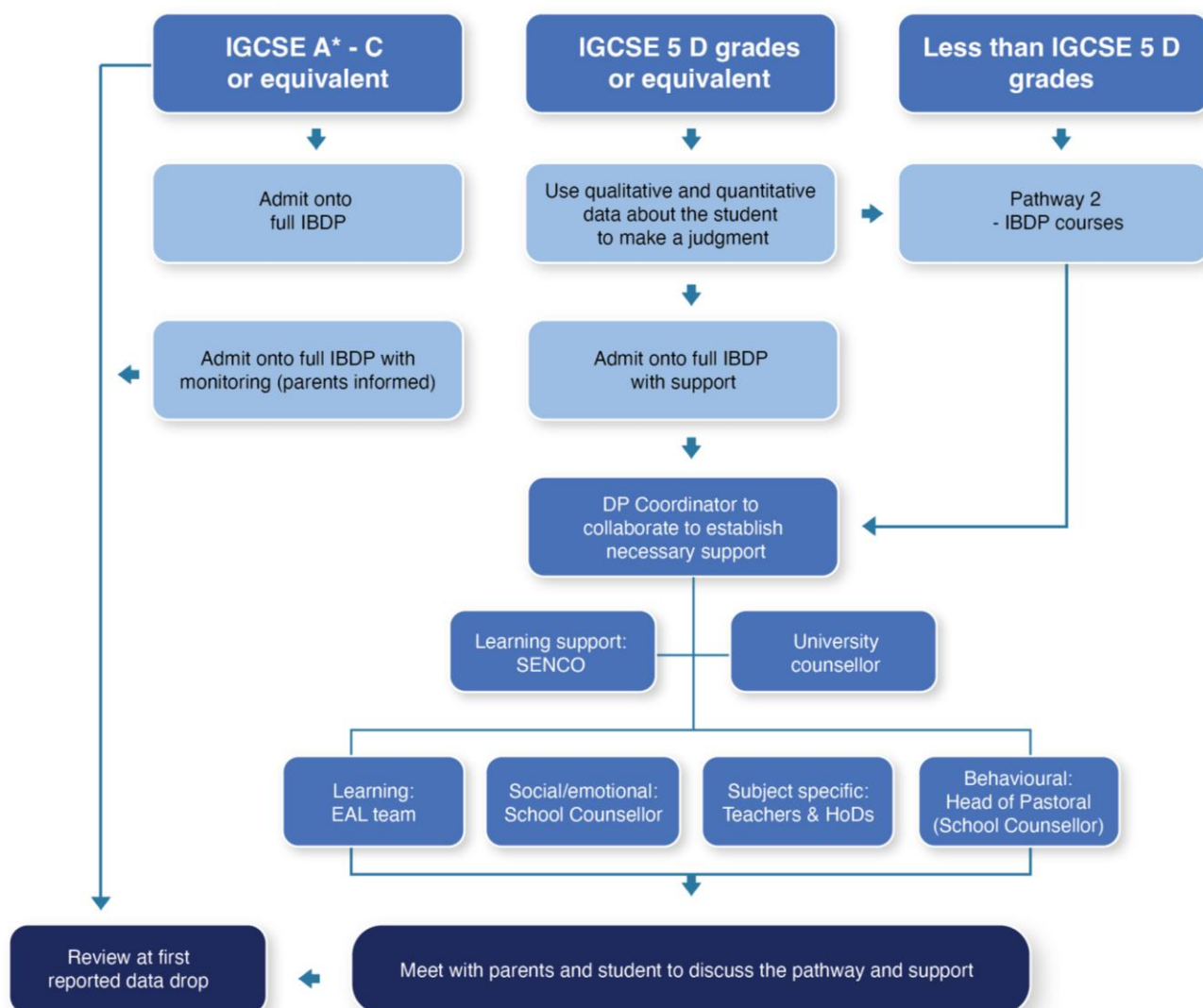
- **Applications for Year 13 entry will only be considered under the following conditions:**
- The student is transferring directly from another IB World School.
- The student provides an official IB transcript and detailed coursework records from the previous school confirming equivalent progress across all six subjects, TOK, CAS, and the Extended Essay.
- The student meets the subject offerings, language, and level placements available at RISS.

