

# Admissions Policy

*Updated December 2025*

## Vision

Empowering SNA learners with skills, knowledge and values which enable them to realize their potential and discover their own path.

## Mission

Through our commitment to excellence, SNA Saigon South inspires and develops its learners to respond to the continuing challenges in our world. To prepare our learners to collaborate and contribute in a positive and productive manner, SNA Saigon South provides an outstanding learning environment that embodies **integrity, community, and leadership**.

## Educational Philosophy

At SNA Saigon South we strive to empower our students with the skills, values, and knowledge that enable them to believe in their capacity to lead, walk their own path, and know how it feels to learn, discover, and experience. The IB learner profile attributes are the mirror image of our educational beliefs and values. Therefore, they are the central part of all our teaching and learning practices.

Being an IB school, we strive to provide high quality education to all learners whose needs we can accommodate. We do not discriminate against individuals based on race, color, sex, sexual orientation, religion, disability, age, or national or ethnic origin in the administration of our educational, admissions or employment policies.

SNA Saigon South considers factors including students' prior academic performance, accommodations for inclusion, and linguistic background for purposes of admission. We seek the possibility of providing students with what they need to fulfil the academic objectives of a school with English as the language of instruction.

## SNA Saigon South Admissions Policy

SNA Admissions Policy works in conjunction with five other policies: Academic Honesty, Assessment, Inclusion, ICT, and Language. These policies establish foundational beliefs and guidelines for SNA Saigon South. Please refer to these policies for further information.

## **Inclusion and Access**

As stated clearly in our educational philosophy, we strive to empower our students with the skills, values, and knowledge that enable them to believe in their capacity to lead, walk their own path, and know how it feels to learn, discover, and experience.

To serve that purpose, we are committed to ensuring that at SNA Saigon South we provide that opportunity for all those who join our community whose needs we can accommodate. Our current status in terms of supporting students with special needs is in a developing stage. It is important that students with special learning needs in our school will make progress and grow in confidence in their own abilities, therefore students must be able to access our MYP subjects and DP courses under the accommodations allowed by the International Baccalaureate (IB).

For detailed information, please refer to the Inclusion policy.

## **Admission and Registration Period**

There is one official intake from March 1st to June 15 during which parents/guardians are advised to apply through our link on the school website or in person at the SNA Saigon South Admissions office.

Providing the enrollment link on our website throughout the year, we operate a rolling admissions process to provide the opportunity to all those students who can benefit from our educational program. However, those applicants who apply later than the registration period are considered late applicants, and their admission status will be strictly dependent on our class availability, their academic potential and background, and compatibility with our educational views and values.

## **Admission into Our IB Programmes**

### **Primary Years Programme (PYP) (Pre-Grade 1 to Grade 5/PYP Years 1 to 5)**

Prospective students from SNA Saigon South pre-grade 1 or primary years, as well as students with siblings in any of our school programs, receive special consideration but are not guaranteed acceptance.

Other factors, including student achievement, completion of the admissions requirements, the number of openings available, and the importance of fostering diversity in the classroom are also considered.

The final decision regarding the acceptance of a student resides with the Head of School with input from admissions and relevant coordinators.

## **Middle Years Programme (MYP) (Grades 6 to 10/MYP Years 1 to 5)**

SNA Saigon South offers a program model at secondary following the MYP framework, which makes the middle years at SNA Saigon South challenging and demanding. However, by offering an inclusive learning environment (language support, academic counseling, and a consistent assessment, reporting, and recording system) we constantly work towards making learning within the MYP framework available to all students who can access it.

Ensuring that candidates are willing and able to study in an English program model is the fundamental admission step which determines the other steps of the admission procedure. (See admission procedure)

Applicants from SNA Saigon South PYP and MYP programmes, and students with siblings in any of our school programmes, receive special consideration, but they are not guaranteed acceptance.

The school prioritizes students who have been enrolled and have successfully completed all PYP or preceding years' requirements and have shown commitment to the school's educational beliefs and values.

