



No. 3630050



No.002672

# Admission Policy

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## **School Mission Statement**

### **DRS International School (Vision-Mission) is committed:**

To provide our student community the finest quality, holistic education that meets global qualitative standards in learning and teaching in, across and beyond disciplines in the sciences, commerce, and arts.

To inspire in children the love of learning and the joy of discovery; thereby empowering them to innovate and become life-long learners.

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.

To empower our learning community to collaborate and strive in translating their learning into effective action, thereby promoting progressive thinking and global harmony.

## **IB Mission Statement**

- The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.
- To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.
- These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## **CBSE Mission Statement**

1. Promote interconnectedness among stakeholders to support the school systems for ongoing research and development to improve achievement of student learning outcomes.
2. Inspire schools to review and reflect on their curricular practices and achievement of student learning outcomes.
3. Promote student centric non-discriminatory curriculum which prepares students to be confident, connected and lifelong learners as envisaged in NEP 2020.
4. Stimulate schools to reflect, review, assess and create their institutions as learning organizations that are continuously growing and evolving on their developmental continuum.
5. Foster the culture of openness, transparency and objectivity in self-assessment, peer review and external assessment.
6. Empower schools to be continually involved in systematic self-assessment which has an explicit purpose of improving the quality of student experiences and their standards of attainment.

## Contents

Admission Policy Statement .....	
Purpose of Admission Policy .....	
Connection with Learner profile attributes.....	
Connection with IB Standards and Practices .....	
Eligibility - Age criteria for different grades.....	
Language .....	
Academic achievement .....	
Scholarship awarded in tuition fees .....	
The Nature of Inclusion at DRSIS .....	
CBSE Admission: General conditions.....	
CBSE Admission: Specific requirement .....	
CBSE Admission: Procedure .....	
Admission process at DRSIS .....	
Documentation .....	
Payment of Fees.....	
Fee Policy .....	
Late payment charges .....	
Withdrawal Policy .....	
Non-payment of school fees & examinations .....	
Declaration by Parents/Guardian .....	
Reference .....	
Appendix - I Application Form .....	

## Admission Policy Statement

The admissions to DRS International School, Day-cum-residential school, an IB Continuum World School offering PYP, MYP, and DP, and affiliated with CBSE are committed to the approaches of inclusiveness, equality, and transparency. We take into account factors, including an applicant's prior educational and linguistic background, for admission purposes to fulfill the school's mission of providing progressive education in the English language to the community at large.

### Purpose of Admission Policy

- To ensure that the school expands the student community with diversity for an enriching experience.
- To have a fair and transparent policy for all parents
- To make the admission process easy access for all stakeholders

### Connection with IB Learner profile attributes

**Inquirers:** The admission policy aims to identify students who exhibit strong sense of curiosity and a passion for learning. This is evaluated by reviewing their academic history, participation in extracurricular activities, and interview responses that highlight their eagerness to explore new ideas and ask thoughtful questions.

**Knowledgeable:** The school examines the student's academic history, followed by interviews to understand their knowledge base and critical thinking skills. Applicants are expected to demonstrate a broad understanding of various subjects and a readiness to engage with complex global issues. The policy involves evaluating previous coursework, standardized test scores, and any additional academic accomplishments or projects.

**Principled:** The school aims to act with integrity, honesty, and a strong sense of fairness and justice during the complete admission process

### Connection with IB Standards and Practices

#### Culture (03)- Culture through policy implementation (0301)

The school secures access to an IB education for the broadest possible range of students. (0301-01)

The school implements and reviews an access and/or admissions policy that clearly describes the conditions for participation in the school's programme(s). (0301-01-0100)

The school provides relevant support materials, resources and structures to promote access to the school's programme(s) for as many students as reasonable. (0301-01-0200)

The school provides opportunities to access the programme(s) for the broadest possible range of students. (0301-01-0300)

