



# **Admissions Policy**

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## **CIS Mission Statement**

At Candiidus International School, every student is at the heart of learning. We foster inquiry, growth, and lifelong learning through meaningful opportunities. We are committed to nurture mutual respect, intercultural understanding, and peace, enabling students to become confident, compassionate and responsible contributors to a sustainable world.

### **Purpose:**

The purpose of this Admissions Policy is to ensure that the admission process is fair, transparent, inclusive, and in accordance with applicable education laws and regulations. The school is committed to providing equal opportunity for all learners regardless of gender, religion, caste, ethnicity, disability, or socio-economic background.

### **Aims:**

This policy aims to:

- Ensure that the admission process is equitable and transparent.
- Simplify the admission procedure for parents and students.
- Ensure that school compliance with State Education department regulations aligning with Board specific guidelines
- Maintain clear and consistent admission criteria aligned with the school's vision, values, and educational objectives.

### **Scope**

This policy applies to:

- Prospective students.
- Parents or legal guardians of prospective students.
- All stakeholders associated with the school.

## Student Eligibility

The age criteria for the different grades, effective as of June 1st of each academic year, are as follows:

<b>Grade</b>	<b>Age From</b>	<b>Age to</b>
EY 1	2.5	3.5
EY 2	3.5	4.5
EY 3	4.5	5.5
Grade 1	5.5	6.5
Grade 2	6.5	7.5
Grade 3	7.5	8.5
Grade 4	8.5	9.5
Grade 5	9.5	10.5
Grade 6	10.5	11.5
Grade 7	11.5	12.5
Grade 8	12.5	13.5
Grade 9	13.5	14.5
Grade 10	14.5	15.5
Grade 11	15.5	16.5
Grade 12	16.5	17.5

## Fee Structure

To complete the admission process, the following fees must be paid by parents or legal guardians:

- Application Fee
- Refundable Caution Deposit
- First Term Fee (part of the tuition fee)

The annual tuition fee can be paid in three installments by the specified due dates:

- First Installment for the upcoming academic year: March 5th
- Second Installment for the ongoing academic year: August 5th
- Third Installment for the ongoing academic year: December 5th

Any delay in fee payment beyond these dates will incur a fine of ₹100 per day (including holidays and weekends).

## Admissions Committee

The Admissions Committee is responsible for overseeing and implementing the school's admissions process. The committee typically comprises members of the school leadership team, including the Head of School/Principal, Admissions counselors, and relevant academic representatives. Its role includes reviewing applications, evaluating admission documentation and assessments, ensuring alignment with the school's Language, Assessment, and Inclusion policies, and making informed recommendations regarding student placement. The committee ensures that all admission decisions reflect the school's values, follow regulatory and accreditation requirements, and serve the best interests and overall development of the learner.

### Admission procedure:

1. Initial Enquiry
  - Fill out the online enquiry form on the CIS website to begin the process. [candiidusschool.com+2admissions.candiidusschool.com+2](http://candiidusschool.com+2admissions.candiidusschool.com+2)
  - Provide basic details: student name, age, previous school, parent information, etc.
2. Schedule a School Visit
  - Once the enquiry is submitted, book a campus tour. CIS campus tours are by appointment. [candiidusschool.com+1](http://candiidusschool.com+1)
  - Visits are typically around 1.5 hours, during which parents can see facilities, meet staff, and understand the curriculum.
  - Bring the child's past report cards when visiting, since these will be reviewed.
3. Assessment / Observation
  - Pre-KG to Sr KG (Early Years): Children are observed based on developmental milestones (e.g., ability to sit, eat, personal care). [candiidusschool.com+1](http://candiidusschool.com+1)
  - Grades 1–11: Students take an entrance test (curriculum-based) + a class-behavior / sitting-ability assessment.
  - Grades 3–8: A MAP (Measure of Academic Progress) test is conducted to evaluate academic level.
  - Grades 9–12 (High School): Assessment based on previous school curriculum + report cards.
4. Review of Previous Academic Records
  - Submit the last two years' report cards from the student's previous school. [candiidusschool.com+1](http://candiidusschool.com+1)
  - This helps CIS decide the appropriate grade placement for the student.
5. Admission Decision
  - Arrange interaction with the relevant academic coordinators and collect remarks

