

Admissions Policy

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Reviewed By	John McEnhill
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SAFEGUARDING

VNTH is committed to safeguarding and promoting the welfare of children and young people. The school expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment. If a child cannot feel safe, they cannot learn to their full potential.

PURPOSE OF THE ADMISSIONS POLICY

The purpose of this policy is to ensure there is a clear, transparent and fair process for all enquirers and applicants to VNTH through each stage of the process. Allowing prospective applicants to make an informed decision as to whether VNTH is the right school for them and to allow VNTH to select applicants who have the potential to thrive at VNTH.

Definitions:

- Applicant /child- the person applying to study at VNTH
- Parent: an applicant's parent or legal guardian

School Structure

- Junior School – Grades One to Five
- The majority of applicants automatically progress from one year to the next. Parents will be invited to relevant transition events.

Academic Year

- VNTH's Academic Year is from August to June.
- The Academic Year consists of two semesters.

Available places

- VNTH has a capacity of 200 applicants.
- The maximum class size is 20.
- Grade sizes vary.
- Available places vary on a regular basis and VNTH reserves the right to adjust as required.

Equal Treatment

The School encourages applications from applicants of all backgrounds and each application is treated equally throughout the process, allowing for applicants to be assessed solely on Admissions criteria unless otherwise stated in the preferential treatment detailed below.

Special Educational Needs (SEN)

Applicants with SEN are welcome to apply. It is advisable that parents speak to the Admissions Team prior to registering their child to ensure their needs are met throughout the process and once enrolled should an offer be made.

Data protection and confidentiality

All data provided (electronically or otherwise) will be stored and used until either requested not to do so by parents or once the purpose of holding the data has ceased. When registering a child, parents will be required to consent to the capturing and use of their personal data.

By sitting exams via a third party, parents agree to their child's data being shared with this third party. For example, this includes applicants who are required to sit a CAT4 exam.

Communication

The Admissions Team will share relevant information relating to the Admissions process to those who have an active enquiry or have formally registered. Those who have closed their enquiry, withdrawn their application, not received an offer or are not eligible to attend VNTH will not receive such communications.

Legislation

The policy and process of admission to VNTH are governed by MOET and the age policy follows the Vietnamese government age range for admissions. For example, applicants may not start school early if they would like an official transcript recognised by the Vietnamese government.

Siblings and family members

Siblings and family members must apply, follow the assessment process and be offered a place on their own merit, no special allowances will be made. Parents should refer to the Fees Policy for information relating to sibling discount.

Selection Criteria

VNTH is a selective school. VNTH considers a applicant's prior attainment, previous school reports, performance in assessment exams, interaction during their interview and their Vietnamese and English Language ability.

Application Preference

Where assessment data and application information (reports and references) are of equal standing and places available are limited, preference will be given to the following:

- VNTH past students
- Siblings of current VNTH students
- Applicants from Little Em's - our official feeder school
- Gender when the balance requires redressing

ENQUIRY

Initial enquiries can be made via the VNTH website, via email or via telephone. Enquirers will be provided with information relating to VNTH and the Admissions process. The information provided will be accurate and up to date.

Enquirers will be able to continue with the process and register if the following criteria are met:

- **Age of applicant**

All applicants must study within their correct age group bracket, either by Vietnamese Local School or International brackets. Applicants should ensure they are eligible by checking the age chart on the website or by contacting the Admissions Team.

- **Entry point and start dates**

Grade One to Five: Intakes available in August and we operate on a rolling admission basis.

The above is dependent on available places at that time.

- **Previous education**

Applicants should have completed the required number of years' education prior to the Year they wish to join. Alternatively, their readiness for entry into the selected year will be taken into consideration when making decisions.

- **Living arrangements**

Applicants must live in HCMC with their parents or legal guardian. VNTH reserves the right to withdraw an offer or applicant should they be found to be living with a person other than a legal guardian.

It is at the Head of Junior School's discretion and only in exceptional circumstances that Applicants may be permitted to join VNTH where the above criterion is not met.

Should applicants decide not to continue, records will be closed and VNTH will not communicate further with parents.

VISITS TO VNTH AND EVENTS OFFSITE

Face-to-face visits and events will be detailed on the VNTH website /social media and are bookable on a first-come-first-served basis. Events will go ahead as published unless there are unforeseeable reasons as to why they cannot, at which point attendees will be informed, by email, at the earliest opportunity.

Events include:

- Regular "Meet the Head" Events
- School in Action events at VNTH
- Open Days

All applicants are encouraged to visit VNTH or meet staff prior to registering or accepting an offer, though this does not affect the applicant's application.

