



# Admissions Handbook

2024-2025



**BCIS**  
PHUKET



International  
Schools  
Partnership

# Admissions Policy

Berda Claude International School Phuket endeavours to have as open an admissions policy as possible.

We therefore:

1. Consider students who have EAL needs.
2. Consider students who have learning support needs.
3. In offering admission, our ethical principle is that we only do so we feel we are able to meet and support the students' need.
4. In admitting a student, we look closely at the context of the class into which they would enter.
5. If a Learning Support Assistant is deemed necessary that can be considered, provided the parents/guardians are prepared to support the additional expense.
6. The school reserves the right to refuse admission or withdraw an offer in the case of inaccurate information being submitted.



# Admissions Process

## 1 School visit

BCIS Phuket accepts applications for enrolment all year round. BCIS welcomes children of all nationalities and backgrounds above the age of 2 years old. We welcome you to visit and take a tour of our school and discuss your child's educational needs with us. Please feel free to email our Admissions Office at [admissions@bcisphuket.ac.th](mailto:admissions@bcisphuket.ac.th) to book an appointment.

## 2 Application

An application form (one per child) can be obtained from the BCIS Admissions Office and must be submitted with the required supporting documents as below:

- Copy/scan of child's passport
- Copy/scan of child's identification card (Thai nationals only)
- Copy/scan of child's birth certificate  
*(Thai birth certificate is acceptable; otherwise translated into English)*
- Copy/scan of child's visa (if applicable)
- Copy/scan of parents'/guardians' passports
- Copy/scan of parents'/guardians' identification card *(Thai nationals only)*
- Copy/scan of parents'/guardians' visas (if applicable)
- Copy/scan of previous school reports for current and previous academic year  
*(translated into English)*
- Copy of any educational psychologist's or medical reports *(if applicable)*
- Two passport-size photographs of your child  
*(taken within the last 6 months) (jpeg if emailed)*

## 3 Submission of Application

Original and completed application form and documents required should be submitted in person by a parent or legal guardian. For students who are not residing in Phuket, Thailand, a completed application form and documents may be couriered, or emailed as attachments. (Scanned completed application form and required documents should be uploaded in PDF format, high resolution.) Originals should be submitted in person upon arrival in Phuket, Thailand. Should there be any additional documents required, our Admissions Team will inform you as soon as possible.

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## Interview and Assessment

Applicants will meet with a senior educational leader of the relevant programme (French or Cambridge) to gain an insight into a student's personality, interests, values and personal goals. This will only take place once all the application documents have been reviewed and must take place prior to acceptance.

Students being admitted to the Cambridge programme from Year 1 will need to complete an assessment to inform their class placement. The outcome of this assessment will determine whether or not a child should be in Standard English or will need English for Academic Purpose (EAP) support. A mathematics assessment may also be conducted.

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## Offer of Acceptance

Following the review of the application documentation and assessment, parents/guardians will receive via email an offer of a school place.

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## Registration and School Fees Payment

In order to confirm the place, all school fees should be paid to the BCIS Accounting Department. An invoice will be sent by email.

Prior to enrolment and the first day of school, parents/guardians are required to complete registration documentation. Permission forms and a Home and School Partnership Agreement demonstrating agreement with and understanding of the school's guiding statements (mission, vision, values) and regulations such as code of conduct, dress code and behaviour will need to be signed and submitted to the school office.

A Parent/Guardian and Student Handbook with all the necessary information will be provided to parents/guardians. School uniforms, books and parking access cards should be purchased from the Accounting Department prior to the child's first day.

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## Enrolment and First day of school

# General Information

Berda Claude International School Phuket (BCIS) is a co-educational international school for students aged 2 to 18 years.

The school was established in 2017 to serve Thai, French and international families living in Phuket who may benefit from a French or English medium education.

A choice of pathways to success is available at the school.

## **Families may select:**

- a. the French programme (the Primary School is accredited by the AEFÉ) which leads to the French baccalaureate examination at the end of Terminale
- b. the Cambridge International programme accredited by Cambridge International Education (CIE) that leads to the iGCSE public examinations in Year 11, and the Advanced level public examinations at the end of Year 13.

There is a rolling admissions process and students are accepted throughout the year, subject to the school's schedule.

