



# **KiiT International School Admission Policy**

**Last reviewed 15<sup>th</sup> June 2023**



KiiT International School is a protegee of Kalinga Institute of Industrial Technology (KIIT), an autonomous university comprising 24 campuses and KISS foundation.

Kalinga Institute of Social Sciences (KISS), is the largest residential school in the world for Tribal students who provides free accommodation, education (from kindergarten to Post graduate level), healthcare and career development training to over 30,000 tribal children.

### **Mission:**

To lead and excel by engaging minds, transforming lives and serving the community with compassion and empathy.

### **Vision:**

To build leaders of tomorrow based on the foundation of academic excellence and service to society.

The school offers three curricula – CBSE (K-12), IGCSE (CIE) and IBDP (grades 11 and 12). Ever since the inception of IBDP (in June 2011), the management and staff have been making all possible efforts to encourage IBDP's teaching and learning approaches and learner profile attributes in the teaching and learning processes of the other curricula.

### **KiiT International School philosophy:**

We believe that all students should be given equal opportunities to be successful. Social, physical, and creative activities and community service play an important role in nurturing student development and in promoting school spirit. The promotion of self-discipline in a caring and compassionate environment assists students, staff, teachers and administrators in working independently and collaboratively towards their shared goal of providing the best education. A positive, safe and purposeful environment ensure a child will develop the confidence and skills of a lifelong learner.



**Objectives of KiiT International School:**

- To define appropriate approaches of academic activities to provide stress free, learner centered and holistic education to all children without compromising on quality
- To closely monitor and analyse the quality of academic activities by collecting the feedback from different stake holders.
- To develop norms for implementation of various academic activities of quality; to control and coordinate the implementation of various academic and training programmes of the IBDP; to organize academic activities and to supervise other agencies involved in this process.
- To adapt and innovate methods to achieve academic excellence in conformity with ethical, pedagogical and social principles.
- To document the progress of students meticulously and systematically.
- To propose plans to achieve quality benchmarks in school education consistent with IBDP's global standards.
- To organize various capacity building and empowerment programmes to update the professional competency of teachers.

**Roles and Responsibilities of Admin in charge:**

- Facilitate the admission procedure, from enquiry to the completion of admission.
- Take responsibility of the enquiries of students who seek admission in KiiT International School.
- Brief the parents about the admission procedures and send the introductory mail.
- Collect and submit the students' documents for review by the head of the school, IC head and programme coordinator.
- Schedule timing for the entrance test and the admission procedure.
- Arrange a campus tour and meeting with the senior leadership team for the candidate's seeking admission and their parents.
- Arrange a meeting with the Accounts officer to brief about the details of fees.
- The admin office briefs the students and parents about the subject choices, expected English language proficiency of the candidates and the second language options the school offers.
- The admin office also explains to the students and parents the rules and regulations and admission requirements for full-borders.



The Nature of Inclusion at kiiT International School:

Inclusion policy at KiiTIS aims to enhance the quality of education of diverse learners by providing an appropriate and inclusive education to all the students. Furthermore, it aims to develop an inclusive environment that is effective, friendly, welcoming, healthy, protective and gender sensitive for all learners. KiiTIS supports the policy of IB regarding students with learning support requirements and assessment access requirements. The Admission Policy of KiiTIS considers students with Learning and or Attention Difficulties. Children who come with evidences of their learning and or attention difficulties are interviewed by the SEN Department HOD and two senior administrative staff to ensure that the student can fit into the school environment. KiiTIS is committed to providing inclusive holistic and quality education to all the candidates, including those with disabilities. We admit students with Autism, 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.

KiiT International School is only one school in Eastern India that welcome students with a variety of different abilities and special needs. Additionally, the school has enough numbers of trained and qualified staff to support students with various learning disabilities and ensure that they are well taken care of by our SEN department.

**Special Education Needs (SEN) Department at KiiT International School:**

*“Special Children are truly special to us”*

SEN department at KiiTIS is one of the professional and advanced departments in the school having ~~professional~~ experts in different domains. SEN department aims to bring out the best in children by offering various therapeutic and psychological supports, which enable children to explore their abilities in both social and academic front. SEN believes in imparting social and personal skills which are very much essential for an independent living. ‘Right to life with Dignity’ is the approach that we believe in, while working with our children.



**Personal and Social Domain:**

SEN offers a safe, caring, hygienic and barrier free environment for our special learners.

SEN deals with children with Autism, Intellectual Disability, Learning Disability and Cerebral Palsy. For them development of social skills is a priority. Age-appropriate skill training is a part of the entire teaching learning process. A healthy teacher student ratio (1:2) is maintained to ensure quality training. Peer interaction and group activities are encouraged for socialization process.