REGISTERING AN APPLICANT

- All applicants must register via VNTH application form.
- All applicants must provide the required documents as set out on the website for the relevant year of entry:
 - A copy of the applicant's passport
 - A colour headshot of the applicant
 - A copy of the parents' National ID card
 - A copy of the parents' passport (if not Vietnamese)
 - A copy of their Temporary Registration Card (if not Vietnamese)
 - Previous school academic transcript or report
 - Previous school behavioural report or reference
 - Notarised translations when not in English
 - A completed consent form
 - All applicants must pay a non-refundable application fee (currently VND 3,500,000)
 - Applications will be processed on a first come first served basis for the next available intake.
 - As available places vary on a regular basis it is advised that applicants contact Admissions prior to making an application or payment
 - Applicants must ensure they are eligible to register before doing so
 - Reference / recommendation requests will be required after registration

Applications open

Grade 1 and above - applications open from August in the Academic year prior to entry and remain open until June, those with available places will remain open until the start of term or until no places remain (whichever is sooner).

VTH reserves the right to close applications for particular year groups earlier than planned, and without notice, if demand is high. We therefore always recommend an early application. VNTH will publish, on the website, in advance when applications for a grade group are open.

Enquirers will be provided with information relating to VNTH and the Admissions process. The information provided will be accurate and up to date.

Enquirers will be able to continue with the process and register if the following criteria are met:

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All applicants must study within their correct age group bracket, either by Vietnamese Local School or International brackets. Applicants should ensure they are eligible by checking the age chart on the website or by contacting the Admissions Team.

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It is at the Head of Junior School's discretion and only in exceptional circumstances that Applicants may be permitted to join VNTH where the above criterion is not met.

Should you decide not to continue, records will be closed and VNTH will not communicate further with parents.

ASSESSMENT

Dates and location

Where possible, VNTH will accommodate parents and applicants with assessment date options. Once registered applicants will be able to indicate a preferred assessment date, should this date not be available the Admissions Team will arrange an alternative, if possible.

Applicants

All applicants are expected to attend assessment in person at VNTH on the set date for the main August entry point, unless overseas). VNTH reserves the right to assess applicants earlier should the number of applicants warrant this.

Overseas applicants

Those who are unable to travel to HCMC for Assessment will complete their assessment (exams and interview) as a combination of online and at approved test locations, such as their current school. This will be determined by the Head of Junior School

Assessment elements

Full details of assessments are published online. The table below provides a summary of the type of assessment that will be undertaken to determine suitability.

Grade	Assessments Used
Grade 1	1. <u>Maths</u> assessment 2. English and School Readiness Assessment 3. Vietnamese Assessment
Grade 2 upwards	1. <u>Maths</u> assessment 2. English and School Readiness Assessment 3. Vietnamese Assessment 4. Cognitive Ability Test (CAT4)

An interview will take place with the parents of the applicant – this will be conducted by a member of the Senior Leadership Team. The objective of this interview is:

- 1) To gain information to support the determination of suitability of the applicant for the school, for example, SEN diagnoses, behavioural needs.
- 2) To assess the alignment of the family with the mission and vision of Vietnam Tinh Hoa.

If the initial assessment gives cause to believe that the applicant may have additional learning or language needs, the Head of Junior school may ask the applicant to undertake a further assessment with a designated member of staff.

Assessments will be carried out as delegated by the Head of Junior School. For each assessment, admissions will liaise with the Head of Junior school to decide upon the most suitable person or people to be involved in the assessment.

For applicants from Little Em's, our official feeder school, the initial assessment may be bypassed at the discretion of the Head of Junior school, following a review of assessment data provided by academic team at Little Em's.

ASSESSMENT LEVEL

Applicants applying for an August start will be assessed for the August Grade of entry. Applicants applying for mid-term entry will be assessed with a combination of the current and future Grade Group. For example, a applicant applying for Grade One in August 2023 will be assessed for entry to Grade One, whereas a applicant applying for Grade One in January 2024 will be assessed by Grade One and Two criteria as study for half of Grade One would have already taken place. This is at the discretion of the person assigned by the Head of Junior School to conduct the assessment.

RESULTS

Data obtained through assessment and the application process will be stored by the Admissions Department and given to the Head of Junior School. Should an applicant receive and accept an offer their results will be shared with the relevant departments to allow class and teacher allocation.

VNTH will not disclose assessment data to parents or guardians. Assessment Data obtained through third parties such as CAT4 will be stored by the Third Party.

OUTCOME/DECISION

Within three working days an assessment taking place the outcome will be shared with the applicant's parents via email, from Admissions, on behalf of the Head of Junior School.

There are a number of possible outcomes following assessment as outlined below:

Offer

Applicants who meet the required standard and where there are available places will receive an offer. **The offer will include an acceptance form and deposit deadline date.** To accept the offer, the applicant must pay the amount and return the required paperwork within the deadline. Once the deadline has passed the offer will no longer be valid and the place will be made available to other applicants.

Offer – with conditions

Applicants who meet the required standard but did not perform as well as expected or if there are areas of concern may be offered a place with a condition. The condition must be accepted along with the offer within the deadline as explained above. The particular condition will be explained in the offer letter. This may include an offer subject to termly reviews.

Waiting list offer/Waiting list offer with conditions

Applicants who meet the required standard but there are no available places will be added to a waiting list. Further details regarding the management of the waiting list are detailed below. Waiting list offers can also include conditions, see above.

No offer

Applicants who do not meet the required standard will not be made an offer.