Any assessments conducted prior to enrolment are used to inform class placement only, to supplement information about previous learning and achievement gained from past school records. Language assessments will help staff place students appropriately in either the mainstream or in the English as an Additional Language (EAL), or Français Langue de Scolarisation (FLSco) classes. Thai language assessments are exclusively utilised for Thai national students to help place students in the correct level of Thai language class. The purpose of all such language assessments is to ensure that teachers are able to provide the appropriate levels of support and challenge for each student from the point of enrolment.

There is a limit to the number of places available in the EAL classes and a waiting list for a school place will operate should there be more applicants than spaces.

## **Policy for admission to the French programme:**

As an accredited AEFÉ school, BCIS Phuket accepts French national students who apply according to the availability of spaces.

Francophone students whose families originate from other French-speaking countries will be enrolled in the mainstream French programme.

Non-francophone students are also welcome in the French programme. There are accommodations designed especially for their needs – Français Langue de Scolarisation (FLSco). Specific French Language classes Français Langue Etrangère (FLE) are available in our after-school programme.

## **Politique d'admission de l'école française :**

### **PRIMAIRE – De la Maternelle au CM2 :**

#### **Pour une entrée à l'école maternelle :**

- En toute petite section (TPS) : votre enfant doit être âgé d'au moins 2 ans avant le 31 décembre de l'année en cours.
  - Petite section (PS) : votre enfant doit être âgé d'au moins 3 ans avant le 31 décembre de l'année en cours.
- En moyenne section (MS) : votre enfant doit être âgé d'au moins 4 ans avant le 31 décembre de l'année en cours.
- En grande section (GS) : votre enfant doit être âgé d'au moins 5 ans avant le 31 décembre de l'année en cours.

L'apprentissage des langues en maternelle se fait de manière naturelle, au travers du jeu et d'ateliers. C'est pourquoi la maternelle est ouverte à tous les enfants, même ceux ne maîtrisant pas encore la langue française.

#### **Pour une entrée à l'école élémentaire :**

Pour entrer en élémentaire, les familles devront fournir le dossier scolaire de leur enfant contenant les notes ou le livret d'évaluation des deux dernières années. Le processus d'admission sera le suivant :

- Élèves francophones originaires du système français : inscription automatique dans la limite des places disponibles. Dans le cas des élèves provenant d'un Lycée français suivant le calendrier sud, le dossier scolaire et la recommandation de l'établissement précédent seront étudiés afin de définir dans quel niveau l'élève fera son entrée à BCIS Phuket.
- Élèves peu francophones : Ces élèves pourront intégrer les dispositifs de Français Langue de Scolarisation (FLSco) et seront inscrits dans leur classe principale, qui correspond à leur classe d'âge et bénéficient d'un enseignement spécifique en français, quelques heures par semaine en petit groupe avec d'autres élèves nouveaux arrivants de la même tranche d'âge.

#### **Pour une entrée au secondaire (collège/lycée) :**

Pour les futurs collégiens et/ou lycéens, les familles devront fournir le dossier scolaire de leur enfant contenant les notes ou le livret d'évaluation des trois dernières années. Le processus d'admission sera le suivant :

- Élèves francophones originaires du système français : inscription automatique dans la limite des places disponibles. Dans le cas des élèves provenant d'un Lycée français suivant le calendrier sud, le dossier scolaire et la recommandation de l'établissement précédent seront étudiés afin de définir dans quel niveau l'élève fera son entrée à BCIS Phuket.
- Élèves peu francophones : Ces élèves pourront intégrer les dispositifs de Français Langue de Scolarisation (FLSco) et seront inscrits dans leur classe principale, qui correspond à leur classe d'âge et bénéficient d'un enseignement spécifique en français, quelques heures par semaine en petit groupe avec d'autres élèves nouveaux arrivants de la même tranche d'âge.

**Bourses**

A noter que l'ensemble des élèves de nationalité française (ou dont l'un des deux parents est français) a la possibilité de faire une demande de bourses scolaires auprès du service social de l'Ambassade de France à Bangkok. Les bourses ne sont cependant pas un droit mais peuvent être octroyées par l'AEFE sur critères sociaux. Plus de renseignement sur le site de l'Ambassade de France en Thaïlande :

**Policy for admission to the Cambridge programme:**

The Cambridge programme welcomes children of all nationalities whose families are committed to an international education in English.

The admission of a child to BCIS is at the discretion of the school based on the child's ability to access the curriculum with the resources and support the school is able to provide.

**English Language Support**

English is the language of instruction in the Cambridge programme at BCIS Phuket, and the ability to successfully access the curriculum within a reasonable time period and to thrive in our English-language learning environment are the guiding principles for admission to the school. English language support classes, named English as an Additional Language (EAL), are provided for students in the early stages of learning English in the primary and secondary sections of the Cambridge programme.

