

# Admissions Policy

## 1 Introduction

1.1 The governing body (the head teachers and the current board of governors) of **Little Mountain** School applies the regulations on admissions fairly and equally to all those who wish to attend this school.

## 2 Aims and objectives

2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.

2.2 All applications will be considered however, in line with our school values as a community school, preference for places is given to families with children already attending **Little Mountain** school and to those who have had a permanent, continual family home in Pai for one year or more.

As stated in our school values, Little Mountain school is for the unique and diverse community who call Pai their home and as a result cannot support short term or seasonal visitors to Pai.

In line with our school aims and values to be a school for the community, Little Mountain aims to achieve a ratio of 70% of children holding Thai nationality. If necessary for the school to maintain financial security Little Mountain may allow this percentage to fall but not below 60% Thai nationals.

2.3 If the number of children applying for entry exceeds the places available, admission may be rejected. The number of spaces at **Little Mountain** is currently aimed to ensure a student teacher ratio of no more than 8 children to 1 teacher. Whilst assignment of groups may be determined by a child's **academic and personal needs rather than age, this and the appropriate capacity for each group is at the Head Teachers' discretion.**

2.4 Children must be able to use the toilet independently to attend **Little Mountain**.

2.5 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school. However, teachers will need to agree with parents that the level of support needed by any child can be delivered.

2.6 If a family wishes for their child to come to **Little Mountain** school and there is no space for them at that time their name will be added to a waiting list. **The waiting list does not guarantee entry to the school** at anytime but will be used to plan further teacher recruitment and school organisation for upcoming terms. The waiting list will be ordered on a first come -first served basis, depending on group availability and in line with the schools aims and values as detailed above.

2.7 Children who have previously attended **Little Mountain** may be given a preference however this will depend on the length of the term which they will attend. If children wish to attend **Little Mountain** for any less than the 100 day school term they **MUST** pay the full term fee of 36,000 baht (payment terms stipulated below)

2.7 Families wishing to add children to the waiting list to join kindergarten at a later date such as the following term or school year; the waiting list will be ordered on a first come -first served basis, depending on group availability and in line with the schools aims and values as detailed above.

### **3 How parents can apply for their child to be admitted to our school**

**3.1** As our school is a community school, the school determines the admission arrangements in agreement with the board of governors of the school.

**3.2** **Little Mountain** is a community home school and as such endeavours to provide an education for any child or family who consider Pai their permanent home.

**3.3** At **Little Mountain** we want to provide a safe, stable and happy environment for children to learn. As such we do not typically consider application for short term (less than 1 whole term) attendance. However this can be considered by the teacher team and board of governors if places become available.

**3.4** Children may start at **Little Mountain** at any age (within the current in-take of ages) It is preferred that children start at the beginning of a school term however with permission from the board of governors and the teachers children may be permitted to join at other times.

### **4 Costs and payment**

**4.1** The current cost of attending **Little Mountain** school is 36,000 baht per term. A school year consists of 2 terms, each containing 100 teaching days.

**4.2** **All parents of children currently enrolled at Little Mountain** are asked to pay a 10,000 baht deposit to reserve a place for their child for the upcoming term. This payment is usually asked for approximately 1 month in advance of the end of the previous term, if this deposit is not paid, a place cannot be guaranteed for the child for the following term. This is a **NON REFUNDABLE** deposit as this money is used to develop the school property, resources and staffing as is necessary to provide for the number of children enrolled for the upcoming term.

**4.3 For new children joining the school**, a 10,000 baht **NON REFUNDABLE** deposit is payable at the point of confirmation; following a successful trial (see 'Joining Process' below). The remaining fee is payable either:

a) for children joining the following term; full payment is due, along with the development fee no later than 2 weeks prior to the end of the proceeding term.

b) for children joining immediately i.e. mid-term; full payment is required immediately. However a grace period of 1 week can be granted for funds to be obtained if needed.

In both above cases the deposit payment is **NON REFUNDABLE**.

**4.4** Upon any child joining **Little Mountain** (including those with siblings already in attendance) an additional one off fee of 10,000 baht per child is due. This is a development fee to help the school continue to prosper. This 10,000 can be returned on request when a child leaves **Little Mountain** (on the condition that the child has completed at least **three whole school terms** therefore having contributed fees to the value of 108,000 baht, if a child attends the school for any period of time less than this the development fee **cannot be refunded**) The development fee can also be donated to the school. If siblings join at the same time, 10,000 baht is payable for each child.