Other factors, including student achievement, completion of the admissions requirements, the number of openings available, and the importance of fostering diversity in the classroom are also considered. The final decision regarding the acceptance of a student resides with the Head of School with input from admissions and relevant coordinator.

## **Diploma Programme (DP) (Grades 11 and 12/DP Years 1 and 2)**

Helping students and their parents/guardian make an informed decision about enrolling in the DP is an essential part of our admission policy for the Diploma Programme. For the 2023-2024 academic year, the following pathways are provided for Grade 11 students:

- IB Diploma Programme (IBDP)
- SNA High School Diploma Program with IB courses (only after DP1 review)

We are looking for students:

- who show motivation and interest in learning
- whose academic performance has been above average. External candidates joining us from other schools will need to submit an additional document: student's confidential report
- whose conduct shows they are committed to our vision, mission, and philosophy
- If a student has already completed the PYP and MYP programmes, the school considers

- this an advantage, but it is not a pre-requisite for admission
- all applicants are required to take the DP entrance assessments (see admission process)

## **Admission Process**

All candidates must go through the following 5 steps in our Admissions Process to enroll in SNA Saigon South.

### **Step 1: Admission Application**

- Fill out the application form and submit the following required documents:
- Official or notarized copies of transcripts/academic records from all previous schools attended within the last 2–3 years (except for Pre-Grade 1). The documents must contain sufficient grading information for performance and placement evaluation.
- Copy of Birth Certificate (for Vietnamese students) or two copies of passport (for non-Vietnamese students).
- If the student is currently receiving Special Education services (SEN) and/or has a current Individualized Education Plan (IEP), please submit the most recent supporting documents related to SEN/IEP.
- Other documents (to be submitted only if requested by SNA):
- Student's confidential report completed by former teachers and the principal
- Autobiographical information
- Up-to-date immunization records

### **Step 2: Application Fee**

The application fee is 5,600,000 VND and non-refundable. This fee includes all administrative costs including entrance test and interview. The application fee must be paid before the entrance assessments.

### **Step 3: Entrance Assessments**

Entrance assessment structure is as follows:

Grade Level	Type	Duration	Administrator
Pre - Grade 1	<ol style="list-style-type: none"> <li>1. Letters, shapes, numbers, sight words Test</li> <li>2. Writing Sample</li> <li>3. Interview</li> <li>4. Classroom Trial (if requested/required)</li> </ol>	0.5 – 1 hour	Coordinators/ Deputy Head of School/ Head of School
Grades 2 - 5	<ol style="list-style-type: none"> <li>1. NWEA MAP Assessment (Math &amp; Reading)</li> <li>2. Writing Sample</li> <li>3. Interview</li> <li>4. Classroom Trial (if requested/required)</li> </ol>	1 – 1.5 hours	Admissions Officer
Grades 6 - 12	<ol style="list-style-type: none"> <li>1. NWEA MAP Assessment (Math &amp; Reading)</li> <li>2. Writing Sample</li> <li>3. Interview</li> </ol>		

#### **Step 4: Admission Confirmation**

Once the student successfully completes the entrance assessments and meets all admission requirements, the school will issue an official Offer Letter. Parents are required to proceed with the payment of the non-refundable registration fee to secure the student's enrollment.

#### **Step 5: Registration Fee**

The registration fee is 40,000,000 VND, non-refundable, and is a one-time fee. Parents must pay this fee after receiving the official Offer Letter to complete the admission process.

#### **Pending Status**

When seats are limited, students may be placed on a waiting list. Please note that a place on the waiting list does not guarantee enrollment. The length of time on the waiting list will vary depending on the number of places available.

## Rejected Status

If the student has not met the necessary admissions requirements. This decision will be provided to the parents by the admissions officer. If in the future, the parent believes that the student can meet the necessary requirements to be a successful IB programme student at SNA Saigon South, an additional application can be filed and considered by the school pedagogical team.

## Admissions Office Contact Information

Email: [admissions@sna.edu.vn](mailto:admissions@sna.edu.vn)

Phone: 028 73019799

Hotline: 0964 466014