

REIGATE GRAMMAR SCHOOL VIETNAM

Admissions Policy

ISI Code:

Policy Author:

Pedagogical Leadership Team &
Admissions Team

Date Reviewed By Author:

June 2021

Next Review Due:

As required

Date Approved By Governing Body:

June 2021

Next Review by Governing Body Due:

As required

Content

Admissions Policy	3
Preparatory School (PYP Programme)	4
Secondary School (including IGCSE & DP Programmes)	5
RGS Vietnam Year 10 – 13 Scholarship Programme	12
Admissions Process overview for Enrolment.	13
Reviewing of this Policy	16

Admissions Policy

Reigate Grammar School Vietnam is currently open to all students from 3 to 18 years old who carry a foreign passport or are residents of Vietnam. Students applying for positions at RGS Vietnam should hold appropriate visas that allow them to live and study in Vietnam.

The language of instruction at RGS Vietnam is English (see the *RGS Vietnam Language Policy*). All students whose first language is not English are expected to commit to learning English as a means of participating fully in the programmes at the school. RGS Vietnam does offer EAL support classes to those identified students whose level is deemed as not fluent in English for our programmes. Please read the Admissions guidelines carefully with regard to the entrance requirements of each Year Level and Programme. Please note that RGS Vietnam may wish to get an agreement over terms and conditions to improve a student's English ability on joining the school and this may involve extra charges for intensive tuition in English.

Year Level Group Admission Guidelines

All parents and students will meet with either the Headmaster, the Head of Section and/or the Admissions Executive as appropriate, on their visit to the school.

Please note that interviews and assessments are not necessarily a pass or fail hurdle for admission but rather they are to ensure the school can make the best provision for each student by way of educational support if, and as, necessary. Class placements in RGS Vietnam are strictly in accordance with age-related criteria i.e. the cut-off birthday date determining age and therefore Year level group is 1st September, except where a student has completed satisfactorily, in the opinion of RGS Vietnam, the previous year level.

Preparatory School (PYP Programme)

Early Years - Kindergarten to Year One (PreK-K2) inclusive [Ages 3 - 6 years]

For students from EYFS-Kindergarten to Year 1, a mutually agreed arrangement for prospective students to spend 45 minutes to an hour in their age level class will be made with parents. This arrangement is called a 'sit-in'. During this time, the student will be able to become familiar with his/her future peers and begin to make friends and learn some classroom procedures. This sit-in is not an assessment and will not impinge an entry unless the school cannot meet the specific educational needs of the student.

Year Two and Year Three inclusive (Grades 1 & 2) [Ages 7 - 8 years]

Students will be required to sit an English Language and Mathematics test and will be interviewed either by the Primary Years Coordinator or one of the teaching team. The assessment is for school records and parents will be notified of the terms and conditions applying to support from the school. Again, this assessment will not impinge an entry unless the school cannot meet the specific educational needs of the student.

Year Four and Year Six inclusive (Grades 3 to 5) [Ages 9 - 11 years]

Students will be required to sit an English Language and Mathematics test and will be interviewed either by the Primary Years Coordinator or one of the teaching team. The assessment is for school records and parents will be notified of the terms and conditions applying to support from the school. Again, this assessment will not impinge an entry unless the school cannot meet the specific educational needs of the student.

Mother Tongue and Additional Language Learners

On admission, students identified as in need of additional support will be tracked weekly by the EAL teacher and the classroom teacher, followed by a termly evaluation meeting to assess the level of student progress and to determine if less, additional, or the same amount of support is needed for the coming term.

Diversity is something that is highly valued at RGS Vietnam and having support systems in place to meet the needs of our learners from non-English speaking countries is a school priority. However, if a student has been attending RGS Vietnam for two full academic years and is not progressing as expected, demonstrating an inability to access the curriculum adequately, then the parents of the students will be informed that there might be a limit to what RGS Vietnam can offer. At this point, other educational institutions may be identified for more suited tuition towards their child's needs.

Secondary School (including IGCSE & DP Programmes)

Transition from Year 6 to 7 (Grade 5 to 6)

In Mathematics, English and Science all students follow an enhanced curriculum inspired by the Cambridge Checkpoint 1 programme, as a candidate school, the International Baccalaureate's Middle Years Programme until Year 10 (Grade 9). However, note we no longer sit the externally-set CAIE Checkpoint examinations at the end of Year 9 (Grade 8).