- After assessments, CIS takes ~2 weeks to notify parents of the admission decision.
  - The decision is based on both academic assessment and whether the child is a good “fit” socially / behaviorally.
6. Acceptance / Confirmation
    - If the student is accepted, parents receive the terms & conditions, fee structure, and invoice.
    - Parents pay tuition fees (often first term) to confirm the seat.
  7. Document Submission & Fee Payment
    - At the time of confirmation, submit all required documents (report cards, identification, prior school details, etc.).
    - Pay the first-term tuition or any required deposit.
  8. Orientation
    - Attend the orientation day for new students & parents. This helps them understand the school culture, calendar, and expectations.
    - This is also when the school may talk about operational details (school hours, uniforms, transport, etc.).
  9. Joining / Onboarding
    - After completing all steps, the student officially joins CIS.
    - Parents & students integrate into the school community, and regular school sessions begin.

### **Documents Required for Admission**

To complete the admission process, the following documents must be submitted along with the completed application form, as applicable:

- Date of Birth certificate or passport copy
- Mark sheets, report cards, or transcripts for the last three classes attended (original for verification and photocopy for submission)
- Photo copy of Final Grade X transcripts for admissions in Senior secondary, once the Board results are released.
- Original Transfer Certificate or Conduct Certificate
- A soft copy of passport-sized photographs (of the student and parents/legal guardians)
- Photocopy of the Aadhar card for the student and parents/legal guardians
- Passport copy for students of foreign nationality and OCI/FRRO form
- Completed Medical Form
- Immunization/vaccination records
- Parents must inform the school of the student's medical requirements, allergies, and any known learning difficulties prior to admission, and disclose the student's health conditions, if applicable.

## **Social Media, Data Protection and Parental Consent**

The school may use photographs, videos, and digital content of students for educational, communication, and promotional purposes on its official website, social media platforms, and authorised publications. The School will seek consent at the time of admission for the collection and use of such content. The school is committed to handling all personal data responsibly and ensures that student privacy, identity, and dignity are protected at all times.

### **Admission into IBDP:**

#### **1. Age and Grade-Level Eligibility**

- Students must typically be 16–19 years old at the time of entry.
- Applicants should have successfully completed Grade 10 or equivalent, such as:
  - MYP Year 5
  - IGCSE / GCSE
  - CBSE / ICSE Grade 10
  - State Board Secondary Examination
  - Any recognised national or international qualification equivalent to Grade 10.

#### **2. Subject-Specific Criteria**

##### **Prior Academic Performance**

Students should demonstrate a **consistent and responsible approach to learning** in Grade 9 and Grade 10, with evidence of steady effort, engagement, and a willingness to grow academically. While prior academic results are considered, the school recognises that students develop at different paces.

##### **Students opting for HL subjects are expected to demonstrate:**

- Prior achievement in the same subject or a closely related one.
- Strong foundation skills (e.g., Mathematics HL may require high achievement in Grade 10 mathematics).

##### **English Language Proficiency**

The IBDP requires substantial reading, writing, and critical thinking. Applicants must demonstrate proficiency in English through:

- Prior study in an English-medium curriculum, or
- School-based English proficiency assessments

**Additional points IBDP specific:**

IBDP students are informed during the orientation that they will be admitted only to the full Diploma Program (as we do not encourage IB certificate courses).

**Core compulsory components**

The three core requirements of the IBDP are compulsory for the students - Creativity, Activity, Service (CAS), Theory of Knowledge (TOK) and Extended Essay (EE).

**Terms and Conditions**

Parents are requested to read the admission policy as stated above.

The school reserves the right to reject the application for admission, if the information provided

is as stated below

- Application Form has false or inaccurate information
- Any document/grade report card is manipulated
- Conduct/character certificate indicates that applicant's conduct does not align with our school's core values. The school management's decision is final.

**Scholarship Programme****Who Can Apply for the Candiidus International School Scholarship?**

The scholarship program at [Candiidus International School](#) is specifically designed for students entering critical academic years. Eligibility is clearly defined to identify deserving candidates who will benefit most from this opportunity.

**Eligibility Criteria:**

- Grade Levels: Students applying for admission to Grades 9 and 11 at [Candiidus International School](#)
- Nationality: Indian citizens only
- Academic Performance: Minimum of 85% marks in the previous grade (or equivalent for non-standard grading systems, as determined by the CIS board)
- Financial Need: Demonstrated requirement for financial assistance
- Additional Disqualification: Students receiving fee aid from parents' companies are not eligible for the Candiidus International School scholarship

These criteria ensure that scholarships reach students who genuinely need support while maintaining high academic standards.