**PYP 1:** The school articulates and demonstrates the PYP to include all students, regardless of learner variability, unless the school's regulatory environment precludes full enrollment and requires the school to offer the relevant national or state/provincial curriculum to certain students. (0301-01-0311)

**PYP 2:** The school implements the PYP across all early years and/or primary grade levels offered at the school. (0301-01-0312)

**MYP 1:** The school monitors and evaluates its efforts to provide students with equal opportunities to undertake the MYP. (0301-01-0321)

**DIPLOMA IN PROGRAM 1:** The school provides for the full DP, ensures that some of its students attempt the full diploma, and then monitors and evaluates its efforts to provide students with equal opportunities to undertake the full diploma. (0301-01-0331)

**DIPLOMA IN PROGRAM 1:** The school implements and reviews strategies to encourage students to pursue the full IB diploma. (0301-01-0332)

### **Eligibility – Age criteria for different age program segments**

#### **EYP: IK 1 to IK 3**

For Admission to the above classes, an original Birth Certificate is required to be submitted. Age range – 3 – 5 years.

#### **PYP 1 to PYP 5: Grades 1 to 5**

For admission to Grade 1, a child should preferably have completed a Pre-Primary course and is required to submit a Municipal / Authentic Birth Certificate. For Grade 2 and above, the School Leaving Certificate (TC) and Marksheet of the grade below the grade of admission from a recognized / reputed school are to be produced. Age range 5 – 11 years.

#### **MYP 1 to MYP 5: Grades 6 to 10**

The candidate should have completed the earlier grade just below the grade of admission from a recognized / reputed school. Marksheet and School Leaving Certificate (TC) should be provided. Age range 11 – 16 years.

Students come to our school from many different countries with varying school calendars and enrollment practices. Our cut-off date is June 15<sup>th</sup>, and grade placement protocol reflects what we believe to be the most appropriate classification for the emotional and academic well-being of children attending the school. Therefore, while we recognize that some parents may wish to have their children placed in grades reflecting systems of other countries, to ensure the most appropriate learning environment for all students in the PYP Section, we rarely allow exceptions to the above grade placement protocol.



## **Diploma In Program 1 – 2: Grades equivalent to 11 and 12**

The candidate should have completed a grade just below the grade of admission from any recognized board. Marksheet and School Leaving Certificate should be provided. Age range is 16-19 years.

### **CBSE VI-XII**

The candidate should have completed a grade just below the grade of admission from any recognized board. Marksheet and School Leaving Certificate should be provided. Age range is 11-14 years of Middle Years, classes VI to VIII; 14-18 years of Secondary, classes IX-XII.

### **Language**

English is the Language of Instruction in all grades (except during other language lessons). The ability to successfully access the curriculum in English within a reasonable time and to thrive in the school environment are the guiding principles for admission to the school. The language profile of the candidate is obtained to make the choice of additional language apart from English Language and Literature according to their proficiency and acquisition skills. The language acquisition for IB segment is offered with Hindi, French and Spanish. The additional language in CBSE segment is offered with Hindi, Telugu and Sanskrit.

### **Academic Achievement**

This is primarily achieved by reviewing the applicant's previous school records and other recommendations. For the Primary Years Programme, we conduct a verbal interview and we require students from Middle School to take a Placement Test.

### **Scholarship awarded in tuition fees**

We provide scholarships up to 100% in tuition fees for those students who have excelled in academic performance in Board Examination and Sports performance in National / International level. The Admission Team will share the details and the Scholarship Committee's decision will be conveyed to the eligible students.

### **The Nature of Inclusion at DRSIS**

Provision for Inclusiveness in DRSIS's Access and Inclusion Policy aims to enhance the quality of education for diverse learners by providing an appropriate and inclusive education to all students. It further aims to develop an inclusive environment that is effective, friendly, welcoming, healthy, protective, and gender-sensitive for all learners.

DRSIS supports the policy of IB and CBSE regarding students with learning support requirements and assessment access requirements.

