



Bangalore International School
A Caring, Connected Community

BANGALORE INTERNATIONAL SCHOOL

ADMISSIONS POLICY

Academic Year 2027 / 2028

Contents

1. Welcome and Our Admissions Philosophy
2. Eligibility for Admission
3. Grade-wise Age Criteria
4. Our Admissions Process, Step by Step
5. Entrance Assessments
6. Assessments for Families Outside Bangalore
7. Waitlist Policy
8. How and When We Communicate With You
9. Enrolment Documents, Transport and Dietary Requirements
10. Parental Contract
11. Admission for Students Who May Need Learning Support
12. Early Years Readiness: Potty Training
13. A Few Further Notes

1. Welcome and Our Admissions Philosophy

Thank you for your interest in Bangalore International School (BIS). We welcome applications from students of all nationalities, backgrounds and cultures who are able to access and benefit from our international curriculum and programme.

Our academic year begins in August, and we accept applications on a rolling basis throughout the year, subject to seat availability. Applications for a new academic year may be submitted from mid-September onwards. We are committed to running an admissions process that is fair, transparent and consistent regardless of the outcome of an application.

This document explains what to expect when you apply to BIS: our eligibility criteria, the steps in our process, our assessment and interview approach, our fees, and how we communicate with families. If you have any questions that are not answered here, our Admissions Team is always happy to help.

2. Eligibility for Admission

Places at BIS are offered on the basis of the following:

- Availability of seats in appropriate grades
- Meeting all admission procedures and qualifications
- Meeting all financial obligations
- Qualifying in the entrance tests
- BIS accepts ESL students. From Grade 1 onwards, decisions will be made on a case-by-case basis following an interview with the Head of School and Section Coordinators
- Preference will be given to siblings of existing students, staff children, and alumni
- Admissions to **Grades 10 and 12** will not be considered. Exceptions may be considered only where the applicant's existing curriculum and subject choices align fully with those offered at the School. This may be on a case to case basis.

3. Grade-wise Age Criteria

- For students transferring from Indian schools, admission will be based on the prescribed age criteria as reflected in the student's SATS number.
- Applicants from overseas schools who do not have a SATS number will be assessed according to the school's published age criteria below.
- The age criteria below applies as on or before 1st June for Pre-Primary and Grade 1, in accordance with the National Education Policy (NEP) and the Karnataka State Government order.
- Age criteria for all other grade levels will follow applicable government norms and board guidelines, and are subject to change in line with updated regulations.

Grade	Minimum Age (on or before 1 June)
Pre-Primary	3 years
LKG	4 years
UKG	5 years
Grade 1	6 years
Grade 2	7 years
Grade 3	8 years
Grade 4	9 years
Grade 5	10 years
Grade 6	11 years
Grade 7	12 years
Grade 8	13 years
Grade 9	14 years
Grade 10	15 years
Grade 11	16 years
Grade 12	17 / 18 years

4. Our Admissions Process, Step By Step

A Few Terms Explained:

- **Application Fee** — a one-time, non-refundable fee that covers processing of your application and your child's entrance assessment. Payment of this fee does not guarantee a seat or a place on the waitlist.
- **Reservation Fee** — a non-refundable fee payable only after an Offer Letter has been issued, to accept the offer and secure your child's seat. Once the student is enrolled with BIS, the above-mentioned amount will be adjusted against the 1st instalment / 1st term fees, as applicable.
- **School Fees** — the recurring fees payable according to our published Fee Schedule, beginning with the First Instalment. The fee is non refundable under any circumstances.

Our process generally follows these steps for all grades, Pre-Primary through Grade 12:

Step**1****Register your interest or submit an application - Online Application Portal**

Send an enquiry or Apply online via OpenApply, our admissions portal, accessible through www.bangaloreinternationalschool.org → Admissions.

Step**2****Visit our campus**

We welcome prospective families for a campus tour by prior appointment. Contact us at:

- Email: admissions@bischool.in
- Phone: +91 81972 97878 | +91 81972 96868 | +917090006351

Campus Tour timings: 8:30 AM - 2PM (Except 12 noon till 1:30)

The Admissions Team will be available on all working days only from 8 AM - 4:30 PM

Step**3****Admissions approval process**

Through Open Apply please upload your application to be reviewed by the Admissions Team:

- Birth Certificate of the student
- Aadhar Card of the student
- SATS number of the student (If transferring within Karnataka)
- Academic reports from the past two years
- Completed Application Form
- Completed Parent Questionnaire
- Passport (for students of foreign nationality)

Step**4****Pay the application fee**

Once your documents are submitted, the non-refundable application fee (shown on OpenApply) becomes payable to confirm your entrance test slot. Entrance tests will be

scheduled once the application fee has been paid in full. This fee also allows your child to be assessed for the waitlist.

Step

5

Entrance Tests

Applicants to Grades 1–12 complete assessments in English and Mathematics. Our Admissions Team will share the topics covered once your test date is confirmed. Pre-Primary, LKG and UKG applicants do not sit a formal test; readiness is assessed through an informal interaction instead.

Step

6

Student Interaction with Section Coordinator

Student interaction. Once your child has met our assessment requirements, we will invite you and your child for an interaction with the relevant Section Coordinator and School Counsellor. This takes place in person for Bangalore-based families and online for families located elsewhere.

Step

7

Parent Interview with HoS/ DHoS

Following the student interaction, parents are invited to meet with our Head of School or Deputy Head of School. This is usually conducted online.

