



Bangalore International School  
A Caring, Connected Community

# BANGALORE INTERNATIONAL SCHOOL

Geddalahalli, Hennur Bagalur Road,

Kothanur Post, Bangalore - 560077

Tel: 28465060/28445852 Fax: 28465059, Email: [info@bischool.in](mailto:info@bischool.in)

Web: [bangaloreinternationalschool.org](http://bangaloreinternationalschool.org)

## ADMISSIONS POLICY 2023/2024

Admission to BIS is open to students of all nationalities who demonstrate the ability to access and benefit from the challenging international curriculum and program offered by the school. The academic year begins in the month of August. The admissions are on a rolling basis.

### Criteria for admission

- Availability of seats in appropriate classes and programs
- Meeting all admission procedures and qualifications
- Meeting all financial obligations
- BIS will accept ESL students. From Grade 1, decisions will be made on a case-by-case basis after an interview with the Head of School & Section Coordinators.
- Preference will be given to siblings of existing students, staff children and Alumni.

### Grade wise Age Criteria on or before June 1st.

Grade	Age
Pre-Primary	3
LKG	4
UKG	5
1	6
2	7
3	8
4	9
5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17/18



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**The following steps are applicable to students for all grades (PP through Grade 12) except where indicated.**

## Step 1

### Open Apply Application portal

Prospective parents can visit the school website and apply through the online portal Open Apply. This can be accessed by visiting [www.bangaloreinternationalschool.org](http://www.bangaloreinternationalschool.org) and clicking on the Admissions Tab, which will redirect to the Open Apply. Alternatively, they may write to the Admissions Team for directions/guidance to register the student's details online.

## Step 2

### Campus Tour

Prospective parents can visit the school with a prior appointment. To make an enquiry or to schedule an appointment they can either call or email at the following points of contact:

E-mail: [admission@bischool.in](mailto:admission@bischool.in)

Phone: +918197297878, +918197296868

## Step 3

### Admission Approval Process

For the admission to be approved by the Admissions Panel, parents must complete and submit the Application Form and Parent Questionnaire with the following documents:

- Birth Certificate of the student
- Aadhar Card of the student
- Academic Reports of the past two years of the student



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- Application Form
- Parent Questionnaire
- Passport of the student (in case of foreign nationality)

All these forms need to be filled online in Open Apply. Documents also need to be uploaded into Open Apply. ***The non-refundable application fee needs to be paid at this time.***

## Step 4

### Admission Status

As a vacancy arises the prospective parent will be called for an online interview or to meet with the Head of School and the respective Section Coordinator in person. Prior to the confirmation of the online/offline interview, parents will be required to pay the application fee as mentioned in Open Apply at the completion of the application process.

## Step 5

### Interaction with student

Interaction in the form of written/ verbal or meeting with the Learning Centre Coordinator depending on the case may be invited for an interaction with the concerned student.

## Step 6

### Entrance Test



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Students from Grades 1 through 12 will have to write an entrance test in Math and English. Under extraordinary circumstances, this step may be eliminated unless specified by the section Coordinator.

## Step 7

### Interaction & Testing Results

The results of the interaction and tests will be conveyed to the prospective parents by phone or e-mail through Open Apply from the Admissions Team.

## Step 8

### Admission Offer Letter/Acknowledgement

If the interaction is positive, the Admission Offer Letter will be extended to the prospective parent for their acceptance through Open Apply.

## Step 9

### Admission Confirmation

Parents have 7 days to accept the offer once they receive the offer letter from BIS. The offer is accepted by paying the specified non-refundable amount as conveyed by the Admissions Team. This will confirm the admission of the child.

## Step 10

### Payment of Fees (1<sup>st</sup> Installment)

The first installment of school fees needs to be paid before the first day of classes. Failure to meet this requirement may lead to delayed joining of classes either in person or online.



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## Additional Documents required for admission

The Health History form should be completed, signed, and submitted along with the following documentation:

- 2 passport size photograph
- Previous School leaving Certificate/ Transfer Certificate
- Parents ID Proof
- Bus Form
- Subject Choice Form for Grades 9 & 11

## Admission for Learning Centre Students

- BIS admits students with mild learning difficulties who demonstrate the ability to access and benefit from our regular curriculum and program with limited assistance.
- Students with special learning needs will be admitted on the basis of the evaluation as performed by the Learning Centre Coordinator by reviewing previous school records, assessments of current intellectual and achievement levels and psycho-educational evaluation.
- Final decision to be made by Head of School.

### The Procedure is as follows:

1. Parents of students with special education needs seeking admission into BIS for their child must fix an appointment prior to meeting the Admissions Officer.
2. The parents, along with their child, meet the Admissions Officer, LC COD and HOD to discuss the needs of the child. It is mandatory that the student is present at the time of admission interviews.
3. It is mandatory that the student's Comprehensive Assessment Report comprising medical, psychological, educational and therapy reports be furnished along with reports from the last school attended, at the time of admission to ascertain placement. In case the Comprehensive Assessment Report is not available, the parents are guided to procure the same.
4. An entrance test is conducted to assess the student's level of academic functioning and placement.
5. Based on seat availability, if the student's needs can be met by the school and if he /she can benefit from services offered by the LC, then placement in an appropriate grade is suggested.
6. Students with special education needs will be provided LC support from Grade 1. Prospective parents seeking admission for their children in the Early Years will



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be advised to admit their children in an early intervention centre, and come back to BIS for admission to Grade 1 with any kind of LC support.

- 7. Students who require any subject exemptions or assessment accommodations will need to submit a psycho-educational report conducted no earlier than two years prior to the application date. The assessment report will need to attest that the student has a learning need and should explicitly state the recommended exemptions or assessment accommodations.

## **Potty Training and Diaper Weaning Admission Policy for Early Years:**

At BIS, we are committed to providing a safe and developmentally appropriate environment for all our students. To ensure a smooth and comfortable experience for both students and staff, we have established the following policy regarding potty training and diaper weaning for children enrolling the Early Years section of our school:

1. **Potty Training Requirement:** All children enrolling the Early Years section at BIS must be potty trained before the start of the academic year.

2. **Definition of Potty Trained:** For the purposes of this policy, a child is considered potty trained when they can independently use the toilet for both urination and bowel movements. While we encourage independence, we understand that some children may occasionally require assistance, and our staff will provide necessary support when needed, including help with pulling down/up pants, using toilet paper, flushing, and washing hands.

3. **Diaper Weaning:** Children must be weaned off diapers or pull-up training pants (nappies) before their enrolment in Early Years. The use of diapers or pull-ups during school hours is not permitted.

4. **Parental Responsibility:** Parents or guardians are responsible for initiating and completing the potty training and diaper weaning process for their child before the child's admission to Early Years.

We appreciate your cooperation in helping us maintain a safe and comfortable learning environment for all our students.

### **Note**

- If it is found at any stage that a student has obtained admission by furnishing incorrect or false information, his or her admission shall be cancelled and there will be no refund of the tuition fee paid.
- We can consider High School mid-term admissions only for students who come from International Schools that follow the same Curriculum and offer the same subject choice.