**Learning Support**

Students with mild learning differences will be considered based on our capacity to support their needs in the mainstream setting. The school values integrity and therefore BCIS will not offer a place to a student whose needs they cannot appropriately meet.

**Year Group Placement**

Class placement in the Cambridge programme is based on the student's date of birth in relation to the UK September 1st cut-off date. Students are placed with similar age students within the given year group which is appropriate for the social, emotional and academic well-being of students. Therefore, to ensure the most appropriate learning environment for all students in the school, we rarely allow exceptions for students to be moved above or below the year group placement recommendation.

**Admissions Assessments, Observations and Interviews**

The application review and assessment process is designed to ensure that the placement of all children will best meet their educational and personal needs.

The nature of the assessment varies for different year groups and may include, but is not limited to, meeting a member of the academic staff, and completing a diagnostic assessment.

Children who require learning or English language support will be assessed carefully to determine how the school is best able to effectively support their needs. All forms of assessments conducted are the property of the school and will be kept private and confidential.

### **Nursery**

Nursery-age children will spend time in the nursery environment when they visit the school with their parents/guardians to enable the teacher to assess social readiness.

### **Early Years**

Children already residing in Phuket will be invited to a 'Meet and Greet' session with a parent/guardian to enable applicants and Head of Early Years to meet and interact with each other in the actual school environment, helping to identify any issues that may affect the applicant's ability to access the programme as part of the screening process comfortably. Children residing outside of Phuket will be asked to come into the school for a Meet and Greet session with the Head of Early Years upon arrival and before acceptance.

### **Primary School**

Applicants aged 5 years and above are required to complete an assessment designed to help us understand what level of academic support and challenge will benefit them most. All applicants also meet with the Head or Deputy Head of Primary. In reviewing an application, we look at past school records as well as a confidential recommendation from the student's current school. Children residing outside of Phuket will be asked to come into the school for an interview with the Head of Primary upon arrival and before acceptance. For students who are not residing in Phuket, Thailand, an online interview will be arranged before acceptance. Social readiness for school remains a determining factor for our younger students and those with additional needs.

### **Secondary School**

Applicants to Secondary School are required to complete an assessment in English and to have an interview with the Head or Deputy Head of Secondary. For students who are not residing in Phuket, Thailand, an online interview will be arranged before acceptance. In reviewing an application, we look at past school records as well as a confidential recommendation from the student's current school. For students applying for the higher levels in secondary school (Years 9 and above), it is important to ensure they will be able to successfully meet the challenging demands of the curriculum in the IGCSE and A Level classes.

An offer will be made via email if the school is able to meet the needs of the applicant, based on the assessment and past records that will have been provided prior to the assessment.

The acceptance of an offer must be made by completing the registration form and paying the applicable fees on or before the stipulated date on the offer email. The payment of the required fees in full constitutes the acceptance of a place and therein confirms the place for the student.

The admission of a student is at the absolute discretion of the school and the school is not obliged to offer any justification for an unsuccessful application.



# School Calendar



Please scan the QR code for full calendar access.

## School Hours

Year Group	Hour
Nursery to Reception	08:30 am to 03:00 pm
Year 1 to Year 6	08:00 am to 03:00 pm
Year 7 to Year 13	08:00 am to 03:30 pm
ECAs and Sports Academies	03:45 pm to 06:00 pm

Classe	Horaire
Toute Petite Section à Grande Section	08h30 à 15h00
CP à CM2	08h00 à 15h00
6e à Terminale	08h00 à 15h30
Activités extra-scolaires et académies de sport	15h45 à 18h00



# Class Placement

Class	Academic Year 2024-2025
Nursery / Toute petite section	September 2021 – August 2022
Early Year / Petite section	September 2020 – August 2021
Reception / Moyenne section	September 2019 – August 2020
Year 1 / Grande section	September 2018 – August 2019
Year 2 / CP	September 2017 – August 2018
Year 3 / CE1	September 2016 – August 2017
Year 4 / CE2	September 2015 – August 2016
Year 5 / CM1	September 2014 – August 2015
Year 6 / CM2	September 2013 – August 2014
Year 7 / 6 <sup>e</sup>	September 2012 – August 2013
Year 8 / 5 <sup>e</sup>	September 2011 – August 2012
Year 9 / 4 <sup>e</sup>	September 2010 – August 2011
Year 10 / 3 <sup>e</sup>	September 2009 – August 2010
Year 11 / 2 <sup>de</sup>	September 2008 – August 2009
Year 12 / 1 <sup>e</sup>	September 2007 – August 2008
Year 13 / Terminale	September 2006 – August 2007

