



SCHOOL ADMISSION POLICY

2023 -2024

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Table of Contents

1. Admission policy statement
 - 1.1 School Mission statement
 - 1.2 School's philosophy
2. Non-discrimination
3. Age requirement and grade placement
4. Admission procedure
 - 4.1 Stage 1- Enquiry stage
 - 4.2 Stage 2- Registration and submission of documents
 - 4.3 Stage 3- School Tour
 - 4.4 Stage 4- Entrance test
 - 4.5 Personal interview
 - 4.6 Admission Confirmation
 - 4.7 Post admission procedure
 - 4.8 Admission withdrawal
 - 4.9 Admission cancellation
5. Entrance test
 - 5.1 Entrance test criteria for CBSE
 - 5.2 Entrance test criteria for IB
 - 5.3 Entrance test criteria for CAIE
6. Language requirements
7. The nature of inclusion at SIS
8. Orientation of parents and the students
9. Review and implementation of the Admission Policy
10. Links with other policies
11. Annexure
 - 11.1 Requirements prior to admission
 - 11.2 School's admission enquiry & registration form
12. Bibliography

1. Admission policy statement

Skill Stork International School prides itself on its commitment to diversity and inclusion, fostering an educational environment that celebrates and respects the varied cultural, socio-economic, and individual differences within our student community. Our admissions policy is structured to welcome students from diverse backgrounds and different curricular programs, including CBSE, CAIE, and IB. We evaluate applicants based on academic achievements, potential contributions to our dynamic learning environment, and alignment with our school's values and principles.

At Skill Stork International School, diversity is cherished as a core strength, and we strive to create an inclusive atmosphere where students feel valued, respected, and supported. Regardless of race, ethnicity, religion, or gender identity, we provide an equitable admissions process that offers every aspiring student a fair opportunity. Our commitment extends to ensuring an open and accessible admission process that accommodates students from various cultural and socio-economic backgrounds, fostering an inclusive and enriching educational experience.

Furthermore, we recognize and accommodate the unique needs of students with diverse learning requirements. Our institution is dedicated to providing comprehensive support and necessary accommodations for students with special educational needs, ensuring an inclusive learning environment that nurtures every student's growth and success. Skill Stork International School remains steadfast in its dedication to fostering a diverse, inclusive, and welcoming community where each student's individuality is embraced and celebrated.

1.1 School Mission Statement

At Skill Stork International School we aim to provide holistic education which encourages our learners to become inquirers for life. Our independent and wise learners work together challenging themselves with rigorous academics and assessments, to create and sustain a world that is caring, open-minded, balanced and peace-loving by thinking globally and acting locally.

1.2 School Philosophy

At Skill Stork International School we strongly believe in augmenting the teaching-learning experience of our learners, by delivering an enriching and edifying program.

We consider it our responsibility to nurture in our young minds self-discipline, mutual respect, compassion, open mindedness and moral conviction. We know that the learning process is a culmination of positive energies, satisfying natural curiosity and excelling in life. At the same time, authentic learning is purposeful when it helps students grow morally, spiritually and emotionally as well physically and intellectually within a diverse community.

Quality education is supported by a collaborative effort between home and school. Parents are encouraged to become active participants in all school activities.

Our school is committed in kindling the young minds to develop into analytical, well-informed, insightful and ethical global citizens who will work together to create a sustainable and pacific world.

Our goal is to help our students inquire, imbibe and inspire in all spheres of life.

2. Non-discrimination:

Skill Stork International School, embraces the diversity within our community. Our admission policy is designed to ensure that every student is treated with dignity, respect, and safeguarded against intimidation, discrimination, physical harm, or any form of harassment from other students or school staff. The school upholds equal treatment for all students, irrespective of gender, race, national or ethnic identity, sexual orientation, or religion. This equality extends to providing access to courses of study, career guidance, preparation, qualifying examinations for further study, athletics, and co-curricular activities. In alignment with Board policy or host government directives, Skill Stork International School accepts students with special needs for admission, provided that such cases can be accommodated within the available school resources, including physical space, trained faculty, and consideration for the impact on the training of other students.

3. Age Criteria and Grade Placement:

Applicants seeking admission to all grades at our school originate from diverse areas. Acknowledging the varied educational systems and enrolment practices related to grade names, calendar years, and grade progression criteria, the school adheres to relevant assessment criteria. The March 31st is the cut-off date and the grade placement protocol are employed to establish what we consider the most suitable classification for the social, emotional, and academic well-being of attending students. The placement of students into specific grades or sections primarily relies on two factors: age criteria and class size.