**Academic Domain:**

- Periodic assessment of students by professionals
- Individualized education program (IEP).
- Emphasis on conceptual development and interest building.
- Remedial assistance in reading, writing, spelling skills and comprehension.
- Audio-visual methods of teaching.
- Sophisticated teaching aids are provided.
- Skill development classes (Computer) for grade 5 onwards.
- Storytelling and Play way method for KG students.

**Services Offered:**

- Special Education (reading, writing and comprehension)
- Speech Therapy (Oromotor Exercises, PECS – Picture Exchange Communication System for language development, Receptive and Expressive language development.)
- Behavioral and Language Assessment.
- Occupational Therapy (Fine Motor and Gross Motor skill development).
- Cognitive Therapy and Behavior Modification
- Association with Autism Society of West Bengal for Speech, Language and Special Education.
- Psychological Counselling

**Co-Curricular Domains:**

- Swimming Dancing Music Sports classes.
- Field visits for life skill development.



### **General Admission Criteria**

- (a) Admission is open to all students irrespective of their ethnicity, nationality, religion or caste.
- (b) All students are expected to adhere to the regulations, academic policies, ethical and moral principles and practices of the school.
- (c) All students are expected to adhere to the motto and the mission statement of the school.
- (d) All students should complete the application process and meet all financial obligations.
- (e) Students with minor learning difficulties who demonstrate the ability to cope with the demands of the curriculum they chose are normally accepted.
- (g) Admission to High School is given only to students who have studied the same curriculum in the previous school.
- (h) All foreign nationals seeking admission should submit a copy of passport with valid student visa along with other relevant documents.

### **Admission Requirements for different grades and curriculum:**

#### **Kinder Orland (Nursery, LKG and UKG)**

- All children who are 3 years old are admitted to Kinder Orland.
- All children who are 4 years old are eligible for admission to LKG, and 5 years old to UKG.
- The admission procedure starts with the Campus tour followed by submitting the filled registration form along with documents required, and ends with interaction of the Principal / Vice Principal /Kinder Orland coordinator and the child's parent(s).
- Admission to each division of all Grades is restricted to 30 students to maintain an optimal student-teacher ratio, to ensure that each student enjoys enough personal space and attention and to ensure that each student optimally benefits from our infrastructure. Children with little or no English-speaking skills are enrolled until grade UKG.

#### **Elementary School (Grade 1 to 5)**

Admission procedure for the Elementary School include:

- (a) Duly filled Registration form with required documents
- (b) Age & grade appropriate placement assessment in literacy and numeracy skills
- (c) Interaction of the student and Parents with Principal / Coordinator



**Middle School (Grade 6 to 8): CBSE & CIMSP**

Admission procedure for the Middle School include:

- (a) Duly filled Registration form with required documents
- (b) Students' satisfactory performance in the grade appropriate placement assessment in literacy and numeracy skills
- (c) Submission of previous year academic records
- (d) Submissions of Letter of recommendation/transfer certificate from the school last attended
- (e) Interaction of the student and Parents with Principal / Coordinator

**High School (Grade 9 to 10): CBSE & IGCSE**

Students seeking admission to grades 9 to 12 CBSE & 9-10 IGCSE have to complete the following procedures:

- (a) Duly filled Registration form with required documents
- (b) Students' satisfactory performance in the grade appropriate placement assessment.
- (c) Submission of previous year academic records
- (d) Submissions of Letter of recommendation/transfer certificate from the school last attended
- (e) Interaction of the student and Parents with IC head/Principal/Vice Principal / Coordinator
- (f) Sign an undertaking to comply with the school's regulations and mission statement

**IBDP (Grade 11-12)**

As the IB Diploma programme is a new curriculum for many parents and students, they are introduced to the IBDP through an orientation programme followed by individual counseling for IGCSE and CBSE 10<sup>th</sup> class.

Students seeking admission to IBDP (year 1) have to complete the following procedures:

- (a) Duly filled Registration form with required documents,
- (b) Students' satisfactory performance in the Math and English placement assessment,
- (c) Interview with coordinator, IC head and Head of the school,
- (d) Interaction with counselor and subject teachers,
- (e) Students from non-IB schools have to attend the orientation programme,
- (f) Students with average proficiency in English Language have to actively participate in the enrichment class after normal school time (from 3.20pm to 5 pm.)
- (g) Sign an undertaking to comply with the school's regulations and mission statement.



**Student with learning support requirements (Nursery to Grade 10)**

Students with assessment access requirements are admitted after review of scanned copies of clinical assessments of their current intellectual/emotional health and/or previous school records by the admissions committee and Special Educators. Appropriate Level assessment is done by the Therapist/Specialist Doctor. Recommendations by Special educators and the admission committee are submitted to the principal for final Approval.

