



ADMISSION POLICY

First Revision 2021

Revised on November 2022

Revised on October 2023

Next Revision, February 2024

ADMISSION POLICIES

ADMISSION REQUIREMENTS

1. The school considers the following as essential for admission:
 - a) Adequacy in the English language as determined by a meeting with the parents, examination, and/or educational records of parents and sometimes the children as English is the medium of transaction and working language of the school.
 - b) An age-appropriate level of educational aptitude and skills as determined by the interview, examination, and educational records.
 - c) Physical and mental abilities of the children are also taken into consideration before admitting the child. i.e., since the school is not equipped with the supportive system for the physically deformed students, the school consider their enrollment.
2. For entrance into **International Kindergarten-1**, students must be two and a half years old by March 31st of the previous academic year they wish to enroll and demonstrate readiness to begin school. Regardless of age, a child may be refused admittance if evaluated as not ready.
3. For entrance into **International Kindergarten-2**, students must be three and a half years old by March 31st of the previous academic year they wish to enroll and demonstrate readiness to begin school. Regardless of age, a child may be refused admittance if evaluated as not ready.
4. For entrance into **International Kindergarten-3**, students must be four and a half years old by March 31st of the previous academic year they wish to enroll and demonstrate readiness. Regardless of age, a child may be refused admission if evaluated as not falling under the requirement guidelines.
5. For entrance into grade one, students must meet one of the following requirements:
 - a) Student must be five years old by March 31st of the previous year and be promoted from kindergarten in DRS International School, **OR**
 - b) Student must be five years old by March 31st demonstrate readiness and receive approval from the principal.
6. For entrance to all grades above grade one the previous grade report will be looked at. For entrance to the MYP/ Diploma Programme – Group I, refer to the separate Policy outlining the Admissions to the MYP and Diploma Programme.
7. Before entrance into the school, all forms and paperwork must be completed.

The registration fee and admission / annual fee must be paid before students are placed on the classroster.

PARENTAL PRESENCE IN HYDERABAD

We believe that the school and the parents are equally responsible for the education of their children. Cooperation between the school and the home is necessary to ensure that students reach their fullest potential. As a result, and in the best interest of the student, DRSIS has established the following guidelines concerning the residency of parents:

1. Hyderabad must be the primary domicile of at least one parent/grandparent of the child.
2. If both parents need to leave the country or city and a student enrolled at DRSIS is placed in the care of an individual who is not a parent, then the parent must:
 - a. Notify the school.
 - b. Appoint an adult caregiver or guardian.
 - c. Provide the school with contact information for parents and the caregiver or guardian.
3. Additionally, if both parents need to leave the country or are under any unfavorable condition like demise, the student can be enrolled on the residential facility at DRSIS under the acknowledgement of the parents/guardian/whoever concerned,

Grade Placement

Students are ordinarily placed in the appropriate grade indicated by their previous schooling. If a question regarding placement arises, the following factors are considered in parent/school discussions:

1. School records
2. Chronological age
3. Evidence of maturity
4. Results of entrance tests or standardized tests

The school does not practice acceleration of students (skipping a grade) in cases of high achievement. New students who are not ready may be placed at a lower grade level at the principal's discretion. Students will not be placed in a certain grade, class, or level based on the parent's preference for a certain teacher.

Admission policy for students residing in countries other than India

Students who are residing in countries other than India and wish to apply for admission to DRSIS have to follow the following procedure:

1. Complete the Admission form with relevant attachments
2. Appear for the Entrance tests either on campus or online (extra charges)
3. Online tests will be sent to the existing school Principal who will supervise the test.
4. Both parents with the child will have to have an interactive session with the Head of school as and when they are in the country.

Enrollment Priority Policy

DRS International School adheres to the following enrollment priority policy: Priority Enrollment Description

1st priority: Brothers and sisters of students already attending DRSIS
2nd priority: Children of DRSIS Alumni/staff and associates

3rd priority: Children who speak English fluently

Admission to International Kindergarten will depend entirely on the discretion of the admission panel. Some factors generally taken into account for granting admission other than the priority list are

- a) Parents' educational background
- b) The Child's ability and age-appropriate readiness for school

Those students needing language support at the time of admission will be identified and given enrichment classes.