Step

8

Transport & Special Food Declaration

As part of confirming admission, parents must also complete and submit the following before confirmation is finalized:

- Transport Declaration Form — confirming whether the student will use school transport (bus) or make independent arrangements.
- Special Food Requirements Form — declaring any dietary preferences, food allergies, intolerances, or food restrictions.

Step 9	Offer Letter Where the outcome is positive, we issue an Offer Letter through OpenApply.
Step 10	Accept your Offer You will have 7 calendar days from the date of the Offer Letter to accept, by paying the non-refundable Reservation Fee and signing the Admissions Agreement and Fee Schedule. If we do not hear from you within this window, we may need to offer the seat to the next family on our list.
Step 11	Pay the first fee instalment The first installment of school fees is due by the date on our fee payment calendar, or within 7 working days of confirming admission, whichever is later.

5. Entrance Assessments

Formal entrance assessments apply to all applicants to Grades 1 through 12.

Pre-Primary, LKG and UKG applicants are not tested formally; instead, we get to know your child through an informal, age-appropriate interaction.

5.2 What is assessed

- Mathematics - grade-appropriate numeracy, problem-solving and mathematical reasoning
- English - reading comprehension, writing, vocabulary and grammar
- An ESL assessment, where relevant, for students identified as English as a Second Language learners

5.3 Duration and format

Grade Band	Duration	Format	Subjects
Grades 1–5	45 minutes per subject	Paper-based or online	English & Mathematics
Grades 6–11	60 minutes per subject	Paper-based or online	English & Mathematics

6. Assessments For Families Outside Bangalore

For applicants who live outside Bangalore, we make every effort to offer a convenient and secure assessment option:

- Preferred: the assessment is conducted at your child's current school, invigilated by an authorised representative of that school.
- Alternative: the assessment is conducted through an online proctoring platform as provided by BIS inline with the Online Assessment Protocol

The costs associated with online proctored assessments are payable by the prospective parents

7. Waitlist Policy

When a grade is full, we place qualified applicants on our waitlist rather than declining the application.

- Waitlist position is based on the date your application (documents and fees) was completed, with priority given within that order to siblings, staff children and alumni.
- When a seat becomes available, we will contact the next eligible family by phone and email, and you will have 48 hours to confirm your interest before the seat is offered to the next family.
- You may remain on the waitlist for the academic year you applied for. The waitlist can carry over to the following year, but a fresh application and an up-to-date entrance assessment for the relevant grade will be required.
- If you no longer wish to remain on the waitlist, please let our Admissions Team know in writing. Should you reapply later after coming off the waitlist, your application will be treated as new, without prior waitlist priority.

8. How And When We Communicate With You

We aim to keep you informed at every stage of the admissions journey from acknowledging your application, through assessment scheduling and results, to interviews and the final decision. OpenApply is our primary communication channel, so please keep your contact details current and check that our emails are not filtered to spam or junk.

If you feel a response is overdue, please contact our Admissions Team directly at admissions@bischool.in or by phone, on any working day. If a matter remains unresolved, you may request an appointment with the Head of School through our Front Desk.

All formal admissions communication is conducted in English. Where a family needs support in another language, our Admissions Team will make reasonable efforts to help, while formal correspondence remains in English.

9. Enrolment Documents, Transport And Dietary Requirements

9.1 Additional enrolment information

Ahead of Parent Orientation, we will send you a short form to collect: emergency contacts, your child's blood group, current address details, parent/guardian ID and photo, subject choice (Grade 9 and Grade 11 only), and World Language preference (Grade 1 onwards). Submitting this promptly helps us avoid any delay to your child's start date.

9.2 Transport

As part of confirming your child's admission, we ask every family to complete a Transport Declaration Form:

- If you would like your child to use the school bus, please indicate your preferred route and stop; allocation depends on availability and our operational planning.
- If you plan to make independent transport arrangements, please still submit the form confirming this.
- Any changes to your transport arrangements during the year should be notified to our Transport Team in writing at least 5 working days in advance.

9.3 Special food requirements

We ask all families to complete the Special Food Requirements Form, including those with no special requirements. Please declare any allergies, intolerances, medical dietary needs, or religious/cultural preferences. Any changes should be communicated in writing to your Section Coordinator or Class Teacher.

10. Parental Contract

All parents are required to sign the hardcopy of the Admissions Agreement and Fee Schedule within a week of the offer letter acceptance

11. Admission For Students Who May Need Learning Support

BIS admits students with mild learning needs who demonstrate the ability to access and benefit from our regular curriculum and program with limited assistance.

- Students with moderate to severe 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.
- The final decision will be made by the 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 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.

12. Early Years Readiness: Potty Training

For the safety and comfort of all children in our Early Years section, we ask that children be fully potty trained and weaned off diapers or pull-ups before the start of the academic year. A child is considered potty trained when they can independently use the toilet for urination and bowel movements; our staff are glad to help with clothing, toilet paper, flushing and handwashing. As the use of diapers or pull-ups during school hours is not possible, we ask parents to complete this important step at home before enrolment.

13. A Few Further Notes

If, at any stage, we find that admission was obtained on the basis of incorrect or false information, we reserve the right to cancel the admission immediately, without refund of any fees paid.

We accept mid-year admissions for all grades subject to seat availability. For High School, mid-year applicants are considered only where the student is transferring from an international school offering the same curriculum with the same subject code, to support a smooth academic transition.