- The Admission Policy of DRSIS considers students with Learning and or Attention Difficulties.
- Students can also be referred by the teachers or parents.

- DRSIS is committed to providing inclusive holistic and quality education to all candidates, including those with disabilities. We admit students with dyslexia and dyscalculia (mild to moderate) under special provision. Special academic provisions are provided by the school (only on proper documentation) as per the School's Access and Inclusion Policy.
- The school may require the parent to pay a special fee in case of providing a shadow teacher.

(For more details refer to the Access and Inclusion Policy.)

### **CBSE Admission: General conditions**

I. A student seeking admission to any class in a 'School' will be eligible for admission to that Class only if he :

(i) has been studying in a School recognised by or affiliated to this Board or any other recognised Board of Secondary Education in India;

(ii) has passed qualifying or equivalent qualifying examination making him eligible for admission to that Class;

(iii) satisfies the requirements of age limits (minimum and maximum) as determined by the State/U. T. Government and applicable to the place where the School is located;

(iv) Produces:

(a) The School Leaving Certificate/Transfer Certificate signed by the Head of the Institution last attended and countersigned if required as provided elsewhere, in these Byelaws;

(b) Document(s) in support of his having passed the qualifying or equivalent qualifying examination; and

\*(c) Date of Birth Certificate issued by the Registrar of Birth and Deaths, where-ever existing, as proof of date of birth.

### **Explanation:**

(a) A person who has been studying in an institution, which is not recognised by this Board or by any other recognised Board of Secondary Education or by the State/ U.T. Government of the concerned place, shall not be admitted to any class of a "School" on the basis of Certificate(s) of such unrecognised institution attended by him earlier.

(b) 'Qualifying Examination' for this Byelaws means an examination the passing of which makes a student eligible for admission to a particular class; and 'equivalent examination' means an examination conducted by any recognised Board of Secondary Education/Indian University or an institution recognised by or affiliated to such Board/University and is recognised by this Board equivalent to the corresponding examination conducted by this Board or conducted by a "school" affiliated to/recognised by this Board.

II. No student migrating from a School in a foreign country, other than the School affiliated to this Board, shall be eligible for admission unless an eligibility certificate in respect of such a student has been obtained from this Board. For obtaining an eligibility certificate from the Board, the Principal of the School to which admission is being sought will submit to the Board full details of the case and relevant documents with his remarks/recommendations. The eligibility certificate will be issued by the Board only after the Board is satisfied that the course of study undergone and examination passed is equivalent to the corresponding class of this Board.

III. No person who is under the sentence of rustication or is expelled from any Board/University/ School or is debarred from appearing in the examination for whatever reason by any Board/ University shall be admitted to any class in a School affiliated to this Board.

IV. No student shall be admitted or promoted to any subsequent higher class in any school unless he has completed the regular course of study of the class to which he was admitted at the beginning of the academic session and has passed the examination, at the end of the concerned academic session, qualifying him for promotion to the next higher class.

\*V. No student shall be admitted in Class IX and above in a school affiliated with the Board after the 31st day of August of the year except with prior permission of the Chairman, CBSE/Competent Authority as may have been defined in the State/Union Territory Education Acts. The application for permission to grant admission after the 31st of August shall be routed through the Principal of the school specifying the unavoidable reasons. The candidate shall complete the required percentage of attendance (75%) for Class IX, X, XI & XII as per Examination Bye-Laws of the Board to make him/ her eligible for the examinations. In such cases where the admission by the candidate could not be taken in a higher class by the stipulated date because of the late declaration of result by the Board, such permission would not be required, provided the candidate applied for admission within a fortnight of the declaration of the result.

### **CBSE Admission: Specific requirements**

I. **Admissions up to Class VIII:** (i.e. Class VIII and below) shall be regulated by the rules, regulations, orders of the State/U.T. Governments applicable to the place where the School is located.

II. **Admission to Class IX:** in a school shall be open only to such a student who has passed class VIII examination from an institution affiliated to this Board or any recognised Board or is recognised by the Education Department of the Government of the State/U. T. in which such an institution is located.

