



## TISB Admission Policy

TISB is always pleased to receive enquiries from parents without commitment on their part and encourages them to visit the school with their children in order to find out as much as possible about us. There are Open Days organised throughout the year when a presentation, campus tour and entrance assessment are carried out; the dates of these events can be found on the website. Families coming from overseas are advised to schedule an appointment in order to tour the school at a mutually convenient date and time.

Once families are convinced TISB is the right school for their children, parents are requested to submit the required documents and follow the procedures set out below to enable us to consider their children for admission. Due to the popularity of the school, TISB has limited openings in some Grades. Therefore, it is important for parents and prospective applicants to understand the selection policies and constraints at TISB.

Admission is entirely based on merit and each potential pupil will receive equal treatment regardless of caste, religion, race, nationality, ethnicity, Board of Examinations or social background.

### Special Educational Needs

TISB strongly advises parents of children with special educational needs or physical or mental pastoral challenges to discuss their child's requirement before they sit the entrance examinations as TISB has limited provision.

### Admission Criteria

The main criteria for admission is that a pupil should be able to flourish at TISB and that the school is able to provide adequately for their needs.

The school's criteria for admission of day and boarding pupils are:

- The prospective pupil's performance in the written assessment and interview.
- The prospective pupil, in the judgement of the Principal, shows sufficient aptitude, commitment and willingness to benefit from the educational opportunities at TISB.
- The school is able to meet the needs of a prospective pupil without impairing the education of others.
- There are sufficient vacancies in the appropriate Grade and/or boarding house.

### Registration

Prior to any academic assessment or interview, parents are requested to complete an application form and pay a non-refundable registration fee as mentioned in the fee structure (obtained from the Admissions Office).

Please note pupils are considered for admission according to their age appropriateness for the Grade of entry as shown in Appendix One.

The application form and registration fee should be submitted to the Admissions office along with copies of:

- Last 3 years of school reports
- Copy of passport

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- 6 passport size photographs

### **Primary Years Admission Process**

Applications for places are accepted at all ages provided there is sufficient room within the year group. For applications for entry into Upper Grade 1 to Grade 5 only, pupils will sit an assessment in English and Mathematics and will have an informal interview with the Primary Years, Deputy Principals. A final decision regarding admission lies with the Principal.

### **Senior School Admission Procedure**

Following registration a written assessment and interview will take place. Parents will be notified about the date and venue in advance. Parents and prospective pupils are requested to come formally dressed and smart for the interview.

Written assessments are conducted as follows:

- Grades 6 – 8 Entry                      English, Mathematics and Logical Reasoning
- Grade 9 Entry                              English, Mathematics, Science and Logical Reasoning
- Grade 11 Entry                              English, Mathematics, any two Sciences and Logical Reasoning

There is no fixed syllabus for any of these written assessments. They follow a multiple choice style question pattern. Students must bring a pen, pencil and an eraser with them. Calculators are not permitted.

A decision will be carried out based on the performance in the written assessment and the past three year's school reports. There will be an interview (Personal, Skype or telephone) for shortlisted candidates, with their parents.

Overseas students may have the written assessment done by special arrangement. A Skype or telephone interview will be conducted for shortlisted applicants after the written assessment.

Parents will be contacted within 2 to 3 weeks, confirming if their child's application has been successful.

### **Acceptance of a Place (PKG to Grade 9)**

Parents whose child has been offered a place are asked to confirm their acceptance by returning the following within two weeks of receiving the admission offer letter:

- First instalment of fees
- Original signed Agreement form
- Original signed Medical form
- Original signed Local Guardianship form (for boarders)
- Original School leaving certificate/transfer certificate (on availability)
- Copy of the final/end of year school report (on availability)

### **Acceptance of a Grade 11 Place**

Parents whose child has successfully been offered a provisional place are asked to confirm their acceptance by submitting (within two weeks of receiving the admission offer letter):

- First instalment of fees
- Original signed Agreement form
- Original signed Medical form
- Original signed Local Guardianship form (for boarders)
- Original School leaving certificate/transfer certificate (on availability)
- Copy of the Board exam mark sheet/final Grade 10 school report (on availability)
- Copy of the Pass Certificate or equivalent document (on availability)

### **Subject Choice Grade 9 and 11**

Students will be assessed on their chosen subjects and if found suitable will be permitted to carry on studying subjects of their choice. If a candidate does not meet the expectation for a particular subject or subjects, parents will be notified and guidance will be given for alternative choices of subjects.