It is expected that most students, who are at Year level equivalence will transfer between RGS Vietnam Preparatory School and the Secondary School. All students take the full Secondary School Academic programme as well as engage in our Extracurricular Programme.

Language Learning in Years 7 - 9 (Grades 6 – 8)

All students follow an enhanced English Language & Literature programme. Students who are Vietnamese passport holders must follow a programme equivalent to the Vietnamese National requirements in addition to English. Currently, other students study French as a second language or Korean as a first language. As RGS Vietnam grows, the feasibility of offering Vietnamese and Korean as second language courses will be considered.

Additional Language Learners

On admission to Secondary School, students identified as in need of additional English support will be tracked by the EAL department and the subject teachers, followed by a semesterly evaluation meeting to assess the level of student progress and to determine if less, additional, or the same amount of support is needed for the coming term. EAL teachers develop an English-language support programme that is individual to the needs of each student around both 'push-in' and 'pull out' support. In conjunction with subject teachers, EAL staff assist in developing specific differentiated materials and approaches to support student language development in each subject.

As in the PYP programme, having support systems in place to meet the needs of our learners from non-English speaking countries is a school priority. However, if a student has been attending RGS Vietnam for two full academic years and is not progressing as expected, demonstrating an inability to access the curriculum adequately, then the parents of the students will be informed that there might be a limit to what RGS Vietnam can offer. At this point, other educational institutions may be identified for more suited tuition towards their child's needs.

Entry into the Year 7 to 9 (Grade 6 – 8) Talent Programme [Ages 11-14 years]

The Talent Programme for Year 7 to 9 is our latest scholarship programme that was first introduced in the 2018-19 school year. The programme aims to serve those who are passionate about developing one of the talent tracks in Sports, Art or Music as a life-long talent, by nurturing and empowering the student's talent through financial support and programme's commitments. Putting together both academic and extra-curricular benefits, this programme creates a balanced path and workload for potential students, while reinforcing our recognition and promotion of a diverse learning community. The Scholarship value is UP TO 50% for the entirety of the Lower Secondary (Year 7, 8, 9). Please see the Scholarship Programme brochure and Scholarship Admissions Policy for further details.

External entry to Year 7 – 9 (Grade 6 – 8) inclusive [Ages 11 - 14 years]

Students will be required to sit English Language, home language* and Mathematics tests and will be interviewed by the Headmaster or Head of Secondary. The assessment is for school records and placement in language. Parents will be notified of the terms and conditions applying to support from the school as outlined above and RGS Vietnam Inclusive Education policy during the admissions process.

Students who are unable to visit the school because of studying in a school elsewhere will be able to take the RGS Vietnam school English, home language* and Mathematics tests by mutual arrangement with their current school. In such cases, full information about the current school will be required for contact purposes.

Most students entering Years 7 – 9 undertake the same academic programme as internal candidates as outlined above. The school may provide alternative support programmes which upskill students to be able to be integrated into the mainstream academic programme. Parents should contact the school for more details.

Transition from Year 7 to 8 (Grade 6 to 7) & from Year 8 to 9 (Grade 7 to 8)

It is envisaged that most students will transition to the next year level. However, transition to the next year level is subject to satisfactorily completing the academic year and if the Faculty believes that a student will not secure passing years, then a student may be required to repeat the year level to ensure that they have acquired the necessary foundations. Families may be asked to agree and sign specific conditions outlined in a Learning Agreement. This may affect a student's scholarship, if applicable.

Admission to the Cambridge IGCSE Programme [Ages 14 - 16 years]

Transition from Year 9 to 10 (Grade 8 to 9)

It is envisaged that most students as part of the Lower Secondary School automatically transfer between RGS Vietnam G6-8 Programme to the IGCSE Programme. All students take a full IGCSE Academic programme as well as engage in Extracurricular Programme.

Subject choice and options for each student are developed during Year 9 with students selecting optional subjects from a variety of subjects. Options grouping each academic year are based on student preferences to accommodate as broad a curriculum for each student as possible.

All students study English, Mathematics, Science, Language and Physical Education.