# School Fees

Prices are quoted in Thai Baht

Admission Fees	
Registration Fee	10,000 first academic year 5,000 for every academic year re-registration
Entrance Fee	75,000
Deposit	50,000

## **Registration fee**

The registration fee is to be paid before admission to the school and is non-refundable. Please note that payment of the registration fee does not guarantee your child a place at the school. However, it does secure a place for your child on the waiting list should there be limited availability when your application is received.

There is an annual re-registration fee of 5,000 THB for each subsequent academic year your child continues at the school.

## **Acceptance fee**

These fees are to be paid before admission to the school and are non-refundable. The acceptance fee guarantees your child a place at the school.

## **Deposit fee**

The deposit must be paid upon confirmation of your child's acceptance and before their first day at the school. When your child permanently leaves the school, the deposit will be refunded in accordance with the deposit refund policy.

## **Deposit Refund Policy**

The Security Deposit is refundable only if parents/guardians provide one-term advance notice in writing (by completing the BCIS Withdrawal Form) of their intention to withdraw their child from the school. For assistance, please contact the Admissions Office at [admissions@bcisphuket.ac.th](mailto:admissions@bcisphuket.ac.th).

To qualify for the deposit refund, it is imperative to notify the school in writing one term in advance before the end of the academic year, upon completing one academic year of your child's departure to ensure a full refund of fees. The notice period of one term must also be paid.

# Tuition Fees

Prices are quoted in Thai Baht

Year Group	Annual Fee	Term 1	Term 2	Term 3
Nursery - Reception	267,120	106,848	80,136	80,136
Year 1 - Year 2	316,940	126,776	95,082	95,082
Year 3 - Year 6	357,220	142,888	107,166	107,166
Year 7 - Year 9	433,650	173,460	130,095	130,095
Year 10 - Year 13	441,910	220,955	220,955	-

## **School Fees**

The school fees cover tuition, lunch, and library access. After-school activity programmes are available for an additional fee.

Additional charges apply for various items, including Cambridge resources, school books, uniforms, transportation, extracurricular activities (ECAs), sports academies, and examination fees for Checkpoint, IGCSE, AS, and A Level exams.

Please be aware that specific programmes and activities may incur further costs, and detailed information on these can be obtained from the school administration.

## **Discount Policy**

The second child enrolled in the school will receive a 5% discount on the tuition fee. The third and any additional children will receive a 10% discount on the tuition fee.

## **Late Entry**

For students enrolling late in the academic year, annual fees will be calculated on a pro-rata basis according to the number of weeks remaining in the academic year.

## **Insurance**

The school accident insurance for students is included in the school fees. It is covered up to THB 30,000 per accident.

# Other Fees

## **Learning Support**

Occasionally, a family may request admission for a student whose needs exceed the capabilities of our student support services specialists. In such cases, if a student presents specific difficulties or needs, the school may offer a place on the condition that the family provides a Student Learning Coach (SLC) at their own expense.

If the specific needs of the student were not identified before joining the school, the initial contract between the school and the family will have been the standard contract. However, if after admission, it is determined that the student's needs require a Student Learning Coach to benefit from the education provided by the school, the school reserves the right to retrospectively amend the contract. This amendment would stipulate that the student's continued enrolment is contingent upon the family providing the necessary SLC assistance.

## **Field Trips**

Field trips organised by the school will be an extra charge. This includes all educational trips organised for students during the school day as well as the annual Secondary Outbound field trips. The permission letter will be sent to parents/guardians for approval in advance.

## **Extra-curricular Activities**

Participation in extra-curricular activities is optional but may be recommended in some instances. Parents/Guardians will receive notifications and invoices for any charges incurred. ECA fees are payable per term and are required to be paid in advance to secure participation.

## **Transportation Fee (Optional)**

BCIS Phuket school bus covers most parts of Phuket. Each bus has a bus monitor on board to ensure the safety of the students.