Class	Age by 1st of April of the Joining Year
Pre-Nursery	1.5-2.5 Years
Nursery	2.5-3.5 Years
PP1	3.5-4.5 Years
PP2	4.5-5.5 Years
GRADE 1	5.5-6.5 Years
GRADE 2	6.5-7.5 Years
GRADE 3	7.5-8.5 Years
GRADE 4	8.5-9.5 Years
GRADE 5	9.5-10.5 Years
GRADE 6	10.5-11.5 Years
GRADE 7	11.5-12.5 Years
GRADE 8	12.5-13.5 Years
GRADE 9	13.5-14.5 Years
GRADE 10	14.5-15.5 Years
GRADE 11	15.5-16.5 Years
GRADE 12	16.5-17.5 Years

Note: The minimum age limit to appear for CBSE class 10th board exam is 14 years, that means the candidate must have completed 14 years of age as on 31st December of the year of examination.

4. Admission Procedure:

4.1 STAGE I – ENQUIRY STAGE

Admission enquiries are received through telephone calls, e-mails, letters, visit to the school, Online application and during promotion tours. The counsellor explains the school's core principles, outlines the offered programs, and proceeds to the next step in the process.

4.2 STAGE 2 – REGISTRATION AND SUBMISSION OF DOCUMENTS

The admission team issues the application upon the parent's request. Parents are required to fill the application form and pay a non-refundable registration fee. For successful completion of the application process, the candidate will have to upload the following documents: i Academic transcripts/report cards of prior to the class to which the student is seeking admission. ii A proof of age – 'Certificate of Birth'. iii Psychometric educational assessment reports (wherever applicable)

4.3 STAGE 3 - SCHOOL TOUR

The school admission officer organizes a School Tour for parents. During the tour, parents are introduced to the infrastructure and facilities. An opportunity is provided to meet a coordinator/segment head to understand curriculum details.

4.4 STAGE 4 – ENTRANCE TEST

Applications undergo scrutiny, and the admission team schedules an observation date for the applicant. The observation may involve play activities, academic assessments, written tests, or face-to-face interviews based on the criteria outlined for each grade/age. This assessment helps evaluate the child's learning skills and grade suitability or readiness. The observation records are analyzed by the academic team for each grade, and the school's decision regarding the candidate's admission is directly communicated to the parent by the admissions team. Parents are given a timeline to complete admission formalities. In cases of waitlisting or grade-level readiness, the admission team communicates this information to the parents.

4.5 PERSONAL INTERVIEW

On successful review of the documents, the candidate is required to take a Interview. The interview would be conducted by the coordinator of the candidate's class and the Director of Counselling.

4.6 ADMISSION CONFIRMATION

The admission is confirmed after the remittance of the admission fee and the allotment of the UID number. The documentation process of the admission procedure is complete with the submission of the following documents

- Original TC and conduct certificate
- Medical Form
- Admission Form
- Declaration Form
- Application for student admission
- Family and Guardian Record
- School Reference Form
- Covering Letter

At this point, the family becomes a part of the Skill Stork family and becomes eligible to receive updates from SIS.

4.7 Post-admission

- Post-admission, the school facilitates a smooth transition for the student and the family.
- Parent Orientation Programs, Front Bench meets, Parent Program connects, and Learning-to-Learn weeks are planned to help the student and family integrate into the school system.
- Once Admission is granted, parents are required to deposit the Fees and submit the following documents.
- Transfer Certificate in original. (For foreign students the school will require a letter from the principal of the last School attended stating the bonafide of the student along with the report of the last examination given).
- Photocopies of all achievement certificates in the field of Academics, Sports, Extracurricular activities.
- Photocopy of Passport if available. This is mandatory for foreign students.
- The admission documentation booklet must also be completed and duly signed by both Parents. It contains information which will facilitate smooth relationship between parents and the school.
- Once the Fee and documents are submitted, parents will receive an Admission Confirmation Letter through courier or E-mail, from the school. This will inform them about further formalities, to be completed, if any.
- School uniform and books can be brought from the Uniform shop and Book shop in the school. The book list is available with them.

4.8 Admission Withdrawal

The parents/ students who decide to withdraw at the end of the academic year must submit a written application 2 months prior to the curriculum Co-ordinator. This will also enable the school to process the required documents relevant to withdrawal of the student. Otherwise, the first term fee will be charged and the school leaving certificate will be issued only after the school re-opens. The school leaving certificate will be issued, only if, a withdrawal form is prepared which verifies aspects such as return of library books, outstanding fees, forwarding address and if there has been any damage to property, it should be replaced and so forth. Fees once paid for the term will not be refunded. Fees paid in advance for the next term will be refunded provided relevant documents are attached. Leaving Certificate will be issued only after all clearance formalities are completed including the clearance of dues. Leaving certificate will be issued within 30 working days after the student leaves the school.