Language Learning in IGCSE

Students who are Vietnamese passport holders must follow a programme equivalent to the Vietnamese National requirements in addition to English. Students studying Vietnamese also have the option of studying French during IGCSE to increase option choices in the IB Diploma Programme. Currently, other students study French IGCSE as a second language or Korean IGCSE First Language. As RGS Vietnam grows, the feasibility of offering Vietnamese and Korean as a second language course will be considered.

Additional Language Learners

On admission to the Year 10 and 11 programmes, students identified as in need of additional English support will be tracked by the EAL department and the subject teachers, followed by a termly evaluation meeting to assess the level of student progress and to determine if less, additional, or the same amount of support is needed for the coming term. EAL teachers develop a language support programme that is individual to the needs of each student around both 'push-in' and 'pull out' support. In conjunction with subject teachers, EAL staff can assist in developing specific differentiated materials and approaches to support student language development in each subject.

As in the PYP programme, having support systems in place to meet the needs of our learners from non-English speaking countries is a school priority. However, if a student has been attending RGS Vietnam for two full academic years and is not progressing as expected, demonstrating an inability to access the curriculum adequately, then the parents of the students will be informed that there might be a limit to what RGS Vietnam can offer. At this point, other educational institutions may be identified for more suited tuition towards their child's needs.

Transition to Year 11 (Grade 10) IGCSE

It is envisaged that most students from Year 10 IGCSE will continue their IGCSE studies and automatically transfer into Year 11 (the second year of the two-year programme). However, if the Faculty believes that a student will not secure passing years in their final IGCSE subjects, then a student may be required to repeat Year 10 to ensure that they have acquired the necessary foundations of IGCSE. Families may be asked to agree and sign specific conditions outlined in a Learning Agreement. This may affect a student's scholarship, if applicable.

External entry to Year 10 & 11 (Grade 9 & 10) [Ages 14 - 16 years]

Students will be required to sit an English Language, home language* and Mathematics test, a cognitive-ability test and will be interviewed by the Headmaster or Head of Secondary. The assessment is for school records and placement in language. Parents will be notified of the terms and conditions applying to support from the school as outlined above and RGS Vietnam Inclusive Education policy during the admissions process.

Students who are unable to visit the school because of studying in a school elsewhere will be able to take the RGS Vietnam school English, home language* and Mathematics tests by mutual arrangement with their current school. In such cases, full information about the current school will be required for contact purposes.

Most students entering Year 10 undertake the same academic programme as internal candidates as outlined above. The school may provide alternative support programmes which upskill students to be able to be integrated into the mainstream academic programme. Parents should contact the school for more details. For Year 11 entry then most students will join the *Year 11 DP-Preparation course*.

Year 11 (Grade 10) DP-Preparation course

Because it is not usually feasible for a student to join RGS Vietnam in Year 11 (as they will have missed at least 50% of the IGCSE courses they would have to join) we have created a one-year course designed to bridge the gap between the student's previous curriculum and the IBDP they will start in Year 12. The primary purpose of this one-year course is not to prepare the student for IGCSE examinations, but equip them with the necessary skills to succeed in an IB programme. However, if a subject teacher decides the student is actually able to sit an IGCSE at the end of this one-year course, then the student and parent will be told this and the parents can enter the student for the May/June IGCSE examination session - this exam entry will be done in the February of Year 11. The student will sit an in-house examination in any

subject they do not take at IGCSE level. For those considering higher post-18 education, it is expected that they will take IGCSE Mathematics and IGCSE English First Language.

Direct external entry into Year 11 (Grade 10) IGCSE

This is not usually recommended and would only happen if the student is coming from an IGCSE curriculum and has taken a sufficient number of IGCSE courses which match the IGCSE courses on offer in Year 11 in RGS Vietnam.

Admission to the IB Diploma Programme [Post-16]

Admission to the Diploma Programme at RGS Vietnam is firmly rooted in two supporting principles. The first being, where possible all students who can benefit from participation in the IB Diploma Programme should have that opportunity. The second is that where possible all students should have access to the full Diploma Programme.

Admission Routes

Internal Entries: (Existing RGS Vietnam students moving from Year 11 / Grade 10 to Year 12 / Grade 11)

Students entering the IB Diploma internally from the IGCSE or DP-Preparation programmes at RGS Vietnam take part in an extensive course selection process that includes input from Faculty as well as the IBDP Coordinator. The Diploma Programme course selection process occurs during Year 11, where students take part in a series of workshops as outlined in the IB Diploma Subject selection section below.