Waiting Lists

If a student has passed the necessary admissions requirements but there is no space available, he/ she may be placed on a waiting list. Students will be added to this list according to the enrollment priority policy. The waiting list is dissolved at the end of the school year and parents need to re-apply if they wish to be considered for enrollment for the following school year. DRSIS encourages parents to look for other educational options while their child is on the waiting list.

Procedure to be followed for admission

Forms

Date of Issue of admissions forms: 1st September of each year

Attested copies of the birth certificate and photographs are to be attached to the form

Admission Criteria

International Kindergarten-1 Completed 2 ½ years on or before March 31st

International Kindergarten-2 Completed 3 ½ years on or before March 31st

International Kindergarten-3 Completed 4 ½ years on or before March 31st

PYP: Grade 1 to 5 - is for students aged 3 to 12

MYP: Grade 6 to 10 - is for students aged 11 to 16

DP: Grade 11 and 12 - is for students aged 16 to 19

CBSE – Grade 6-12 - is for students aged 11 to 19

Admission forms will be issued only if they fall within the age Criteria.

Admission Panel

A panel of three or four members will constitute the admission panel

The panel shall consist of the Head of the school, the deputy head of the school, the Admission Manager, the Admission Counselor, and the Programme Coordinator.

Interaction

For admission to all grades, an interactive session of the parents and child will be held with the admission panel member.

Tests

No formal tests will be held for admission to International Kindergarten to Grade 1.

A written test will be taken to assess the child's educational aptitude and skills and evaluate their readiness of that grade level for admission to Grade 2 onwards.

New students should:

1. Submit a signed, completed application form
2. Complete all necessary testing
3. Submit a completed health information form
4. Submit a transcript or copy of school report cards for the previous two school years
5. Submit a copy of the student's passport and green card
6. Undergo an admissions interview with the principal or designated school official
7. Submit the Admissions accepted form
8. Pay registration and admission Fees

Important Forms:

Admission form (A1) Offer letter (A2)

Admission acceptance letter (A3) Fee Schedule

IB DIPLOMA ADMISSION POLICY (DRSIS Students)

Admission process for students seeking admission to IBDP AT DRSIS

DRSIS students will automatically be given admission to the IBDP on completion of Grade 10 from any board. They will not have to go through the regular admission procedure

IB DIPLOMA PROGRAMME ADMISSION POLICY (External Students)

Admission process for students from other schools for the IB diploma programme

DRS International School will be following the following procedure in selecting students who are seeking admission to the International Baccalaureate Diploma Programme. All students are expected to be enrolled for the DP unless specified otherwise. The school encourages applicants who are looking to pursue the full Diploma Programme.

The following will be the procedure:

Stage One: The students will be required to complete the application form and attach the relevant documents as specified in the form

Stage Two: There will be an entrance test for the students. The tests will be on Science, Math & Language and Research.

Stage Three: The student must obtain a minimum of 60% marks in the entrance tests taken at DRSIS for admission to the international curriculum. They will be allowed to appear for a personal interaction where he/she will be interacting with a team comprising of the Head of the school, and DP Coordinator to understand his aptitude for the Diploma Programme. After the interaction with the student, a final decision on his/her admission will be taken.

Stage Four: Provisional Offer letter of admission of the student is given to the parents

Stage Five: After receiving the final passed result of Grade 10 of IGCSE, CBSE, ICSE, and SSC the fees are to be paid after submitting the admission acceptance form.

Stage Six: Charting own MYP/ IBDP timetable. Students will then meet with the subject teachers to decide on the subject choices for MYP/IB DP. After attending a common session (about 3-4 weeks) for all subject levels, the teacher along with DPC looks at their performance and will help the student decide on the subject level choices as given in the subject choice form (*appendix 1*). The assessments of the teacher will be based on the MYP/IBDP given criteria. TOK and EE informative sessions are conducted to brief them on the core components of the programme.

IB MYP ADMISSION POLICY (DRSIS Students)

Admission process for students seeking admission to MYP at DRSIS

DRSIS students will automatically be given admission to the MYP on completion of Grade 5 PYP. They will not have to go through the regular admission procedure.

