



Admission Policy

2021-22

Kshipra Path, Opp. V.T. Road, Mansarovar, Jaipur 302 020,

Ph: +91-141- 2786401-3, Fax: +91-141-2786404,

Email: iisib2012@yahoo.com / iis@icfia.org , Web: www.icfia.org



Vision

“A Heritage of Vision, A Legacy of Innovation.”

Mission Statement

“The institution aims at uncompromising commitment towards holistic development and groom globally ethical citizens.”

Philosophy

“IIS caters to the global need of today’s youth, aims to engage learners in an active and creative learning journey, build knowledge and skills, promote and sustain high academic principles while retaining the strong value systems and ethics of the motherland and become caring members of global community.”

Pedagogy

“We aim to nurture Caring, Creative, Independent Thinkers who are not only Disciplined but Open Minded as well.”



PURPOSE

This admission policy guides us about the admission process at IIS.

IIS offers admissions to the students in various programs i.e. CBSE (from KG 1 to 12) , Cambridge Primary Program (for classes 1 to 5), Cambridge Lower Secondary Program (for classes 6 to 8), IGCSE (in class 9 for two year program)and IBDP (in class 11 for two year program). Admissions are majorly done at entry level i.e. KG-1 and in other classes it is vacancy based. We follow the state and local government norms and program rules to grant admissions in different programs.

ADMISSION PHILOSOPHY AT IIS-

IIS, Jaipur is inclusive & unbiased on the grounds of race, nationality or national origin, ethnicity, culture, gender, age, religious affiliation, political beliefs, disability or any other personal characteristic as prohibited by law, which is aligned to our Inclusion Policy which aims to enhance the quality of education for diverse learners by providing an appropriate and inclusive education to all students. It aims to develop an inclusive environment that is effective, friendly, welcoming, healthy and protective for all learners. School supports the policy regarding students with learning support requirements and assessments access requirement to an extent for which school has arrangements.

In the present scenario of global competitive world one needs to think critically and analyse the situation, accordingly the school prepares the students to be multi-taskers.



GENERAL ADMISSION INFORMATION:

Admission procedure for the next academic year is conducted during December/ January. However for overseas students special consideration could be allowed.

Interactive sessions with candidates and parents initiate the admission process. Students from Class IX onwards are assessed in key areas of their prior learning in English and Mathematics through written test in CBSE while in the international wing entrance test may be taken, after the interactive sessions. IIS reserves the right to grant admission.

We follow a fixed criteria for admission in all the programs to keep it aligned **(Annexure 1)**.

PROVISION OF LANGUAGE SUPPORT FOR STUDENTS:

Admissions are open for students with different language profiles and as medium of instruction is English, special support is provided if the student's language profile information indicates that he/she needs assistance in English. Extra support is provided from Primary to 8 in order to mainstream him/her by Grade 9. Lessons for extra support are provided from Grades 9 onwards for students requiring support in English. The students who do not have knowledge of our National language i.e. Hindi, special capsules are arranged to make them learn Hindi.

HOSTEL FACILITY:

IIS also provides hostel facility – a home away from home to cater to the needs of outstation students. Hostel admission is from class 6th onwards (only for girls). For hostel admissions, preference is given to the students from other states / countries, that brings in diversity.



ADMISSION PROCESS FOR CBSE WING

For CBSE Wing

Admissions are majorly done at the entry level i.e. KG1 & Grade 1 with a specified criteria available on school website www.icfia.org

For other classes admission is granted only if there is vacancy against transfer case and that also only to the deserving candidates as per the school norms.

As per Government of India under the **Right to Education Act (RTE)** it is mandatory for each private school to provide free education to 25% of students from EWS category from entry level till grade 8 (for which government bears the cost). IIS follows the same in the national board.