While each student is an individual, and this is evident within each student's own programme, RGS Vietnam advises that students selecting Higher Level (HL) subjects would be expected to regularly achieve Years B or above during the previous two years of in-school assessment or as a final IGCSE Grade in that subject. All students entering the Diploma Programme should also demonstrate a commitment to the Learner Profile, in part evidenced through their Approach to Learning.

For Standard Level (SL) subjects, students would be expected to regularly achieve Grades C or above during the previous two years of in-school assessment or as a final IGCSE Grade in that subject.

Where a student has not met the above requirements fully, entry to the fully Diploma Programme may be granted as a conditional entry through discussion with the Headmaster, Head of Secondary or DP Coordinator. Students entering conditionally will be expected to follow a support programme agreed with the DP Coordinator towards successful completion of the Diploma Programme. Progress of conditional students will also be monitored throughout the programme with target setting and review meetings twice each semester.

Students who have not met the above requirements may elect to take individual IB Diploma Programme courses. Where this route is deemed appropriate for the student and their future aspirations individual programmes of courses and support will be developed through discussion with the DP Coordinator.

IB Diploma Programme Subject Selection

During Year 11 all students at RGS Vietnam have opportunities to gain an understanding of the Diploma Programme and receive guidance in individual course selection. Following workshops in Year 11 where students are introduced to the Diploma Programme model, subjects and conditions of entry within RGS Vietnam, a preliminary choice of subjects is made. From this each student and their parents receive individual guidance from the Diploma Programme Coordinator and University Counsellor to assist in the development of a broad programme aimed at supporting individual aims and aspirations.

Final discussion of programme selection and modification where required occurs in August of Year 12 following publication of IGCSE results. *NB no student already accepted into the programme will be prevented from continuing, however advice will be provided if RGS Vietnam deems that a student may require additional support to successfully access the programme.*

DP Requirements

Language A and Language acquisition courses. (to be considered jointly with the RGS Vietnam Language Policy)

All students taking the full IB Diploma Programme are required to take a Language A course and either a Language B course or an additional Language A course.

As in all other sections of RGS Vietnam, English is the language of instruction within the Diploma Programme. It is the common language in which all communication and access to the curriculum occurs. Therefore, the majority of students entering the Diploma Programme internally will follow English as their Language A subject.

Students who have studied Vietnamese first language during RGS Vietnam G6-10 can progress to IB Diploma Vietnamese A Language & Literature in Year 12 or continue their additional Language studied at IGCSE. Students who studied English and Vietnamese only at Year 11 may also opt to study an ab initio as a supported course through Pamoja education. (Please note there may be an additional cost to parents for Pamoja-taught courses).

Native Korean students also have the option of selecting Korean Language A within the Diploma Programme.

Students who progress from Year 11 into the Diploma Programme at RGS Vietnam will have the opportunity to continue language development based on course selection at IGCSE or through the addition of a School-Supported Self-Taught Language A programme if suitable. Language choice, maintenance and progression are a major focus of the IB Diploma options process undertaken during Year 11.

For students who do not secure a passing grade in IGCSE English First Language and/or IGCSE Mathematics then RGS Vietnam recommends that they repeat these examinations in the external examination windows during Year 12 as a passing grade in these subjects may be a requirement for admission to some universities.

Mother Tongue Support in the Diploma Programme

Where a student wishes to study his or her own “mother tongue” at Language A, RGS Vietnam organises access to the Standard Level IB School-Supported Self-Taught (SSST) course. The SSST course is supported through weekly meetings with the Language A SSST Coordinator where the structure and content requirements of the course are articulated but is a self-taught course beyond that. Where possible RGS Vietnam advises, students taking SSST that they should do this as their second language selection alongside Language A English. Within the IB Diploma Programme all Language A courses follow a unified

curriculum model and exposure to English A alongside SSST complements the skill and knowledge development required. Beyond the support offered through the school, RGS Vietnam works with parents and students if they wish to appoint a suitably qualified external tutor to help support their child's progress in the study of the "mother tongue" language. The external tutor may not necessarily be a qualified IB Diploma tutor but should have an equivalent background or understanding of the expectations of literature courses at Post-16. Remuneration for external tutoring is entirely at the discretion and arrangement of the student and parents.