Admission process for students from other schools for the MYP at DRSIS (External Students)

DRS International School will be following the following procedure in selecting students who are seeking admission to the MYP. The following will be the procedure:

Stage One: The students will be required to complete the application form and attach the relevant documents as specified in the form

Stage Two: There will be an entrance test for the students. The tests will be on Science, Math & Language

Stage Three: The student must obtain a minimum of 60% marks in the entrance tests taken at DRSIS for admission to the international curriculum. The student will be allowed to appear for personal interaction with a team comprising the Head of the school, and the MYP Coordinator, to understand his aptitude for the programme. After the interaction with the student, a final decision on the admission will be taken.

Stage Four: Provisional Offer letter of admission of the student is given to the parents.

Stage Five: After receiving the final passed result of Grade 5 for PYP/Other curriculum and the school leaving certificate the fees are to be paid with the admission acceptance form.

NO MORE ADMISSION TO IGCSE FROM 2023-2024 as DRSIS has MYP in middle school.

IGCSE ADMISSION POLICY (External Students)

Admission process for students from other schools for the IGCSE/A level

DRS International School will be following the following procedure in selecting students who are seeking admission to the Cambridge International Qualifications. The following will be the procedure:

Admission to IGCSE will be at Grade 9 only.

Stage One: The students will be required to complete the application form and attach the relevant documents as specified in the form

Stage Two: There will be an entrance test for the students. The tests will be on Science, Math & Language

Stage Three: The student must obtain a minimum of 60% marks in the entrance tests taken at DRSIS for admission to the international curriculum. He will be allowed to appear for a personal interaction where he/she will be interacting with a team comprising the Head of the school, and the CIE Coordinator, to understand his aptitude for the Programme. After the interaction with the student, a final decision on his/her admission will be taken.

Stage Four: Provisional Offer letter of admission of the student is given to the parents

Stage Five: After receiving the final passed result of Grade 8 for CIE/CBSE and the school leaving certificate the fees are to be paid with the admission acceptance form.

Appendix 1: STUDENT LANGUAGE PROFILE FOR ALL STUDENTS

- ✓ Nationality
- ✓ English is the language of instruction. Is this your preferred language and hence needs to be considered as the Language A?
- ✓ How would you rate your proficiency in your preferred language?

Language	Speaking				Reading				Writing			
	1	2	3	4	1	2	3	4	1	2	3	4
e.g English				√			√			√		

BEGINNERS -01, INTERMEDIATE -02, ADVANCED -03, FLUENT/NATIVE -04

- ✓ What is your personal language (language spoken at home)?
- ✓ Can you read and write your personal language or home language?
- ✓ How would you rate your proficiency in your personal language?

List all the other languages of which you have some knowledge and complete the boxes. For example, refer to the first row:

Review Process

The admission policy was created by the committee which consisted of the Director, the Principal, Coordinators and teachers. The admission policy is shared with the school community through Managebac and ESH (school portal). Every year the pedagogical leadership team will review the policy. The team will ensure representations from all the stakeholders. The purpose of the review will be to study the current document to ensure its accuracy towards meeting the IB standards.

LINK BETWEEN ADMISSION POLICY and OTHER POLICIES

DRSIS admission policy aligns with our school values and other policies as outlined below. In all of these policies and procedures, the student is at the center.

Link to the DRSIS Vision:

The school strives to nurture the uniqueness and individuality of learners while encouraging them to seek out and appreciate diverse perspectives, beliefs, and cultures of people across the world and in so doing develop international mindedness.

Linked to DRSIS assessment policy:

It is expected from students to uphold principles. All of their assignments should be finished with academic honesty. Any infraction of this shall be handled in accordance with the Academic Integrity Policy of DRSIS.

Link to DRSIS Language Policy:

The school offers a platform for learning both domestic and foreign languages, fostering all aspects of communication abilities.

Link to Inclusion Policy

We as a school firmly believe that if a child can't learn the way we teach, maybe we should teach the way they learn. Every class consists of a mixture of students with varying IQs. Nonetheless, every student is handled fairly by the instructors through their diverse pedagogical approaches, which facilitate a seamless transition to the classroom setting.