RTE

शिक्षा का अधिकार अधिनियम, 2009 की धारा 12(1)(ग)
के अन्तर्गत गैर-सरकारी विद्यालयों में निःशुल्क सीट्स
पर प्रवेश, भौतिक सत्यापन व विद्यालयों की फीस
के पुनर्भरण के लिए दिशा-निर्देश
(सत्र 2021-22 से प्रभावी)



ADMISSION PROCESS FOR INTERNATIONAL WING-

Students from within the school & from outside may seek admission as per the criteria (www.icfia.org) (annexure 1) & vacancy at the following levels:

- Cambridge Primary Programme - Admissions are majorly done at the entry level i.e. CPP1 with a specified criteria (www.icfia.org)
- For other classes admission is granted only if there is vacancy against transfer case and that also only to the deserving candidate (criteria based and those capable of coping up).

SCHOLARSHIPS-

From the session 2021, IIS has a provision of giving scholarships to meritorious students who are seeking admission in IBDP. (see Annexure II)



Admission Process(for both National and International wing) :

1. Admission announcement is shared to all stakeholders through a circular, posters , school website and advertisements.
2. For admission aspirants circular/guide lines are made available on school website www.icfia.org & www.iisjaipur.org
3. Besides this open house counseling sessions are arranged for inhouse interested students and their parents to give them an insight into respective programme/s.
4. To start the admission process of the child, parents are required to fill the admission enquiry form. (Annexure III)
5. Intimation to the parents regarding the interaction date is communicated in due course. (annexure IV)
6. This is followed by 1:1 counseling sessions with the admission counseling team. (either face to face or online) (see Annexure V)
7. Once approved for admission, application forms are provided to the parents. (annexure VI)
8. Original documents will have to be produced at the time of admission for verification.
9. All applications must be accompanied with
 - For entry level candidates only i. to iii. is applicable
 - i. Four passport size photographs
 - ii. Attested copy of birth certificate



- iii. Health Certificate from the family doctor.
- iv. Attested copy of the Mark sheet of last class exam.
- v. School Leaving Certificate.
- vi. Migration Certificate (for the students of other board)
- vii. Character certificate from the Principal of previous school
- viii. Transfer certificate from previous school
(Refer Annexure I)

9. Review / checking of the Admission Form is done by the Admission officer.

10. For eligible students, entrance tests to determine the student's proficiency in Math and English may be conducted. The language proficiency test may be conducted to determine the aptitude and to guide the students for the language options offered in IBDP & IGCSE. School allows the admission of students having diverse language profile having understanding of English as medium of instruction is English.

10. Information of admission status is conveyed to the parent through mailer/ telephonically. Parents of selected parents receives a Congratulatory letter with further procedures.
(annexure VII)

12. Submission of Application Form does not ensure admission to the school.

13. A student is admitted on a provisional basis till all necessary documents are submitted.

14. Fees has to be paid on or before the due date.

15. The fee structure is available on the school website (www.icfia.org), it is subjected to change at the discretion of the school management.

16. After confirmation of admission the student is expected to undergo a complete medical checkup and the report submitted to the school office before the commencement of the school. The report should not be more than 60 days old.



17. In case, any relevant information has been withheld deliberately, the school may review the admission of the student.

18. The decision of the school authorities regarding admission is final and binding.

Subject allotment process in CBSE:

Subject allotment in CBSE in grade 11 is done keeping in view the following-

- The CBSE scheme of studies
- Eligibility list released by the school for various subject combinations as per the school option form for grade 11.
- Options desired by the students

A counseling session for students & parents arranged by the school to guide them on available subjects & assist in deciding the right fit subjects for them.

Subject selection process in IGCSE and IBDP:

1.Orientation /Summer Programme is conducted for the interested students. There is a Bridge Course for newly admitted students with an introduction and concluding session by the Head of the school/DPC and sample classes for all the subjects on offer for students to have an insight of all offered subjects.

2.The students seeking admission in IGCSE/ IBDP also have an interactive session with the University Counselor for guidance on the selection of subjects/level based on their aptitude, interest and future higher education. Subjects offered for this session in IGCSE and IBDP can be seen on subject option form. (available on school website)

3.The subject options are finalized after due approval from University Counselor, Programme Coordinators & Principal and with consent from students and parents. Any change of subject/levels is allowed till August/ September of Year 1.