NB: In exceptional cases a student may be admitted to the SSST course at RGS Vietnam where English is not possible as the primary Language A option. In these situations, due to scheduling constraints a student undertaking SSST as their Language one only option may not be able to undertake the full IB Diploma Programme.

Where SSST is an option for entry to the Diploma Programme additional guidance sessions and programme development occur with the Diploma Programme Coordinator prior to admission to the programme.

External Entries

All external entries to the Diploma Programme undertake placement testing to help determine suitable pathways through the programme for each student. Programme testing is based on the preliminary subject choices of each entrance student with tests in English, home language*, Science and Mathematics mandatory for all applicants, and there may be additional tests in other subjects. This is considered in conjunction with previous school records and results of any recognised external examinations or assessments that are aligned to the expectations for Internal entrance within RGS Vietnam. As part of the application process each applicant and their parents have an individual course selection session with the Diploma Programme Coordinator and University Counsellor following successful completion of all entrance requirements prior to formal acceptance into the Programme. Each application is processed on a case by case basis.

For example:

IGCSE as per RGS Vietnam Internal candidates

IB MYP. HL subjects: regularly achieving a 5 or above in the final two years of the MYP. SL subjects: regularly achieving a 4 or above in the final two years of the MYP

Language choices for external entry candidates.

Students entering the Diploma Programme at RGS Vietnam into Year 12 are supported in making language choices during the application process and then developed with the Diploma Coordinator during admission.

Placement testing may be required for English, Korean, Vietnamese and French to aid the selection of the correct level and course.

Access to School-Supported Self-Taught (SSST) is also available to all external candidates under the conditions outlined above for internal candidates.

Academic Honesty Policy and External Candidates

During admissions interviews with the Diploma Coordinator all external candidates and parents are introduced to the RGS Vietnam Academic Honesty policy and expectations.

Transition to Year 12 (Grade 11)

During the internal options or external admissions processes, students and parents are introduced to the programme through sessions with the Diploma Programme Coordinator and the University Counsellor. During the sessions as well as Programme handbooks students receive the General Regulations of the IB Diploma and copies of the RGS Vietnam Language, Assessment, Inclusive Education and Academic Honesty Policies.

Whilst student subject selection is made prior to admission to the Programme some possibility of individual programme adjustment exists at different stages in the Programme. All students entering the Programme at the start of Year 12 begin the academic year with an introduction to the Diploma Programme orientation week. The orientation week's aim is to develop a deeper understanding of the holistic nature of the programme and its requirements. While subjects are examined in the broad sense of Diploma Requirements and Programme model the main focus is on the Programme Core. In particular, students are introduced to Theory of Knowledge and Creativity, Activity and Service and their role in the Diploma Programme emphasised.

Beyond this, students also complete sessions where the purpose and role as well as the specific requirements of Academic Honesty and good practice in both the Diploma Programme and RGS Vietnam curriculum are developed. This is linked directly to sessions that place emphasis on Approaches to Learning and the skills development required to be successful within the Diploma Programme

During this week as well as developing greater familiarity with the Core and subject requirements within the programme, each student receives a final confirmation session where subject choices are re-evaluated and if required and possible changes made.

All Year 12 students have the possibility of making subject changes within each schedule option during the first two weeks of the taught curriculum. Any changes sought after this will only be agreed following discussion with the student, parents, subject teachers and Programme Coordinator with advice from University Counsellor.

Transition to Year 13 (Grade 12)

It is envisaged that all students from Year 12 DP will continue their IBDP studies and automatically transfer into Year 13 (the second year of the two-year programme). However, if the Faculty believes that a student will not secure passing grades in their final DP subjects in order to be awarded the Diploma, then a student may be required to reduce their subjects to DP Courses or even repeat Year 12 to ensure that they have acquired the necessary foundations of the Diploma Programme. Families may be asked to agree and sign specific conditions outlined in a Learning Agreement. This may affect a student's scholarship, if applicable.

Direct entry into Year 13 (Grade 12)

This is not usually recommended and would only happen if the student is coming from an IBDP curriculum and has taken a sufficient number of IBDP subjects which match the IBDP subjects on offer in Year 13 in RGS Vietnam.