**4.5** **Termly payment terms and schedule for payment** - The 10,000 baht deposit (**NON REFUNDABLE**) for returning children, as mentioned in 4.2, is due no later than 2 weeks before the end of the previous term. If this deposit is not paid a place at Little Mountain for the following term cannot be guaranteed. The outstanding balance of 26,000 should be paid at the commencement of the new term.

Parents who wish to pay for their child's fees in instalments should advise the Head teachers at the start of the new term.

Payment terms for instalments are as follows;

Payment 1 - 13,000 baht is payable at the commencement of the new term and must be paid before the first 25 days of school (5 weeks) are complete.

Payment 2 - 13,000 baht is payable no later than at the completion of 35 days are complete.

This schedule ensures full payment for the term is received within 60 days or 12 weeks of the start of the school term.

Parents wishing to make payments outside of these terms should request this in writing to the head teachers and school board.

At the point of deposit payments, parents will be asked to sign an agreement regarding payment of school fees. As a non-profit community school, we are reliant on prompt payment of fees in order to function properly.

If payments relating to the above amounts are not paid by the given date the following steps will be made:

1. A letter will be sent to the family to remind them that payment is now overdue shortly following the due date.

If payment is not made within 2 weeks following the letter, a final reminder that payment outstanding due will be sent, also informing the family that if payment is not received immediately, the child will not be permitted to come to school again until the payment is made.

Breakdown of payment dates (for returning children only):

10,000 baht due two weeks before the end of the previous term (**NON REFUNDABLE DEPOSIT**).

Next 13,000 baht (so total of 26,000 baht will have been paid) before 25 days into the school term.

Next 13,000 baht (so total of 36,000 baht and complete term fee) to have been paid before 60 days into the school term.

**4.6 No show** - if a family have paid 10,000 baht to reserve a place for their child for the upcoming term but the child is not present on the first day of the new term the family will be contact to ask when they expect to return and pay the 26,000 baht remaining fee immediately or choose the payment system as outlined above. If they do not make any of these payments and have not returned to school their place will be offered to another child and the 10,000 baht deposit will be kept by the school as it is **NON REFUNDABLE**.

## **5 Ages**

**5.1** The age for children to attend **Little Mountain** is currently 3 - 9/10 years old. If any child wishes to or applies to come to **Little Mountain** outside of these ages the application will be considered by the teacher team, if they feel the child's learning can be supported within the current school set up then the application will be referred to the school board for a decision who will consider the impact on the education and well being of other children already at the school as well as the ability of the school and teachers to be able to provide appropriately for the new attendee.

## 6 Joining process

**6.1** Each family and child will complete application forms and information provided by **Little Mountain**.

**6.2** If an application is successful the applicant will have a 2 day (or 2 half day if they are under 5 years of age) trial, this is free of charge. If both the teacher team and families feel the trial days are successful the child may then start at **Little Mountain**. The full term fees (or pro-rata fees if joining part way through a term) are due immediately - please. If the child is under 5 years old they will initially start attending **Little Mountain** on a half day basis (8.30 - 12.45). This will continue for as long as the school deems necessary to settle the child in appropriately. This will be reviewed weekly after the first complete week of half day attendance (note: the school fees are not any less during the half day attendance period). If the child is 5 or over they can start full time at **Little Mountain** immediately if the teacher team deem it appropriate.

**6.3** Upon completing trials etc. detailed in **6.2** parents of the child will be asked to attend a meeting with a member of the parent board to inform new parents about details of how the school is run, the importance of parents supporting the school and inviting them to join one of the 'parent teams' (marketing and fundraising/maintenance/teaching and safeguarding).

**6.4** After a child joins **Little Mountain** there is a period of 60 days within which either the teacher team or family can withdraw the child from school. This is to ensure that both parties have a chance to see how the child gets on at **Little Mountain**. If either party decides on this action then term fees paid can be refunded after subtraction of the cost of days attended (worked out on a pro-rata basis).

**6.5** **Little Mountain** school retains the right to cancel a child's attendance at **Little Mountain** at any time. However this would only be done in exceptional circumstances e.g. continued harmful and dangerous behaviour towards children, staff or property. In such circumstance a full explanation would be given to the family and a refund provided after subtraction of the cost of days attended (worked out on a pro-rata basis).

## 7 Review

**7.1** This policy will be reviewed annually with the **Little Mountain** board of governors in the light of any changed circumstances in our school or the local area.

**Signed:**

**Date:**