4.9 Admission Cancellation

In case parents wish to cancel their child's admission before scheduled last date of Admission for the academic year, a letter or email for cancellation must be sent. The Admission Fees paid is not refunded under any circumstances as the same is spent in the admission process. If the Student withdraws from the program prior to the start of the academic year, all tuition and term fees paid will be refunded only if and when all seats are occupied as per the form submitted by the school. In case the seat vacated cannot be filled by the school at the start of the academic year, the fees paid shall be forfeited in entirety by the parent and in case all vacated seats cannot be filled by the school i.e., the number of students withdrawing their admission exceeds the number of students replacing them, advance fees paid by the parents of the vacating students will be forfeited in entirety.

5. Entrance Test and Interview

The screening and interview process for admission into different school segments vary to meet the personal needs of the students and program needs of the school.

5.1 Entrance Test and Interview criteria for CBSE

For CBSE (Grade 1 to 10):

Subjects: Math, Science, English, Hindi, Telugu.

Marks per Subject: Each subject is of 20 marks.

Total Marks: The total marks for the admission test are 100.

Duration: The duration of the test is 2 hours.

Passing Marks: The passing marks are set at 35 out of 100.

For CBSE (Grade 11 and 12):

Subjects: Math (40 marks), Science (30 marks), English (30 marks).

Total Marks: The total marks for the admission test for Grade 11 and 12 are 100.

Duration: The duration of the test is 1.5 hours.

Passing Marks: The passing marks are set at 36 out of 100.

5.2 Entrance Test and Interview criteria for IB

For IB Middle School (Grade 6 to 10)

Subjects: Math, Science, English, Hindi.

Marks per Subject: Each subject is of 25 marks.

Total Marks: The total marks for the admission test are 100.

Duration: The duration of the test is 2 hours.

Passing Marks: The passing marks are set at 36 out of 100.

For IB High School.:

Essay or Letter of Intent:

Applicants are required to submit an Essay or Letter of Intent.

Evaluation Criteria: Clarity of expression, depth of thought, alignment with IB High School Values.

Marks: 25 marks for this component.

Math, Integrated Science:

Each subject (Math, Integrated Science) carries a maximum of 25 marks.

Total Marks for Subject Assessments: 50 marks.

Assessments aim to gauge the applicant's proficiency in these core subjects, ensuring academic readiness for the IBDP.

Interview with English Teacher:

Following the written assessments, applicants undergo an interview with an English teacher.

Assessment Criteria: Communication skills, verbal expression, clarity of thought.

Marks: 25 marks for the interview.

Total Marks: The total marks for the admission test are 100.

Passing Criteria: Applicants must achieve a minimum of 9 marks in each subject, with an overall total of at least 36 marks to qualify for admission to the IB High School.

5.3 Entrance Test and Interview criteria for Cambridge (Grade 6 to 10):

Subjects: Math, Science, English, Hindi.

Marks per Subject: Each subject is of 25 marks.

Total Marks: The total marks for the admission test are 100.

Duration: The duration of the test is 2 hours.

Passing Marks: The passing marks are set at 36 out of 100.

For Cambridge AS and A Level:

Subjects: Math, Integrated Science, English, General Aptitude.

Marks per Subject: Each subject is of 25 marks.

Total Marks: The total marks for the admission test are 100.

Passing Marks: The passing marks are set at 9 per subject, with a total passing mark of 36.

Additional Information:

- The admission test aims to assess the candidate's proficiency in key subjects, ensuring a comprehensive evaluation of their academic capabilities.
- Candidates are expected to manage their time effectively during the test to complete all sections within the allocated timeframe.
- The test content is designed to align with the curriculum standards and expectations for each grade level.

6. Language requirements

English is the primary language of instruction and communication across all grades in our school. However, as an IB school committed to fostering multilingualism for cultural identity and international-mindedness, we embrace linguistic diversity. In line with this commitment, students are required to take one foreign language, either German or French, starting from Grade 1. While English remains the language of instruction in all grades (except during dedicated second language lessons), the inclusion of a foreign language from an early stage reflects our dedication to providing a comprehensive and globally-oriented education. Successful engagement with the curriculum in English and the chosen foreign language, ensuring students thrive in our school environment, continues to be a key consideration for admission.