**\*\*III. Admission to Class X :** - As the syllabus prescribed at Secondary level is of two years integrated course, no admission shall be taken in Class X directly. Provided further that admission to Class X in a school shall be open only to such a student who:

(a) has completed a regular course of study for class IX, and

(b) has passed class IX examination from an institution affiliated to this Board.



(c) A student who has completed a regular course of study for Class IX and has passed Class IX examination from an institution recognised by/affiliated to any recognised Board in India, other than this Board, can be admitted to a school only on the transfer of the parent(s) or shifting of their families from one place to another, after procuring from the students the mark sheet and the Transfer Certificate duly countersigned by the Educational Authorities of the Board concerned. In case of such admissions, the schools would obtain post facto approval of the Board within one month of admission of the student.

**IV. Admission to Class XI :** - Admission to class XI in a school shall be open only to such a student who has passed :

- (a) Secondary School Examination (Class X examination) conducted by this Board; or
- (b) an equivalent examination conducted by any other recognised Board of Secondary Education/ Indian University and recognised by this Board as equivalent to its secondary school examination.

**Admission to Class XII :-**

(i) No admission shall be taken in Class XII directly. Provided further that admission to Class XII in a school shall be open only to such a student who:

- (a) has completed a regular course of study for class XI, and
- (b) has passed Class XI examination from a school affiliated to this Board.

(ii) A student who has completed a regular course of study for Class XI and has passed Class XI Examination from an institution recognised by / affiliated to any recognised Board in India, other than this Board, can be admitted to a school only on the transfer of the parent(s) or shifting of their families from one place to another, after procuring from the student the marksheet and the Transfer Certificate duly countersigned by the Educational Authorities of the Board concerned. In case of such admissions, the schools would obtain post facto approval of the Board within one month of the admission of the student.

V. Notwithstanding anything contained in paras 1 to 5 of this Bye-laws, the admission of students passing qualifying examination from an examining body outside India shall be regulated according to the provisions contained in bye-law 6.2 of this chapter; provided that the condition of completing regular course of study for class IX and XI is satisfied in cases of admission to Class X and Class XII respectively.

### **CBSE Admission: Procedure**

(i) Admission register in the form prescribed by the State Government concerned/Kendriya Vidyalaya Sangathan/Navodaya Vidyalaya Samiti as the case may be, shall be maintained by the "School" where the name of every student joining "the School" shall be entered.

(ii) Successive numbers must be allotted to students on their admission and each student should retain this number throughout the whole of his career in the school. A student returning to the school after the absence of any duration shall resume his original admission number.

(iii) If a student applying for admission to a school, has attended any other school, an authenticated copy of the Transfer certificate in the format given in Annexure I, from his last school must be produced before his name can be entered in the Admission Register.

(iv) In no case shall a student be admitted into a class higher than that for which he is entitled according to the transfer certificate.

(v) A student shall not be allowed to migrate from one "School" to another during the session after his name has been sent up for the examination of the Board. This condition may be waived only in special circumstances by the Chairman.

(vi) A student leaving his school at the end of a session or who is permitted to leave his school during the session shall on a payment of all dues, receive an authenticated copy of the Transfer certificate up to date. A duplicate copy may be issued if the head of the institution is satisfied that the original is lost but it shall always be so marked.

(vii) In case a student from an institution not affiliated to the Board seeks admission in a school affiliated to the Board, such a student shall produce a transfer certificate duly countersigned by an authority as indicated in the format given in Annexure-I.

(viii) If the statement made by the parent or guardian of a student or by the student himself/herself, if he/she was major at the time of his/her admission to a school, is found to contain any willful misrepresentation of facts regarding the student's career, the head of the institution may punish him/her as per provision of the Education Act of the State/Union Territory or Kendriya Vidyalaya Sangathan/Navodaya Vidyalaya Samiti rules, as the case may be, respectively and report the matter to the Board.