4.IBDP students are encouraged to opt for full diploma by proper counseling and encouraged for Bilingual diploma too.



Committee Members:

- Dr. Ashok Gupta, Director & Head of School
- Mr. M.L. Agarwal, Academic Advisor
- Ms. Mala Agnihotri, Principal
- Ms. Nidhi Mishra, Vice Principal
- Ms. Mukta Khandelwal, DPC & International Wing – Head
- Ms. Jyotsna Dhamechani, Examination Head (International Wing) & IGCSE Coordinator
- Ms. Sarabjeet Kaur, CPP and CLSP Coordinator
- Ms. Aditi Sharma, Counselor
- Mr. Madhusudan Joshi, University Counselor(outsourced)
- Ms. Rachana Bhargava, Admissions Officer

The admission policy, the infra needs and trainings required for admissions at IIS are reviewed and catered for on annual basis.

Reviewed & updated on December, 2020

Updated : May 2021



BIBLIOGRAPHY AND REFERENCES-

Rules for IB World Schools - International Baccalaureate

[General regulations: Diploma Programme - International ...](https://www.ibo.org/become-an-ib-school)

[https://www.ibo.org › become-an-ib-school › dp...](https://www.ibo.org/become-an-ib-school)

http://cbseaff.nic.in/cbse_aff/attachment/onlineservices/affiliation-Bye-Laws.pdf
[Programme Standards and Practices](#)

[Diploma Programme: From principles into practice](#)

www.cie.org.uk

www.cbse.nic.in

ANNEXURE I- Age Criteria Chart



Age Chart for the Session 2021-22 (as on 31st March, 2021)

Class	Age (in years)	Documents required
KG-I	3 & above but less than 5 years	---
KG-II	4 & above less than 6 years	---
I	5 & above but less than 7 years	<ul style="list-style-type: none"> • Birth Certificate • Aadhaar Card • 04 Passport size photographs • Marksheet for Last Exam 2020-21 & Marksheet Final Exam 2019-20
II	6 & above but less than 8 years	<ul style="list-style-type: none"> • Transfer Certificate • Aadhaar Card • 04 Passport size photographs • Marksheet for Last Exam 2020-21 & Marksheet Final Exam 2019-20
III	7 & above but less than 9 years	
IV	8 & above but less than 10 years	
V	9 & above but less than 11 years	
VI	10 & above but less than 12 years	
VII	11 & above but less than 13 years	
VIII	12 & above but less than 14 years	
IX	13 & above but less than 15 years	
*X	14 & above but less than 16 years	<ul style="list-style-type: none"> • Transfer Certificate • Aadhaar Card • 04 Passport size photographs • Marksheet for Last Exam 2020-21 & Marksheet Final Exam 2019-20 • Reason of shifting with all necessary documents justifying the category in which admission is to be granted (as per SOPs – CBSE) • If coming from CBSE school then copy of IX CBSE registration card
XI	16 & above but less than 18 years	<ul style="list-style-type: none"> • Transfer Certificate • Aadhaar Card • 04 Passport size photographs • Marksheet for Board Exam 2020-21 /Last Exam 2020-21 & Marksheet Final Exam 2019-20 • Reason of shifting with all necessary documents justifying the category in which admission is to be granted (as per SOPs – CBSE)
XII	17 & above but less than 19 years	<ul style="list-style-type: none"> • Transfer Certificate • Aadhaar Card • 04 Passport size photographs • Marksheet for Last Exam 2020-21 & Marksheet Final Exam 2019-20 • Reason of shifting with all necessary documents justifying the category in which admission is to be granted (as per SOPs – CBSE) • If coming from CBSE school then copy of XI CBSE registration card



ANNEXURE II- Scholarship Scheme

Scholarships to meritorious students for admission in IBDP

How to apply-

Students with excellent academic records(i.e 95 % and above) and good co curricular record for past three consecutive years can apply for this.

Record submission-

Students are required to submit past 3 year final marksheets and certificates and evidences of achievements in co curricular areas

Selection criteria

A dedicated team to validate the records and identifying the best two candidates among all applicants with fair and validated system

Sent for approval

Name of students with all records and report on the justification for the selected student from the list of all applicants will be presented to the school management team.