7. The Nature of Inclusion at Skill Stork International School

The Access and Inclusion Policy at Skill Work International School is designed to elevate the standard of education for a diverse range of learners by offering a suitable and inclusive educational experience to all students. The primary objective is to cultivate an inclusive environment that is effective, friendly, welcoming, healthy, protective, and gender-sensitive for every learner. Skill Work International School aligns with the IB policy regarding students with learning support requirements and assessment access needs. In adherence to our Admission Policy:

The school accommodates students with learning and attention difficulties.

- Students with documented learning or attention difficulties undergo an interview conducted by the Learning Support Department and two senior administrative staff to ensure their compatibility with the school environment.
- Referrals for admission can also come from teachers or parents.
- Skill Work International School is dedicated to providing inclusive, holistic, and high-quality education to all candidates, including those with disabilities. The school admits students with mild to moderate dyslexia and dyscalculia under special provisions. Special academic accommodations are extended by the school based on proper documentation, as outlined in the Access and Inclusion Policy.

8. Orientation of parents and the students

Given that the IB programme and CAIE represent new curricula for numerous parents and students, an introduction to the IB is facilitated through an orientation program followed by personalized counselling sessions.

Furthermore, an orientation session for both students and parents will be conducted to familiarize them with the local CBSE Curriculum. Complementing this, various student workshops will be organized to assist students in making informed decisions about subject choices and comprehending curriculum expectations.

9. Review and implementation of the Admission Policy

- The Principal, Coordinators, and Heads of Departments will collaboratively review the Admission Policy every two years in consultation with pedagogical leadership team.
- An integral part of the Orientation Programme, conducted on the first day of the academic session by the Head of School, national and international curriculum Coordinators, includes presentations on school policies, for parents, students, and teachers.
- All school policies are regularly communicated to teachers, students, and parents, and are accessible on the school website.

(This document is a working document which will be reviewed from time to time.)

10. Link with other Policies:

The admission policy works in tandem with the other policies of the school.

The Language policy:

The admission policy operates in conjunction with various other school policies to ensure a comprehensive approach to education. One such policy is the Language Policy, where student assessments provide valuable feedback to both students and parents, fostering the development of strategies for future learning. The consideration of home and family languages is integral to student interactions.

The Academic Integrity Policy:

In alignment with the Academic Integrity Policy, the admission policy is intricately connected to principles of personal integrity and principled actions. To uphold academic integrity, students and guardians are required to sign a declaration form validating the authenticity of submitted documents and credentials. Additionally, any admission may be revoked if a student or parent is found guilty of providing false or misleading information.

The Inclusion Policy:

The Inclusion Policy is another integral aspect, particularly for students with special needs. The school has a dedicated team of inclusion specialists who tailor assessments to meet the specific learning requirements outlined in Individual Development Plans (IDPs). These plans are collaboratively developed with input from parents, students, and teachers.

The Assessment Policy:

Furthermore, the admission policy is closely intertwined with the Assessment Policy. The primary goal of the assessment policy is to diagnose the learning needs of students. The gathered information is shared with teachers to facilitate the collection and analysis of data about student learning. This process aids in identifying students' knowledge, understanding, and abilities at different stages of the learning journey. Teachers are expected to use assessment results to inform their planning of subsequent learning experiences.

11. Annexure:

11.1 Requirements Prior to Admission

To finalize the placement for a particular student candidate, the following criteria should be fulfilled:

The application to be filled with relevant details.

- The admission fee paid as per date lines.
- All relevant documents submitted to the admission office.
- Birth certificate of the child
- 2 passport size photographs of the child
- 2 passport size photograph of parent each
- Last three years' class records (if required)
- Immunization/ vaccination reports
- Transfer certificate
- Letter to parents on the consent and confirmation of admission.

11.2 Admission Enquiry Form



ADMISSION ENQUIRY

CHILD INFORMATION

Child 1

Name: _____

Gender: _____

Date of Birth: _____

Age as on June 30th: _____

Grade & Board: _____

School(s) attended previously (if any): _____

Child 2

Name: _____

Gender: _____

Date of Birth: _____

Age as on June 30th: _____

Grade & Board: _____

School(s) attended previously (if any): _____

PARENT'S INFORMATION

Father's Name: _____

Mother's Name: _____

Occupation: _____

Occupation: _____

Contact No: _____

Contact No: _____

Email: _____

Email: _____

RESIDENTIAL ADDRESS

Transport Facility:

Required ☐

Not Required ☐

Food Facility:

Required ☐

Not Required ☐

After -School Enrichment Activities:

Required ☐

Not Required ☐

Name of the Sibling studying at Skill Stork (if any): _____

How did you come to know about Skill Stork?