*Prices are quoted in Thai Baht*

Rawai   Chalong		
Price per week	Pick-up Time	Departure Time
1,350	06:30 am to 07:00 am	03:30 pm to 03:45 pm

Phuket Town   Cape Panwa   Cherngtalay   Patong Kamala   Kata   Karon   Kathu   Pak Lok		
Price per week	Pick-up Time	Departure Time
1,650	06:30 am to 07:00 am	03:30 pm to 03:45 pm

### **Remark:**

- Billing to be made monthly
- Cancellation to be made 1 week in advance

**Tuition fee billing**

Fees will be billed and sent by email on a termly basis three times a year.

**Tuition fee payment due dates**

1<sup>st</sup> payment: 1<sup>st</sup> July

2<sup>nd</sup> payment: 15<sup>th</sup> December


3<sup>rd</sup> payment: 1<sup>st</sup> April

**Method of payment**

Payments at school can be made by a direct bank transfer or credit card in the Accounting Department office of the BCIS Senior Campus.

**Online Banking/ International Bank Transfer**

Bank Name	Krungthai Bank Public Company Limited
Account Number	6629224736
SWIFT CODE	KRTHTHBK
Account Name	Berda Claude International School of Phuket
Bank Address	Krungthai Bank Public Company Limited 35 Sukhumvit Road, Klong Toey Nua Wattana, Bangkok 10110, Thailand



Krungthai Bank (KTB)

**Credit Card**

3% fees are subjected to credit card providers.

**Late payments**

All school fees and bills must be paid on time. If not, the following measures will be taken:

- 1) A reminder will be sent out on the 2nd of the month and an extension of 3 further days will be given.
- 2) If the outstanding fees are not paid before the 5th of the term, the child/children will no longer be accepted in the school until full payment of outstanding fees has been received. Furthermore, late penalties of 100 baht per day will also be enforced.
- 3) The school will not provide any documentation, any schooling certificate or allow the children in any classes unless all outstanding fees have been paid in full within a due date.
- 4) Once the outstanding amount has been paid, the child/children will be allowed to come back to school.

Please bring your banking transfer slip to the office after completion of the payment or send it by e-mail to the following address: [info@bcisphuket.ac.th](mailto:info@bcisphuket.ac.th)

# Visa Application Guidelines for BCIS Phuket

## **Eligibility once confirmed as an enrolled student at BCIS Phuket:**

- **Education (ED) Visa:** One student can apply for an ED Visa
- **Parent (Non-O) Visa:** One parent can apply for a Non-O Visa (With a valid ED Visa for child)

## **New Visa Application Outside Thailand:**

- **Visit to Thai Embassy/Consulate:** Parents should contact their chosen Thai Embassy/Consulate to make an appointment for their visa application.
- **Document Collection:** Parents should collect the necessary school documents 5 days before their scheduled visit to the Thai Embassy/Consulate. If parents are not in Phuket and require soft copies, arrangements can be made on a case-by-case basis.

## **TR/VOA (Tourist/Visa on Arrival) to ED Visa Transfer:**

- **Visit to Phuket Immigration:** Parents must visit the immigration office more than 15 days before the current visa's expiry date.

### **Note:**

*This transfer can **only** be done for an ED visa for students.*

*Parents can apply for a Non-O Visa if their child already holds a 1-year ED visa.*

- **Document Collection:** Parents should collect the necessary school documents 3 days before their scheduled visit to the Phuket Immigration office.

## **School Document Processing Times:**

- **New Application for a Thai Embassy/Consulate Outside Thailand:** 15 working days
- **Visa Documents (TR/VOA to ED) for Phuket Immigration:** 7 working days

For any visa-related queries, please contact:

Email: [service.visa@bcisphuket.ac.th](mailto:service.visa@bcisphuket.ac.th)

Phone: +66 61 770 1071

# Withdrawal & Refund Policy

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The deposit will be refunded when all 3 conditions below have been met;

1. When a student is permanently withdrawn from BCIS Phuket.
2. A full academic year has been completed at BCIS Phuket.
3. Parents/Guardians must complete a 'Confirmation of Student Withdrawal' form and submit this to the office one-term advance notice in writing of their intention to withdraw their child from the school.

For assistance, please contact the Admissions Office at [admissions@bcisphuket.ac.th](mailto:admissions@bcisphuket.ac.th).

Failure to provide written notification one term in advance or payment for the notice period will result in the deposit not being returned. Refunds will be processed at the end of each academic year and deducted for any outstanding amounts owed to the school. Payments will be processed into Thai bank accounts within 15 working days. No transfers will be made to overseas banks.







**BCIS**  
PHUKET



**International  
Schools  
Partnership**



**HEAD OFFICE**

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