Announcement of scholarship-

After final approval, such students are intimated about the scholarship by school staff through a mailer.

Scholarship benefits-

Students who will be granted scholarship will get 50% off on the tuition fee for first year of IBDP and if consistent high academic growth is sustained in year 1 half yearly and final exam i.e. 95% and above in all subjects then may be given 50% off on tuition fee for IBDP year 2 also.



Communicating this information-

Process for inhouse students from different boards-

1. Examination heads will provide data of such students to the head of the school.
2. Head of the school deposes staff to guide such students and parents about their selection for scholarship.
3. If a parent and student shows any interest in joining IBDP, then they are personally counseled and if taking admission then they are granted with scholarship.

For students coming from other schools-

Scholarship scheme is visible on school website and in admission policy, and parents are also informed during counseling time.



ANNEXURE III- Admission Enquiry Form

INDIA INTERNATIONAL SCHOOL

Kshipra Path, Opp. V.T.Road, Mansarovar, Jaipur-302020

Phone: 0141-2786401, 02, 03. Fax: 0141-2786404

www.icfia.org; E-mail: iis@icfia.org

Enquiry Form No:
(For Office use)

ADMISSION ENQUIRY FORM (2021-22)

Name of the Student : _____

Class Applied for : _____ Gender : _____

Programme Applied for: International / CBSE (*Tick the appropriate*)

Name of Present School & Board: _____

Reason for Leaving the School (Be Specific): _____

Father/Mother/Guardian Name: _____

Occupation : _____ Contact No : _____

Address : _____

Email Id : _____

(Please attach all possible documents)

Signature of Parent

Receptionist

Forward to the Principal for further action.

***Admission Office Representative**

Call for Interaction with Principal on -----at -----

Principal Office Representative

Admission Granted /Not granted / keep on hold / Test required in -----

Date:

Principal

ANNEXURE IV- Letter for Admission Interaction



For class I

Dear Parent,

Your admission application has been shortlisted. You are required to come along with your ward on Date..... SHARP AT a.m. for an interactive session at IIS, Mansarovar campus.

Also bring along the copy of Birth Certificate, Aadhaar Card, 04 Passport size photographs & a copy of the previous marksheet of your ward.

Regards

IIS, Jaipur

For class II to VIII

Dear Parent,

Your admission application has been shortlisted. You are required to come along with your ward on Date.....SHARP ATa.m. for an interactive session at IIS, Mansarovar campus.

Also bring along the copy of Transfer Certificate, Aadhaar Card, 04 Passport size photographs, Marksheet for Last Exam 2020-21 & Marksheet Final Exam 2019-20 of your ward.

Regards

IIS, Jaipur

For class IX

Dear Parent,

Your admission application has been shortlisted. You are required to come along with your ward on _____sharp at _____ for an interactive session at IIS, Mansarovar campus.

Also bring along the copy of Transfer Certificate, Aadhaar Card, 04 Passport size photographs, Marksheet for Last Exam 2020-21 & Marksheet Final Exam 2019-20, Reason of shifting.

Regards

IIS, Jaipur



For class XI

Dear Parent,

Your admission application has been shortlisted. You are required to come along with your ward on Date..... SHARP ATa.m. for an interactive session at IIS, Mansarovar campus.

Also bring along the copy of Transfer Certificate, Aadhaar Card, 04 Passport size photographs, Marksheet for Board Exam 2020-21 /Last Exam 2020-21 & Marksheet Final Exam 2019-20, Reason of shifting.

Regards
IIS, Jaipur

ANEXURE V- Online Admission Process

PANDEMIC ADAPTATIONS-

ONLINE ADMISSION PROCESS

Steps of online admission process-

1. Parents fill the online admission enquiry form for admission
2. On receiving inquiry, parents are contacted through mailer as well as phone call.
3. Parents and student is counselled and guided about the program through prefixed virtual meeting.
4. If a parent does not attend the meeting, ppt is shared with them to guide about the program/board.
5. Then parents and student are given a fixed time for interactive session with admission counselor to know interest and aptitude of child.