**Documents required at the time of Admission**

- (a) Birth certificate
- (b) Blood group report
- (c) Immunization chart till UKG
- (d) Previous Academic records from Grade 1 onwards
- (e) Transfer Certificate/ letter of Recommendation
- (f) Passport size photographs - Student (4), Father, Mother, (2each), Local Guardian for Boarders
- (g) Identity Proof of Parents, Local Guardian

**Admission procedure for transfer students from the other school:**

The school accepts students, who started the Diploma Programme at other IB schools, on condition that KiiT International School currently offers the subjects they studied in their previous school. However, the transfer student needs to submit reports and/or a letter from their previous school which confirms that he/she was pursuing the IB Diploma Programme.

**REVIEW AND IMPLEMENTATION OF ADMISSION POLICY:**

SLT members, Coordinators and Heads of Departments review the Admission Criteria in consultation with administrative officers once in two years at KiiT International School. A presentation on school policies of IB Diploma Programme, IPYP, ICMSP, IGCSE and the National CBSE curriculum are special features during the Orientation Programme for parents, students and teachers on the first day of the academic session organized by the school administration. All school policies are communicated to students and parents through regular communication and are uploaded on the school website





**KiIT International School**  
 (A constituent of KIIT Group of Institutions & KIIT University)  
**Affiliated to CBSE, IGCSE & IB**  
**Selfless Service Endless Learning**  
**IB WORLD SCHOOL**



**ADMISSION ENQUIRY FORM**

Sl. No. \_\_\_\_\_

Date \_\_\_\_\_

Session \_\_\_\_\_

**DETAILS OF CANDIDATE:**

I) Name: \_\_\_\_\_ DOB \_\_\_\_\_ Present School \_\_\_\_\_

II) Gender: Male  Female  Age: \_\_\_\_\_ Class/Grade: \_\_\_\_\_

CBSE  IPYP  IGCSE  IBDP  DAY BOARDING  FULL BOARDING

For CBSE Specify the Stream (Grade-XI & XII) HUMANITIES  SCIENCE  COMMERCE

For Special Education Needs : Yes  / No

**PARENTS/GUARDIAN'S INFORMATION:**

I) Mother's Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone \_\_\_\_\_

II) Father's Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone \_\_\_\_\_

III) Guardian's Name \_\_\_\_\_ Relationship with Child \_\_\_\_\_

Occupation \_\_\_\_\_ Phone: \_\_\_\_\_

**CONTACT DETAILS OF PARENTS/GUARDIAN**

Postal Address \_\_\_\_\_

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Pin Code

E-mail \_\_\_\_\_

**Source by which parent came to know about us.**

\_\_\_\_\_

**Signature of the Parents/Guardian**

**Date** \_\_\_\_\_

**OFFICE USE**

After the admission is finalised by Principal

Finance office generates student admission number

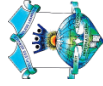
Admission No. \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Signature Finance Officer**





### D. SCHOLASTIC RECORD OF THE CANDIDATE

List the last two schools attended by candidate.

Sl. No.	Name of the School	Board / City	Language of Instruction	From MM/YY	To MM/YY	Grade Completed
1.						
2.						

Reason for withdrawal from the last school attended : .....  
Special Support/Services received from the previous schools (tick as utilized):

- Accelerated or honours courses  ESL (English as a second language)
- Occupational or Physical therapy  Individual or Family Counseling
- Educational/Psychological testing  Speech and language support
- Remedial Academic support

Any others : .....

### E. LANGUAGE BACKGROUND:

Language in order of preference of candidate :

Language	Speaks	Reads	Writes

Request for Foreign Language (Tick only one)  French  Spanish  Japanese

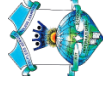
### F. CO-SCHOLASTIC AREAS OF PREFERENCE OF CANDIDATE:

- Music:**  Vocal  Instrumental  Drama  Dance
- Sports & Games:**  Football  Cricket  Hockey  Basketball  Swimming

Lawn Tennis  Table Tennis

Is your ward currently on any Medication programme(s) Yes / No

If yes, please specify the details: .....



### G. INFORMATION REQUIRED (ONLY FOR FULL BOARDERS)

Parents are residents of Bhubaneswar YES/NO If not, specify the details given below:

Name of the Relatives / Guardian .....

Relationship with the Child .....

Bhubaneswar Address .....

Pin Code .....

E-mail .....

Tel./Mob. No. ....

Emergency Contact Nos .....

### DECLARATION

I ..... the parent / guardian of ..... hereby declare that the information given by me in this form are correct and authentic.

