

## Admissions Policy (SMC)

The Admissions Policy was designed to support KISC's missions, vision and values statement. KISC exists primarily to serve the international mission community. We also provide for Nepali students who require an international standard, English language, education. The objective of this policy is to accomplish the following:

- To enable families to understand the criteria on which admissions are based and to be well cared for during the admissions process.
- To give the Admissions Committee the opportunity to have clear communication, while also understanding each family's personal situation, needs or concerns.
- To help build a foundational relationship between KISC and new families.
- To help KISC admit new students and families who are likely to benefit from the educational opportunities that we offer.

### Parent Checklist for Admissions

- 1) Read KISC Foundational Statements
- 2) Make yourself familiar with KISC calendar dates and fee structure, available from our website.
- 3) Collect or download an admissions application form
- 4) Complete and return admissions application with copies of your child's birth certificate/passport and a recent school report

*Please be aware the admissions application fee is \$100 for all years. This is payable prior to testing.*

### Admission Criteria

Our admissions criteria are based upon the following:

1. The availability of a place in the class and staffing for that class: Classes are capped at 22<sup>1</sup>.
2. The school report from the previous school suggests that the child is suitable in terms of their academics, behaviour and attendance records.
3. Students' proficiency in English.
4. Students with significant learning needs will be assessed on a case by case basis and may not be admitted. This is because we have limited facilities for students with significant learning needs.
5. The parents should be willing to attend relevant meetings and for their child to fully participate in all of KISC's educational programmes. Parents and children should be comfortable in the general KISC environment and culture.
6. Parents whose mother tongue is not English are required to participate in the academic language learning of their child in their mother tongue, according to the KISC Academic English Enhancement Policy (ask to see policy).
7. Students who have not been educated in a school system similar to KISC are not usually admitted for Year 11 onwards, due to the difference in curriculum and style of learning.
8. The Capital Levy, refundable deposit and first term's fees must be paid in full before admission will be confirmed.

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<sup>1</sup> Some classes are capped at a smaller number depending on available classroom space. Upon initial inquiry you will be informed if there is space in the classes you are interested in.

### Admissions Priority

KISC was established to provide education for children of the international mission community. Due to high demand on places at KISC and to do our best to ensure all who need an international education receive it, KISC will prioritise places for the following groups:

1. Children of families with organisations who have signed a MoU
2. Children of local hire staff
3. Children who require an international education because either;
  - a. they have at least one parent with an non-Nepali Passport or,
  - b. they are transferring from outside the Nepali education system.

Children who do not fit into any of these three groupings may apply, but will not have their place confirmed at KISC until June for the following academic year, although they can start the admissions application from January.

#### Further points to be aware of:

1. KISC monitors the numbers of nationalities as we try to maintain the international nature of KISC and the balance of nationalities in the school.
2. KISC has appropriate age restrictions for each class (see placement chart below).
3. The KISC academic year runs from August to June each year. KISC prefers to admit students in Term 1 (August): Applications open in January and are due by the end of June.
4. Families whose first language is not English **must** make adequate preparation ahead of moving to Nepal for their children to be proficient in English. Our recommendation is wherever possible spending an extended period of time in an English speaking country.

### Placement System

KISC follows the British schooling education system. The Secondary school uses mainly British curricula, whereas the Primary school uses curriculum from a variety of countries including UK, America and Australia. Following the British system, KISC provides 14 years of education, beginning with Year R. This may be one or two years different from some home countries.

In balancing the need of multiple education systems, KISC assigns children to Grades/Year Groups based on an age policy as outlined in the following table:

Grade	preK	K	1	2	3	4	5	6	7	8	9	10	11	12
Year	R	1	2	3	4	5	6	7	8	9	10	11	12	13
Age by <b>1 Aug</b>	4*	5	6	7	8	9	10	11	12	13	14	15	16	17

\*Four intakes per year with start at the term following 4th birthday; will assess at end of year for Kindergarten readiness

In addition to the age criteria, KISC also has admission tests for each year group that helps ensure that each student is successful in the appropriate year group. The curriculum of each year group is different and progressive. The AEE (Academic English Enhancement) Policy also contributes to a student's year group placement.

Options to enable children from non-British educational systems to complete their education at KISC successfully include:

1. A child whose educational system finishes after 13 years of schooling may be able to use their final (Grade 12/Year 13) year at KISC to earn university credit. Many colleges/universities grant university credit for good scores on AS and A level exams.
2. A child whose educational system finishes after 13 years of schooling (i.e. US) may be able to graduate from KISC at the end of Grade 11/Year 12 with a high school diploma. To facilitate this option, the school needs to meet with the parents and child to carefully plan courses in Grade 9-11/Years 10-12.

The IGCSE course is a two year course beginning in Grade 9/Year 10 and finishing at the end of Grade 10/Year 11, with an externally marked exam. The A levels are two year courses beginning in Grade 11/Year 12, finishing at the end of Grade 12/Year 13, with an externally marked exam. We strongly recommend that families do not take significant home leave during these years. AS-levels are completed in a year.

If you have any questions, please feel free to make an appointment to talk with the Admissions Officer.

## Visas

KISC collects information on the type of visas that expatriate KISC families are on at the time of admission and periodically. In line with our KISC mission, vision and values statement, we would ask parents to conduct their ministries and work in Nepal with integrity and in line with the requirements of their visa category. Please consider that if you do breach your visa regulations, this will not only jeopardise your family's visa, but will also damage the reputation of KISC with the Government of Nepal and jeopardise the future running of KISC and therefore the whole school community.

<b>Policy last reviewed</b>	<b>April 2022</b>
<b>Next review date:</b>	<b>April 2023</b>