### **Appeals**

To preserve the integrity of our Admission Policy, we cannot respond to pressure or representations from any quarter. All applications will be fairly and compassionately considered on their merits.

### **Withdrawals and Refunds**

Upon withdrawal the Bursary Department will assist in settling accounts according to school policy. If fees are not paid on time, parents will be asked to withdraw their children and a fine of 10% will be levied. Year end (after one academic year) withdrawals must be intimated to the office in writing by 30 April.

### **Travel**

The school facilitates pickup/drop for outstation students to and from the airport according to the vacation schedule listed in the school calendar. To ensure smooth functioning of the travel department concerning leaving and receiving students, the school will make advance bookings. Written permission, accompanied by advance payment, is a prerequisite for travel arrangements. Should parents not wish to use the specified school travel arrangements, they will need to make their own arrangements to and from the airport. Collection from the airport will only be made to coincide with the start and end of term. Parents are required to inform the respective Boarding House Master/Mistress (BHM) of their arrangements at least 2 weeks in advance.

For day boarders, school buses are available. These buses follow specific routes and specific pick-up/drop-off points. Seats on buses can be secured based on availability. Should parents wish to use the bus transport, they should contact the Transport department at [tisbtransport@samtoursntravels.com](mailto:tisbtransport@samtoursntravels.com) as soon as admission to TISB is confirmed.

### **Payment of Fees**

- Fees are to be paid in one or two instalments within two weeks of receiving the admission offer letter.
- Occasionally the security deposit will be retained to cover the costs of lost books etc.
- Costs towards excursions, pocket money, uniform, telephone, travel etc. must be paid in advance.
- *Foreign currency* depositors can transfer fees to: **The International School – NAFL Trust**, Standard Chartered Bank, Bangalore and Account No.: 45605011479. Swift Code: SCBLINBBXXX. ABA Number of SCB New York is 256
- *Indian Rupee* depositors can transfer fees to: **The International School – NAFL Trust**, Standard Chartered Bank, Bangalore and Current Account No.: 45605011460. IFSC Code: SCBL0036074
- Transport fees should be paid directly to the service provider and details are available from the Transport Coordinator at [tisbtransport@samtoursntravels.com](mailto:tisbtransport@samtoursntravels.com)

If further details are required, parents can contact the Admissions Office: [admission@tisb.ac.in](mailto:admission@tisb.ac.in)

### **Disclosure**

In some cases, TISB may request full disclosure of medical reports, educational assessments or other relevant information, before an application can be confirmed.

**Appendix 1****Naming of Grade Levels**

Students at TISB are placed in Grades according to their age on 31 August of the year of entry. TISB adheres strictly to the age criteria laid out below and its decision on Grade placements is final.

TISB Year Name		Age Range (Years)	Key Stage	British Year Name	US IB Grade Level
<b>Kindergarten</b>	Pre-KG	3 – 4	EFYS	Nursery	Nursery
	KG 1	4 – 5		Reception	PYP Pre-KG
<b>Primary School</b>	Lower Grade 1	5 – 6	Key Stage 1	Year 1	PYP KG
	Upper Grade 1	6 – 7		Year 2	PYP Grade 1
	Grade 2	7 – 8	Key Stage 2	Year 3	PYP Grade 2
	Grade 3	8 – 9		Year 4	PYP Grade 3
	Grade 4	9 – 10		Year 5	PYP Grade 4
	Grade 5	10 – 11		Year 6	PYP Grade 5
<b>Middle School</b>	Grade 6	11 – 12	Key Stage 3	Year 7	Grade 6 MYP 1
	Grade 7	12 – 13		Year 8	Grade 7 MYP 2
	Grade 8	13 – 14		Year 9	Grade 8 MYP 3
<b>IGCSE</b>	Grade 9	14 – 15	Key Stage 4	Year 10	Grade 9 MYP 4
	Grade 10	15 – 16		Year 11	Grade 10 MYP 5
<b>IBDP</b>	Grade 11	16 – 17	Key Stage 5	Year 12	Grade 11 IBD 1
	Grade 12	17 – 18		Year 13	Grade 12 IBD 2