### H. INDEMNITY TO KIIT INTERNATIONAL SCHOOL

- I have complete trust that Kiit International School will take all due care and attention of my ward.
  - I will not hold the school, or any member of the school or staff responsible;
    - i) In case my ward gets injured in the school premises, or while travelling by the school transport.
    - ii) In case of damage to any belonging of my ward, while he/she is in school or while travelling by the school transport.
- In signing this indemnity, I understand that in the event of an emergency, every effort will be made by the school, to contact the parents or guardians. If this is not possible, I understand that my child will be taken to either his/her family doctor, or a suitable hospital for treatment. I hereby agree that my child and I will abide by all the rules, regulations and policies of Kiit International School. I also give permission, to the school to my child, to go on organised school trips, participate in regular physical education activities, and have his/her photographs used in school publications. I certify that the information contained in this application is complete, true and authentic and to the best of my knowledge.

Signature of the Parents (Mother)

Signature of the Parents (Father)

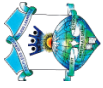
### FOR OFFICIAL USE

#### Check list

- Transfer Certificate from the previous school (Original)
- Four passport size Photographs of the candidate, Two of each Parents
- Proof of Date of Birth / Birth Certificate
- Proof of ST / SC / OBC Certificate
- Transcript for past two years
- For IB Diploma transcript / Pass Certificate of ICSE / IGCE / CBSE
- Health Report
- For overseas candidates all the above document/ Valid Passport and VISA
- Photocopy of AADHAR CARD of candidate, parent & Local Guardian
- Blood group of Candidate

Signature of the Admission Officer





2. Does she/he take regular medications? If yes, please give details below: YES NO
3. Does she/he take medication in particular circumstances? If yes, please give details below: YES NO
4. Does your child have any known allergies? If yes, please complete the following details: YES NO

CONDITION	MEDICATION				DOSAGE				WHEN TAKEN			
	2	3	4		2	3	4		2	3	4	

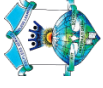
### C. CHILD'S MEDICAL HISTORY (PART I)

1. Please indicate (by ticking) whether your child has suffered / has any of the following health problems: if you answer yes to any of them please provide full details in the space below, also please add any additional information that you feel is relevant.

Anaemia	Eczema/Skin problems	Hysteria	Rheumatic Fever
Appendicitis	Encephalitis	Insomnia	Rheumatic Heart disease
Asthma	Enteric (Typhoid) Fever	Kidney problem	Rubella
Chicken pox	Frequent colds	Malaria	Sleep walking
Chronic fatigue syndrome	Frequent nosebleeds	Measles	Speech difficulties
Congenital abnormalities	Hay Fever / allergies	Meningitis	Thyroid Disorder
Convulsions / Epilepsy	Haemophilia (excessive bleeding)	Menstrual problem	Tonsillitis
Dengue Fever	Haemorrhoids	Mononucleosis	Tooth/Gum problem
Diabetes	Hepatitis A	Mumps	Tuberculosis
Diphtheria	Hepatitis B	Orthopaedic problem	Visual problem
Dysentery	Hernia	Polio	Whooping Cough
Ear/Hearing problem	High blood Pressure	Recurrent headache	Hospitalisation

### 2. Physical Disability

If your child has a physical disability, please provide details:  
Would your child require special assistance at school?



3. Has your child shown or has been treated for any of the following problems in the last twelve months?

	Yes / No	Remark / Treatment
1. Aggression		
2. Depression		
3. Temper Tantrums		
4. Eating Disorders		
5. Recent Weight Gain/Loss		
6. Bed Wetting		
7. Nightmares		
8. Any Other		

### D. CHILD'S MEDICAL HISTORY (PART II) IMMUNIZATION RECORD:

1. **TUBERCULOSIS** screening is required for admission. Indicate at least one
- a. PPD 5TU Mantoux or Tine Skin Test (within six month)  
Type..... Date..... Result (mm duration) .....
- b. Previous positive reactor/unable to have skin test (within one year)  
Chest X-ray date..... Results .....
2. BCG date (within five years).....

### 3. Consent for Treatment and Certification

In the event of your child having any illness or an accidental injury whilst at school we require your

Permission to administer non-prescriptive medicines such as Ibuprofen, Paracetamol, Panadol, Crocin, throat lozenges, Digene, etc (list can be checked in the health office) Yes / No (please circle one)	Yes / No
Permission to administer First Aid Yes / No (please circle one)	Yes / No
In the event of an emergency, if the parents/guardians cannot be reached, permission to take the child to a hospital of the school's choice if deemed necessary Yes / No (please circle one)	Yes / No
I certify that all information given on this card is complete and correct.	Date:
<b>Signature of Parent/Guardian:</b>	

References:

International Baccalaureate Organization. Program Standards and Practices

International Baccalaureate Organization. Diploma Programme : From Principles Into Practice, IB Publishing, 2015.

International Baccalaureate Organization. Diploma Programme Assessment Procedures, 2023.