### **What Makes a Strong Scholarship Application?**

Beyond meeting the basic eligibility requirements, the school evaluates scholarship applications based on multiple dimensions of student potential. The school believes in holistic development, and therefore, the selection process looks beyond just academic grades.

Key Selection Criteria:

- Excellent Academic Record: Consistent high performance in previous academic years
- Extracurricular Achievements: Participation and excellence in sports, arts, music, drama, or other co-curricular activities
- Social Volunteerism: Demonstrated commitment to community service and social causes
- Leadership Qualities: Evidence of leadership roles in school or community settings
- Active School Participation: Engagement in various school activities, clubs, and initiatives

This comprehensive evaluation ensures that the Candiidus International School scholarship benefits well-rounded students who will contribute positively to the school community and maximize the opportunity provided to them.

### **Withdrawal Guidelines**

If a student wishes to withdraw from the school, the following procedures will apply:

#### **Withdrawal of Student**

- Parents must notify the school via the App.

- The deadline for submitting a withdrawal request for the next academic year is January 31st.
- Any withdrawal request submitted before **January 31st** will be processed within three months.
- Notice of withdrawal must be given six months before the end of the academic year, as registration for the upcoming year may close in advance.
- Parents are required to attend an exit interview with the Principal to initiate the withdrawal process.
- The Transfer Certificate form must be completed by the parent and submitted to the admission office.
- The school will issue the Transfer Certificate (TC) only after the student has obtained a 'No Due Certificate' from the Accounts Department, Library, and Labs.
- The Caution Deposit will be refunded at the beginning of the next academic year (June) and not at the time of withdrawal.

### **Withdrawal of Student by the School**

The school may recommend the withdrawal of a student's admission on the following grounds:

- Violation of the school code of conduct, with actions suggested by the Discipline & Grievance Committee.
- 15 consecutive days of unexcused or unauthorized absence.
- Provision of incorrect information by the parents or legal guardians at the time of admission.
- Recommendations received from the Inclusion and Learning Diversity Department.

### **In relation to other policies**

#### **Language Policy**

The school's admissions procedures are closely aligned with its Language Policy, affirming its commitment to multilingualism and linguistic inclusivity. Admission decisions are not influenced by a learner's mother tongue or linguistic background. Where required, the school may recommend appropriate language support interventions to ensure that admitted learners are able to access the curriculum effectively and develop academic language proficiency, while continuing to value and respect their linguistic and cultural identity.

As English is the form of instruction, communication and assessment, hence admission to the Diploma Programme may be denied to a student, if the admission committee believes that a new candidate cannot cope with the requirements of the programme due to a candidate's poor English language level and if the school cannot adequately support these needs.

### **Assessment Policy**

The admissions process reflects the principles outlined in the school's Assessment Policy, which emphasises fairness, transparency, and the use of assessment to inform learning rather than to limit opportunity. Any assessments conducted during admissions are diagnostic and formative in nature, intended to identify a learner's academic profile, learning strengths, and areas for development. These assessments guide placement and instructional planning, ensuring continuity, progression, and appropriate academic support.

### **Inclusive Arrangements Policy**

In accordance with the school's Inclusion Policy, the admissions process is guided by the principle of equitable access and respect for learner diversity. The school is committed to inclusive education and considers applications from learners with diverse learning profiles, including those requiring additional learning support. Admission decisions prioritise the learner's holistic well-being and educational needs, with reasonable accommodations and support structures explored to enable meaningful participation in all aspects of school life.

CIS, enrolls learners with learning difficulties or physical challenges. However, to best support our students, it is critical that honest assessment of special learning needs and our ability to adequately support these needs is determined prior to student acceptance.

### **Review**

The Admissions Policy shall be reviewed periodically to ensure its continued relevance, effectiveness, and alignment with the school's vision, statutory requirements, and evolving educational best practices. The review process will involve consultation with key stakeholders, including school leadership and the admissions committee, and will take into account feedback, data trends, and changes in regulatory guidelines. Any revisions will be formally approved by the governing body and communicated clearly to the school community.

References:

1. <https://yellowslate.com/blog/unlocking-opportunities-scholarship-programs-at-cand-iidus-international-school-hyderabad>