Repetition of DP subjects after Year 13 (Grade 12)

RGS Vietnam is not a registered November examination centre for the IBDP. However, it can offer students from the May graduating class to take retakes in the external examinations in the November. These retake candidates are not enrolled RGS Vietnam students and can only come on Campus for their

external examinations. At RGS Vietnam, it is not possible to retake any of the Core elements (Theory of Knowledge, Extended Essay, Creativity-Activity-Service) nor any subject Internal Assessment. A student wishing to repeat Year 13 will follow the requirements of Year 13 and families may be asked to agree and sign specific conditions outlined in a Learning Agreement.

RGS VIETNAM Year 10-13 (Grade 9-12) Scholarship Programme

To increase access to both the IGCSE, DP-Prep and IB Diploma Programme for those who may otherwise not gain access, RGS Vietnam operates a Scholarship Programme for all students entering the IGCSE and Diploma Programmes regardless of being an internal or external candidate. Successful Scholarship Programme candidates follow the same admissions structure and process as all students entering each programme. However additional progress requirements may be attached to individual Scholarships. Please refer to the RGS Vietnam Scholarship Programme's policy for further clarification.

** this is only for Vietnamese for all VN passport holders (compulsory) & Korean for all KOR passport holders that will study home language at RGS VIETNAM.*

Admissions Process Overview for Enrolment

Enquiries for Enrolment.

Parents who wish to enrol their sons or daughters at International School of Vietnam should make an appointment to visit the school in the first instance by contacting us at inquiry@RGS-Vietnamietnam.edu.vn or [+84] (0) 435 409 183.

Enquiry

The application process for each child must begin with an admissions inquiry form which is submitted through the school website. The details provided in this enquiry form will enable the admissions team to accurately record family contact information and to determine if the child is eligible to apply to a particular year level. The admissions team will then review the form and respond to parents within 48 hours. RGS Vietnam offers rolling admissions, which means that families may inquire for an application at any time of the year.

Application

Parents will be required to submit documents listed on the application checklist for their child. During the application process, the child may have to participate in an entrance assessment and interview. This process may take a few days to several weeks, depending on how quickly families provide documents and pay the application fee.

Waiting list

If a vacancy is not available, the application shall be placed on the waiting list and may roll over into the next academic year. Only a completed application will be placed on the relevant waiting list on a 'first-come first-served' basis, in accordance with RGS Vietnam admissions policies. The possibility of placement for waiting list applicants will be based on the number of student withdrawals and priority applications, all of which influence the number of vacancies in each age group. If the child is placed on the waiting list, the process of entrance assessment and interview may be arranged at a later date when the child is in a position for placement.

Enrolment

When the placement offer is accepted by the family, the application proceeds to enrolment. During enrolment, tuition fees, bus transport and school meal options, and other documents will be required in order to secure the placement of each child. Students will not be permitted to begin school until all enrolment requirements are completed and reviewed. This normally takes one week to complete.