ACCEPTANCE OF OFFER

Applicants must accept the offer within the deadline stipulated on the offer letter by returning the required paperwork, signed and by email (usually an acceptance form and Health form) and

making the requested deposits (Non-refundable registration fee and refundable acceptance deposit).

Applicants should refer to the Standard Terms and Conditions policy before accepting the offer.

In line with UK child protection and safeguarding legislation, the Admissions Department will contact the Headteacher of that school and request for them to share any child protection or safeguarding concerns they may have with the Head of Junior School of VNTH.

DEFERRING AN OFFER

For same Academic Year of Entry

If parent(s) do not wish to accept the offer for the original entry point (for example August or January) parent(s) can decline the offer and instead be considered for the next entry point within the same academic year. However, this does not guarantee a place for the child as other applicants and available places will change. Parents defer places at their own risk.

Parents who wish to defer entry but secure their child's place must pay tuition and all other fees from the enrolment date, thus reserving the place and allowing the child to join later. This type of deferment is at the discretion of the Head of Junior School.

For the next Academic Year of Entry

Places cannot be deferred to the next academic year of entry. Applicants must reapply, pay the non-refundable application fee and go through the assessment process for that relevant year.

WAITING LIST

Applicants are placed on a waiting list when they have met the standard for an offer but there are no places available. When a place becomes available the waiting list will be reviewed by the Head of Junior School and a applicant will be selected to receive an offer.

The waiting list place is only for the academic year that the assessment was undertaken for. Receiving a place on the waiting list does not automatically mean the applicant has an offer of

a place in the next academic year in the higher year group, unless they applied after August and were assessed for the higher year.

If no places become available for those on a waiting list, it will be at the Head of Junior School's discretion as to whether or not the applicant is automatically eligible for the next level and year of entry or if the applicant will require further assessment.

If applicants on the waiting list require additional assessment the outcome may include offer, conditional offer, wait list offer or no offer depending on their results.

If a applicant can receive an offer for a future academic year in a higher year group then whether or not they receive a firm offer or are placed on a waiting list depends on the number of places available.

Offer to those on a waiting list

Where assessment data and application information (reports and references) are of equal standing and places available are limited, preference will be given to the following:

- VNTH current or past applicants
- Siblings of current VNTH applicants
- Past Students from Little Em's
- Gender when the balance requires redressing

RETURNING APPLICANTS

Those who have left VNTH and wish to return to the same academic year, within the year of departure can do so at the discretion of the Head of Junior School, without assessment.

When a year has passed, applicants will be required to apply again and go through the relevant assessment for their new year of entry. A new registration form and application fee must be paid.

Previous performance, behavior records and commitments (including fee payment) will be considered when making a return offer.

APPLYING AGAIN

Applicants who received an offer but did not accept their place

For the same Academic Year of Entry applicants can request that their offer is reinstated. If places are available they will be made an offer, if places are not available they will be added to the waiting list.

For a future Academic Year of Entry applicants will have to make a new application, pay the non-refundable application fee and go through the assessment process for that Year of Entry.

Applicants who did not receive an offer

Applicants cannot reapply within 6 months of application. After this, they will have to make a new application, pay the non-refundable application fee and go through the assessment process again.

Changing academic year of entry

Applicants who selected the International age bracket for assessment and were unsuccessful and wish to be considered for a lower year of entry, following the Vietnamese age bracket can make a request which will be considered by the Head of Junior School .

INDUCTION AND ENROLMENT

Prior to the start date applicants will receive a number of informative communications and requests for additional information to prepare for their arrival, this will include Junior School Handbook, uniform information and fee invoices.

Class placement will be determined by VNTH. Admissions will continue to maintain contact with the applicant and their family to support the transition to the school.

REFUND AND FEES POLICY

Parents should refer to the website for further information before applying or accepting an offer.

Should a parent default on requested payment post offer acceptance and pre-enrolment, their child's offer may be revoked and made available to other applicants.

STAFF CHILDREN

Children of staff employed on an international teacher's contract are eligible to join VNTH without entry assessment.

INTERNATIONAL APPLICANTS

VNTH welcomes applicants from around the world.

Should an applicant appoint an agent or other third-party representative to support their application, VNTH will liaise with the third party but not issue a contract, form a relationship or pay a commission. All associated costs are to be paid by the parent. VNTH will expect to be able to meet the parent at the interview stage of the application.

EXCEPTIONAL CIRCUMSTANCES

VNTH reserves the right to alter the Admissions process and entry requirements in exceptional circumstances and notice will be given where possible.

WITHDRAWAL

By the Applicant

Parents can withdraw an application or decline an offer at any stage, please refer to the Fees and Refund policy before doing so.

By VNTH

VNTH reserves the right to withdraw an application or revoke an offer should any of the information provided by the applicant be false or if parents do not agree to the terms and conditions or meet the required deadline.

COMPLAINTS AND APPEALS

Applicants can make a complaint via the VNTH Complaints policy.

Applicants can appeal a decision by writing to the Head of Junior School via the Admissions email.

REVIEW

The Admissions Process and Procedure will be reviewed annually. This may mean that applicants for one entry point within the same year may have a different application process to a later applicant.