Paper Ad ☐

Hoardings ☐

Existing Parent ☐

Friends ☐

Internet Search ☐

Others ☐

Date of enquiry: _____

Parent Signature

ADMISSION REGISTRATION FORM

AY2022-23

(Kindly fill the Registration form neatly & in capital letters)

Child's Full Name _____

Board _____ Grade _____

Child's Date of Birth _____ (dd/mm/yyyy) Age as on 30th June 2022 _____ yrs. _____ months

Grade interested to enrol into _____ Grade eligible as per age _____

Age shortfall _____ yrs. _____ months

Last School attended _____

Last Grade attended _____ Board _____

Academic performance achieved in last grade _____ % / GPA

Result of Previous Class

Subject	Maximum Marks	Marks Obtained	% / GPA	Remarks

Gap year: Yes / No

If _____ Yes, _____ please _____ give _____ details _____

Have you ever applied before in Skill Stork International School? Yes / No

If Yes, Year _____ Class _____

Have you ever studied in Skill Stork International School? Yes / No

If Yes, Year _____ Class _____

Has the child ever been expelled/rusticated/not promoted to the next class by any school? Yes / No

If _____ Yes, _____ please _____ give _____ details _____

Nationality _____ Place of Birth _____

Religion _____ Caste _____ Category Gen./OBC/SC/ST

Primary language (Mother tongue) _____

Allergies _____ & _____ Special _____ diets _____ (if _____ any) _____

Medical History/History of major illness or disorder (if any)

Special needs (if any):

Visual Impairment	Speech Impairment	Locomotive Impairment	Hearing Impairment	Cerebral Palsy	Learning Disability	Autism	Multiple Disabilities
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If Others, please mention _____

Proficiency/Achievements till date in Sports/Co-Curricular/Extra-Curricular/Others(.....)

Kindly mention distinctions/prizes in various fields (Just Name) and attach certificates awarded.

Academics Position	Activities Position (Co-Curriculars)	Sports Position (National& International)	NSS/NCC/ Scouts & Guides Position

Any other

Residence location _____ Distance to school _____ kms

Name of sibling-1 studying at Skill Stork _____ Board _____ Grade _____

Name of sibling-2 studying at Skill Stork _____ Board _____ Grade _____

What expectations do you have from the school?

Points to Consider(To be filled & checked by the parents at the time of admission)

- | | |
|--|----------|
| 1. Have you met the Admission Counsellor? | Yes / No |
| 2. Have you submitted the required documents? | Yes / No |
| 3. Have you understood Academic Pathway and choice of boards/curricula/programs? | Yes / No |
| 4. Have you understood the fee structure and agree to pay the fee as per fee cycle of the school | Yes / No |

Kindly know the details regarding school policies, fee structure, infrastructure, facilities, transport etc. before admission. No clarification/query will be attended after admission. All the school policies need to be adhered to once the admission is done.

Declaration:

- I know that Application fee& Admission Registration fee paid is non-refundable even in case of denial of admission.**
- I authorize the school to conduct preadmission test and admission interview to evaluate the prerequisite knowledge to admit into school, respective board & grade.**
- I will make sure my child attends the admission test & interview on the given date & time.**
- If admission is offered, I hereby give the consent that I/we will strictly follow all school rules & regulations.**
- I undertake that I will clear all fee payments as per the due dates, if not, applicable penal action can be taken.**
- I clearly understand admission process is fully completed only upon submission of all necessary documents.**

7. I/We certify that the information furnished in this form is true to the best of my knowledge and belief.
8. I understand that the submission of this form is no guarantee of admission to the school and shall be subject to the board & grades minimum requirements, availability of seats and terms & conditions laid down by the management.

Parent Signature
with date

FOR OFFICE USE ONLY
Pre-Admission Test Marks Scored

Subject	Max Marks	Marks Obtained	Percentage	Remarks

Admission interview

Areas checked	Remarks
Medical observation	
Prerequisite knowledge required by board & grade	
Language requisite	
Others	
Overall	

Application Form Received & Checked Sign. with date	Admission Test Conducted & Evaluator Sign. with date	Admission Interview Conducted & Evaluated Sign. with date	Admission process done by (Name)..... Sign. with date

REMARKS FROM THE OFFICE OF DIRECTOR/PRINCIPAL

Admission Granted: Yes / No Board & Grade Allotted: _____

Remarks _____

SIS Admission Number: Date of Admission: Date of Joining: Amount Paid:

I certify that I have checked the admission application form and the relevant documents/papers and found it in order and fully complete.

Authorised Signatory

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