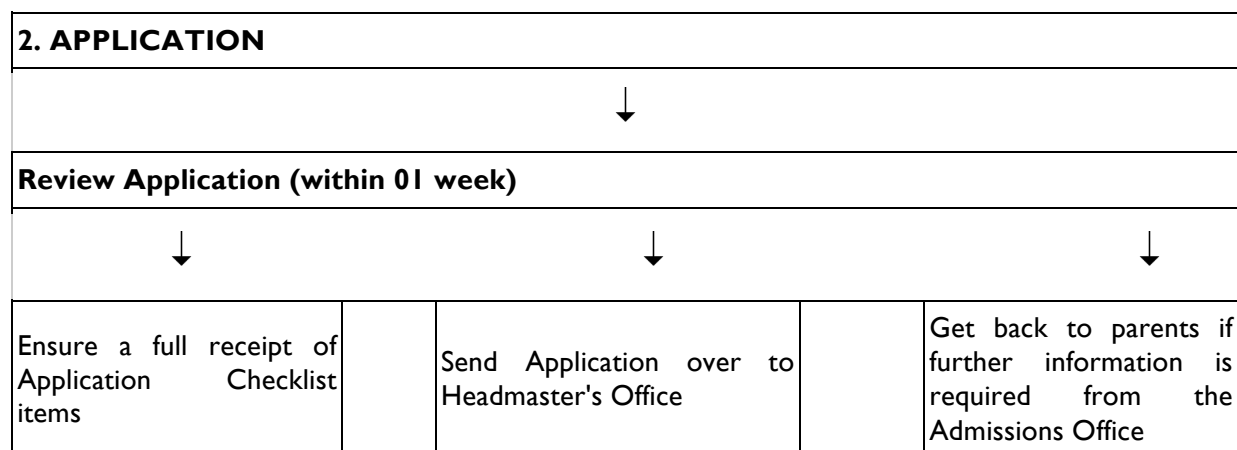
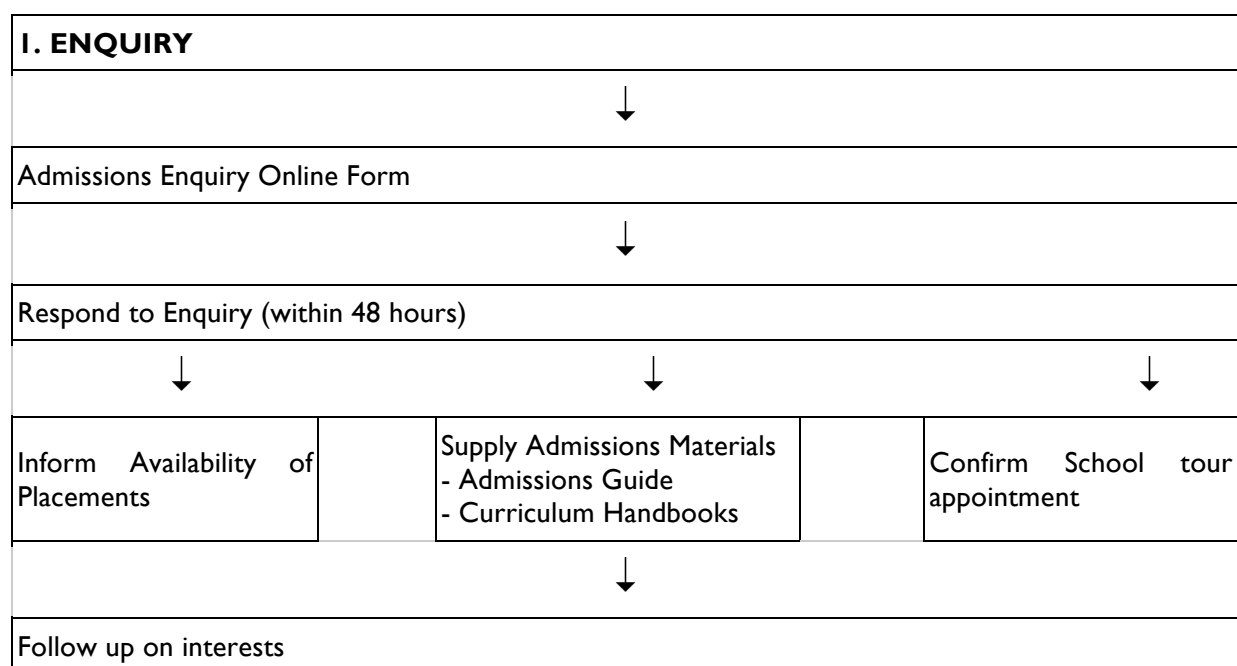
Capacity of students per year

The maximum number of students per homeroom class from Pre-K to Year 6 (Grade 5) is a maximum of 24, and that from Year 7 (Grade 6) to Year 13 (Grade 12) is 24 students.

Nationality restriction policy

RGS Vietnam is a connected community that celebrates cultural diversity and the admissions policies aim to reflect that desire to remain truly international. Therefore, the number of students from one nationality is limited to 105 students for the whole PYP section (from Pre-K to Year 6), and five students per class in each age group up in Secondary from Year 7 up to Year 9 for normal-entry students. This rule does not apply to students after 3 years at RGS Vietnam if they have not required additional English support.

Admissions Process Details



Reviewing of this Policy

The Admission Policy will be reviewed on a regular basis.

Created February 2015

Reviewed November 2015

Reviewed February 2017

Reviewed April 2018

Reviewed February 2020

Reviewed January 2021

Last reviewed June 2021