6. Parents are asked to submit soft copies of all necessary documents required for admission as stated in admission policy by admin staff.
7. Once all approved, admission counselling team informs head of the school for further approval.
8. Head of the school, if requires virtually connects with student and then grants a provisional admission, if student is found suitable for the program.
9. Parents are then given access to downloadable admission form through school office with a proper serial number ,
10. Parents are required to fill the admission form and send it back to school through mail.
11. Once received, parents are communicated for all other procedures like online fee payment, stationery, transport etc to get their child enrolled in the desired class as per school norms.
12. For class IGCSE year 1 and IBDP year 1 students are also asked to fill the option form for subjects to be taken { for which they have been guided earlier as per their future career choices by university counselor and admission counselor}.
13. Once all done , student gets enrolled in the school and joins the classes.,

Note- for school records parents are asked to fill the hard copy of original admission form in school at their feasible time.

ANNEXURE VI- Application Form



INDIA INTERNATIONAL SCHOOL

A Heritage of Vision • A Legacy of Innovation

Affiliated to Central Board of Secondary Education, Delhi

Kshipra Path, Opp. V.T. Road, Mansarovar, Jaipur 302 020

Ph. 0141-2786401-02-03 • Fax: 0141-2786404

email: iis@icfia.org • Web: www.icfia.org



iis

202 -202

Issued to

on _____ for Class _____ Faculty _____

Session

Registration Number _____

Dated

Receipt Number

Enrolment Number

Whether Single Girl Child : Yes No

Category (Tick any one) : SC ST OBC General Minorities

Whether CWSN*, if yes, please tick any one : VI HI OH MR LV LD ASD MD Any other

E.W.S. : Yes No **Blood Group :** _____

Enclosures

- (1) A copy of the Birth Certificate (only for KG-1, KG-2 & class-1)
- (2) Marksheet of the last qualifying exam.
- (3) A copy of the Aadhar Card.
- (4) Original Transfer Certificate from the previous school and
- (5) Four passport size photographs should be enclosed.
- (6) Proof of Category/ies.

10% of the total numbers of seats in Classes 9-12 are reserved for suitable candidates outside Rajasthan and across the country.

*CWSN-Children With Special Needs

- VI Visual Impairment
- HI Hearing Impairment
- OH Orthopaedically Handicapped
- MR Mental Retardation
- LV Low Vision
- LD Learning Disability
- ASD Autism Spectrum Disorder
- MD Multiple Disability

PHOTOGRAPH WITH DATE

Application for Admission





**SUBMISSION OF REGISTRATION FORM
DOES NOT,
IN ANYWAY, ENSURE ADMISSION
TO IIS**

- This form should be filled in by the parent, if alive, otherwise by the guardian.
- Please read and complete all three pages of this form.

Date of Application	Registration Number
Class Applied for/ Admitted to	Enrolment Number
	Date of Admission
House	Section Allotted

**PERSONAL DATA
STUDENT**

1. Name _____
(First Name) _____ (Surname) _____
Residential Address _____
(In care of) _____ (Number & Street) _____

(City & State) _____ (PIN) _____

2. Gender _____ Aadhar Card No. : _____

3. • Birth Date : _____ (in words)
(DD/MM/YYYY)
• Age (as on 31 March): Year _____ Months _____

4. Place of birth _____

5. Nationality _____

6. Whether Non Resident Indian? _____

7. Mother Tongue _____

8. Religion _____

PARENT/GUARDIAN

9. Father's Name _____
Citizenship _____
Guardian's Name (only if father is not alive) _____
Profession/ Designation, if in Service _____
Nature of Business _____
Employer/Department (Name of the company/firm, if self employed) _____
Office Address _____

Gross annual income before taxes _____ PIN _____
Country in which educated _____ PAN No. _____
Professional or educational qualifications _____
Telephone (O) _____ (R) _____ Mobile _____
Fax _____ Email _____



10. Mother's Name _____
Citizenship _____
Profession/Designation, if in service _____
Employer/Department (Name of the company/firm, if self employed) _____
Office Address _____
_____ PIN _____
Gross Annual income before taxes _____ PAN No. _____
Country in which educated _____
Professional or educational qualifications _____
Telephone (O) _____ (R) _____ Mobile _____
Fax _____ Email _____

11. Permanent Address _____
_____ PIN _____
12. Whether only child of the parents? Yes / No _____

13. Brothers and Sisters (if in IIS, mention enroll no.)

Name	School	Age	Class	Enrolment No.