## **Admission process at DRSIS**

### **Step 1: Enquiry Stage**

DRS International School has a rolling admission procedure. All applications, once completed, are addressed immediately. There are either phone calls made to the front desk, walk-in inquiries, inquiries through the school website, or emails. After the initial inquiry, any doubts are cleared by the admission office. After the inquiry, the admission application form has to be filled out to schedule a School visit.

### **Step 2: Application Form**

The application form must be completed by the parents and student(s). In addition, we request the candidates to submit the required documents. The completed admission form must have the signature of both parents on the consent form. This will help us serve our students in the days and months to come.

### **Step 3: Schedule a Visit To DRSIS**

DRSIS encourages parents considering enrollment at DRSIS to visit the campus while school is in session to tour the facilities and experience the school atmosphere firsthand. During the visit, the admissions staff will show the campus. School tours are scheduled daily between 12 noon and 03:00 p.m. (Monday - Friday). However, this needs to be scheduled via an appointment through the school front desk.

#### **Step 4: Interview and interaction with Head of School**

The interview and interaction with the Head of School is a crucial step in the admission process, designed to assess various aspects beyond academic qualifications. Here's a breakdown of what typically happens during this stage:

- **Purpose and intent:** The Head of School may inquire about a range of topics such as the applicant's academic achievements, extracurricular activities, personal interests, career aspirations, and values. They might also discuss the applicant's previous school experiences and reasons for wanting to join our institution.
- **School Culture and Values:** The interview often includes discussions about the school's mission, values, and culture. This helps the Head of School gauge how well the applicant aligns with these aspects and how they might contribute positively to the school community.
- **Behavioural Questions:** Applicants may be asked behavioral questions to understand how they handle challenges, work in teams, or demonstrate leadership. These questions provide insights into the applicant's character and problem-solving skills.
- **Opportunity for questions:** Towards the end of the interaction, there is typically an opportunity for the applicant to ask questions. This demonstrates their interest in the school and allows them to clarify any doubts they might have about the institution.

Overall, the interview and interaction with the Head of School serve as a holistic way to evaluate candidates, ensuring that those admitted not only meet academic standards but also contribute positively to the school's community and culture.

#### **Step 5: Decision of Admission**

The impressions from the interview, along with other components of the application, help the Head of School and the Coordinators assess the applicant's overall suitability for admission. Factors such as academic records, recommendations, and standardized test scores (if applicable) are also considered alongside the interview.

The Head of School and the Programme Coordinators of the school review all applications. Other school personnel, such as the Learning Support Team, may also be involved in the review process.

After reviewing complete application documents and determining our space availability in addition to the interviews, the admission officer will connect with parents via email notifying them of acceptance, rejection, or placement in a wait pool. Applicants accepted for admission should contact the school office via email to confirm their intention to enroll.

#### **Step 6: Requirements Before Enrollment - Payment of fees and documents**

All fees for new students, including the registration fee, resource fee and the relevant term's tuition fees must be settled before enrollment for the students to commence classes. Students are required to provide a release form from their former school showing that all outstanding fees or charges have been settled. Pending formalities need to be completed which include: payment of balance fees, filling out admission and student language profile form, signing of the necessary school documents, and submission of all relevant past academic documents.

## Wait Pools

- When the number of eligible applicants exceeds the availability of seats for a particular grade in an academic year, admission applications may be placed in a wait pool until a seat becomes available.
- Students with siblings already studying at NESISM are given priority status within the wait pool.
- When placing an application in a wait pool, we try to provide the candidate with a realistic assessment of the chances and possible timing for admittance.

## Step 7: Getting ready to Join DRS International School

After the amount for the school fees is paid and the required documents submitted, the parent will receive a welcome mail from the homeroom teacher stating all the classroom details.