Important Note:

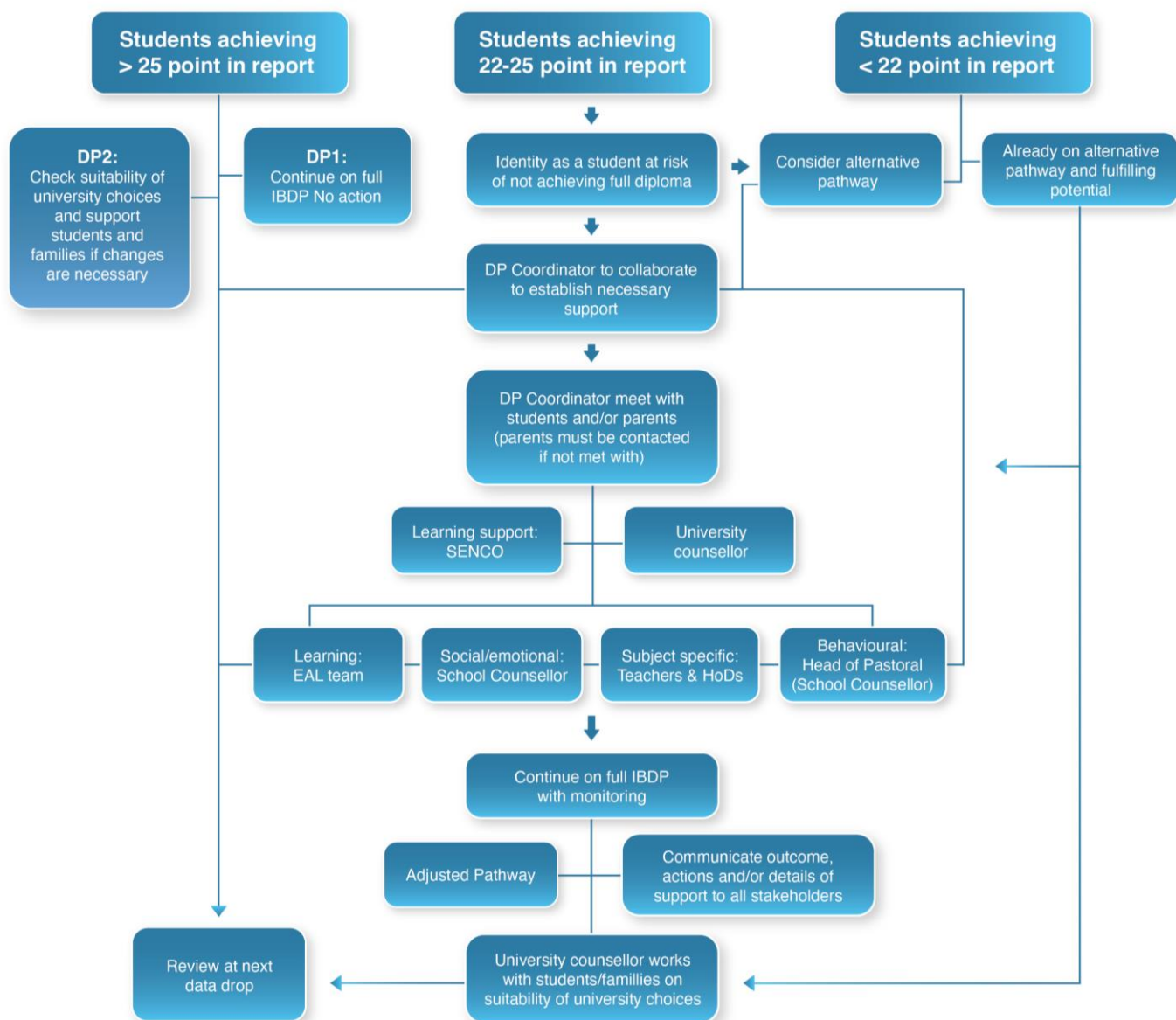
Even if a student is transferring from another IB school, **course equivalence, timing of internal assessments, and subject alignment may still prevent successful completion of the full IB Diploma**. In such cases, the student may be eligible to pursue the **IB Course (Certificates) pathway** and will graduate with the **RISS High School Diploma**.

In Summary

Programme Entry	Eligibility	Outcome
Year 11 (IGCSE)	Exceptional entry only; strong academic alignment required	May not lead to full IGCSE certification; RISS Diploma awarded if completed successfully
Year 13 (IB DP)	Rare and only with documented progress from another IB school	Typically, not eligible for full Diploma; IB Courses + RISS Diploma possible



- 1.1. 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

- 1.1. The School reserves the right to change the maximum size of each class. Due to current furniture arrangements, class sizes will not be greater than 26. Exact numbers in each class will be determined by taking into consideration exact dimensions of a classroom, the educational needs of the students, and whether the move to increase class sizes is in any way detrimental to the progress of the students' learning. The current guidance is as follows:
 - Early Years': 20 students for Nursery, 22 for Reception
 - Primary and Secondary: 25 students
- 1.2. When a year group is at capacity, the school will maintain a wait pool and notify parents/guardians when a place becomes available.

Once on the wait pool, 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;
- All students must meet all the requirements for entry.

5. Issues and Complaints

- 1.3. 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.
- 1.4. 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**.