14. Whether both father and mother alive Yes / No _____
15. Local Guardian's Name & relationship _____
Address _____
_____ PIN _____
Telephone (O) _____ (R) _____ Mobile _____
Fax _____ Email _____

16. Language(s) spoken at home _____
17. Vegetarian/Non vegetarian _____
18. Is School bus required? Yes / No _____ Route No. _____ Pickup Point _____
(Conveyance will be provided only on select routes. Please confirm before filling the form. No official transportation available for The Play House)
19. Name and Telephone Number of Family Doctor _____

RESULT OF LAST CLASS

Name & Address of the last attended school : _____

Board to which school is affiliated _____ Class Last attended : _____

Subject	Maximum Marks	Marks obtained	% of Marks	Remarks



PROSPECTIVE PLANS

Class to which admission is sought

- Optional language (6 to 10) _____
- Additional Subject (9 to 12) _____

Subject combination preferences (for class XI and XII only)

Compulsory _____

Subject Combination Codes (in order of preference)

1. _____
2. _____
3. _____

TRANSFER CERTIFICATE DETAILS

Transfer Certificate No. : _____ Date of Issue : _____

In case, student is from other board, Transfer Certificate should be countersigned by the Competent Authority.

References 1. _____ 2. _____

Tel.: Residence
Mobile

Tel.: Residence
Mobile

DECLARATION

I hereby declare that the above information including Name of the Candidate, Father's/Guardian's Name, Mother's name and date of Birth furnished by me is correct to the best of my knowledge & belief. I shall abide by the rules of the School.

Dated _____
Place _____

Signature of Parent / Guardian
Relation with candidate : _____

SPECIMEN SIGNATURES

Father

Mother

Guardian

Correct entries from the Admission Forms to Admission and Withdrawal Register have been made on page no. _____
on dated _____

Signature :



ANNEXURE VII- Congratulatory Letter

Date: _____

Congratulations!

Your child _____ has been selected for Admission to Class I (CBSE) / CPP-1 Board (CAIE) of this school for the session 2021-22.

You are advised to deposit the fees within 6 working days and all required documents within 15 days, failing which this offer of admission shall be treated as **CANCELLED** and admission fees will be forfeited.

The school timings are from **07.35 a.m. to 01.35 p.m.** throughout the academic session. The date of commencement of the new academic session (2021-22) will be shared with you later on your registered mobile number. For class I, the students should be sent to the school with proper identification tag on the first day so that the child does not face any problem.

Mala Agnihotri
Principal



Date: _____

Congratulations!

Your child _____ has been selected for Admission to Class ___ Board _____ of this school for the session 2021-22.

Admission Procedure to be followed:

- You are advised to deposit the fees within 6 working days and all required documents within 15 days, failing which this offer of admission shall be treated as **CANCELLED** and admission fees will be forfeited.
(fee structure is available at the school reception as well as on the school website)
- **Kindly preserve the fee receipts for your future use (Income Tax / Fee Reimbursements purpose), since no TUITION FEE CERTIFICATE will be provided by us.**
- **Conveyance:** The School arranges for the transportation of its students to and from the school on payment, which is optional. Conveyance Rate List of all pick up points is available on our website: www.icfia.org
- **Uniform and Stationery:** Uniform, text-books and stationery are required to be procured from the School Book Store.
- The school timings are from **07.35 a.m. to 01.35 p.m. / 02:15 p.m. / 03:30 p.m.** throughout the academic session.
- The date for Uniform/Stationery & the date of commencement of the new academic session (2021-22) will be shared with you later on your registered mobile number.

Mala Agnihotri
Principal