## Documentation

Sr. No	Section	Documents Required
1	EYP – Grade IK 1-3	<ul style="list-style-type: none"> <li>- Original Birth Certificate</li> <li>- Medical Certificate</li> <li>- Copy of the previous Year's Academic Report</li> <li>- 4 photos of student</li> <li>- 2 photos of each parent</li> </ul>
2	Grade 1 – Grade 12	<ul style="list-style-type: none"> <li>- Copy of Birth Certificate</li> <li>- Medical Certificate</li> <li>- Attested copies of the last 3 years' academic records.</li> <li>- Original previous School Leaving/Transfer Certificate.</li> <li>- 4 photos of student</li> <li>- 2 photos of each parent</li> </ul>

## Payment of Fees

- Fees should be paid in installments (terms/quarters) as per the respective fee structure of the school.
- Students who are taking mid-term admissions have to pay fees on full-term basis.
- All fees are payable in Indian Rupees. DRSIS accepts fees either by NEFT or through Cheques.

## Remote admission procedure

- Basic Inquiry form to be filled via the school website, or an email to be sent to the school email or to contact the number given on the school website
- Fee structure will be shared with the parent
- Zoom interview will be scheduled
- Registration amount to be paid
- Pending formalities need to be completed which include: payment of balance fees, filling out admission and student language profile form, signing of the necessary school documentation, and submission of all relevant past academic documents

## Fee Policy

### Payment of Fees

Fees can be paid in 3 installments (terms/quarters) as per the respective fee structure of the school.

Sr. No	Description	Due Date
1.	1st Installment of Fees	On or before 20 <sup>th</sup> March
2.	2nd Installment of Fees	On or before 20 <sup>th</sup> July
3.	3rd Installment of Fees	On or before 20 <sup>th</sup> November

The fee structure differs from grade to grade and is based on the year of admission taken.

### Fee Composition for Parents

Category 1- Existing Parents	Category 2- New Parents
Annual Fees	Annual Fees
-	Registration Fees (Non-Refundable)
-	Security Deposit (Refundable only after completion of 2 Academic Years)
Other Fees	Other Fees
Resource Material	Resource Material

Resource Material Fee is collected by our Stores after payment of the first instalment/quarter fee

### Late payment charges

Due dates are strictly observed at DRSIS. Late payment charges of Rs.50/- per day will be levied in case payment is not made by the due date.

### Withdrawal Policy

A written notice of withdrawal must be submitted to school. Students leaving at the end of the academic year must inform the school latest by 31st January of the active academic year failing which fees as applicable would be levied.



The school leaving certificate (TC) will be issued only after all dues are cleared and library books returned.

The school reserves the right to withhold the leaving certificate (TC) for not complying to the above and also for non- payment of fees.

### **Non-payment of school fees & examinations**

The students will not be permitted to appear for school examinations if the school fees & other dues are not paid in full to the school.

Furthermore, IBDP students will not be registered for IB examinations if the school fees & other dues are not paid in full to the school.

### **Declaration by Parents/Guardian**

This form must be completed & signed before the student can be considered for admission to the school. (Appendix -I)

### Admission Policy Review and Communication Process

The admission policy, like other policies, is reviewed every 2 years, or when there are changes in the IB policy/ stipulations or as and when required.

Implementing and communicating the updates to the policy is done by the Admission department for new parents.

### **Reference**

- “Programme Standards and Practices 2020.” *IBO*, Apr. 2020”  
[www.ibo.org/globalassets/new-structure/become-an-ib-school/pdfs/programme-standards-and-practices-2020-en.pdf](http://www.ibo.org/globalassets/new-structure/become-an-ib-school/pdfs/programme-standards-and-practices-2020-en.pdf).
- Admission of students to a school in CBSE,  
<https://www.cbse.gov.in/cbsenew/admission.html>

### DECLARATION FORM BY PARENTS/GUARDIAN

I have read, understood, and agreed to the above fee policy and terms and conditions therein. I understand that this document forms a part of the admissions documentation required for admission to DRSIS.

Name of the Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of the parent: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_