



INDIA KIDS SCHOOL UDHAMPUR

ADMISSION POLICY



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IKS VISION

Our vision is to create responsible global citizens who would be empathetic leaders of the 21st century and contribute meaningfully to the world.

IKS MISSION

India Kids School aims at providing students with a well-balanced and holistic education to make them Empowered, Compassionate and International minded learners with a passion for lifelong learning.



Philosophy of Admission policy

IKS Udhampur, has been established to provide education to students from all backgrounds without any distinction based on cast, colour, creed and race. IKS receives and accepts admissions of students from a diverse range of economic, cultural, ethnic and religious backgrounds. IKS looks for students who have the ability and motivation to excel academically and who demonstrate leadership in community service and other co-curricular areas. IKS emphasizes upon the importance of academic excellence and sporting activity while instilling in its students a sense of civic responsibility and the desire, ability and commitment to give back to their communities locally and globally.

ADMISSION REQUIREMENTS

For IB PYP Programme

1. Interaction with the respective programme coordinator/Head of School is mandatory while the final decision is made by the Principal.
2. Transfer Certificate and Progress Card in original are mandatory for consideration to admission.

Students seeking admission to school for the first time (not attended any school before) should fulfil the age criteria as follows –

- Nursery - 3 years old
- Senior KG - 4 years old
- Junior KG - 5 years old

From Grade 1 upwards, the admission is based on the transfer certificate and progress card of the student, from the previous school attended. For Grade 3 upwards, along with the mentioned documents, child finally appears for the grade level test.

Documents required at the time of admission

- Carbon copy of Date of Birth certificate issued by Municipal Corporation
- (ii) Report Card and original TC from previous school attended
- (iii) Carbon copy of Immunization card
- (iv) Carbon copy of child's Aadhar Card (mother or father's Aadhar Card copy if student's Aadhar Card is not available)
- (v) Recent passport size-coloured photographs of: student - 06, mother - 01, father - 01
- (vi) Child's Medical fitness report
- (vii) Child's Category Certificate (if applicable)



Admission Criteria

For admission in Nursery to Senior Class 2	Interaction of the parents with Office Head/ Coordinator of PYP	Interaction of the students with the grade level teachers	Required Document Submission and Verification	Final approval by the Principal
For admission in Class 3 to Class 5	Interaction of the parents with Office Head/ Coordinator of PYP	Student appears for the Grade level test	Required Document Submission and Verification	Final approval by the Principal
For admission in Class 6 to Class 8	Interaction of the parents with the Office Head/Admin	Student appears for the Grade level test	Required Document Submission and Verification	Final approval by the Principal

ADMISSION PROCEDURE

1. Parents seeking admission for their ward(s) are received at the Admissions office.
2. Parents are asked to furnish information in the enquiry form.
3. The Admission officer organizes meeting of the parents with the PYP Coordinator/Admin.
4. The Admission officer takes the parent(s) for a school campus tour and briefs them on salient features and facilities at IKS.

Cancellation of Admission

The school management reserves the right, at their discretion to cancel any student's admission from the school for the following reasons:

- Non-submission of documents for regularizing the admission before the set deadline.
- Unacceptable general behaviour and conduct of the student.
- Absence of student without sanction of leave for more than 15 days during the course of the academic session.
- Non-payment of appropriate fee by the parent as per the school fee regulation and payment schedule.
- Information furnished by the Parent / Guardian in the application form is false (Date of Birth, Personal Data, Result details etc., furnished at the time of admission).



TRANSFER CERTIFICATE (TC) POLICY

A written communication addressed to the principal stating reason for the withdrawal and request for Transfer Certificate, is to be submitted.

Links with the Special Education Needs Policy

Every child is treated and served as an individual at IKS and we ensure the quality of education being imparted with the holistic approach for inclusive education.

Previous medical history from the concerned special needs educator or the therapy specialists is mandatory. Parents are requested to share details of their wards learning styles, learning preferences and learning challenges, if any.

The counsellor, apart from asking for past assessment records, may carry out tests or refer (depending upon the severity of the case) to an external clinical psychologist (licensed counsellor). This is decided and carried out in complete agreement with parents and this is to be done with a view to know the students learning needs/ difficulties better in order to support better.

This is to note that IKS is not equipped to deal with cases with severe learning difficulties/ disabilities and would refer the parents to seek external assistance. Parents are free to seek support and counselling from external sources at any point of time.

The admission is finally approved by the Principal. Parents are informed by email/call of the decision and in case an admission is denied, the parents are informed of the decision and reasons are clearly stated. It is pertinent to mention again that IKS is an all-inclusive school and does not have a selective admission policy.

Links with the IKS Language Policy

IKS respects all languages equally and respects the rights of students to study their mother tongue languages as school supported self-taught languages although the school's language of instruction and language of assessment is English and Hindi. Learning languages helps one become more open minded and internationally minded.



Admission Policy making committee

Admission Policy Steering Committee:

1. Senior Leadership Team

- a) MD – Mr Sunil Sharma
- b) Principal – Ms Darshvinder Kaur

2. Academic Programme Heads and Coordinators

- a) PYP Coordinator – Ms Aakriti

3. Admissions Officer

- a) Ms Ria Abrol

Review of Admission policy

The admission policy of the school will be reviewed on a yearly basis and modifications, if any will be made in the month of April. This is duly informed to all the stakeholders through the school website and emails, if and when required. Inputs, if any, are taken into consideration and incorporated before the final implementation.

Bibliography

- <http://www.sis.edu.in/Pages/Admission%20Policy.aspx>
- <http://neevacademy.org/pdf/Admission%20Policy.pdf>
- <https://ibo.org/programmes/diploma-programme/what-is-the-dp/>
- Admission Policy IISH



School Address : Opp. H.P. Petrol Pump,
Omara Morh, Udhampur (J&K)
Pin Code - 182101
Tel. No.: 01992 - 277292, 8803682429

Form No. : **552**



STUDENT REGISTRATION FORM (To be filled in capitals only)

Academic Session 20 -

Class Enrolled in: Play Group ☐ Nursery ☐ Jr. KG ☐ Sr. KG ☐ Class I ☐ Class II ☐
Class III ☐ Class IV ☐ Class V ☐ Class VI ☐ Class VII ☐



(FIRST NAME)

(MIDDLE NAME)

(SURNAME)

Name of the Child:

Gender: Male ☐ Female ☐

Summer Uniform Size

Date of Birth:
DD MM YY

Parent/Guardian's Name:

Father

Mother

Address:

Pin:

Contact Numbers:

Father

Mother

Any Other

Emergency Contact details

1. Contact Person- _____ Phone No.

2. Contact Person- _____ Phone No.

Field Trip Permission

I do hereby allow my child to attend the field trips planned and arranged by the school and I shall not hold the school authorities responsible for any mishap during the said trip.

Date:

(Parent's/Guardian's Signature)

Verification

I hereby verify that I have read the information included on this form and that to the best of my knowledge the information provided by me is complete and correct.

Date:

(Parent's/Guardian's Signature)

FOR OFFICE USE ONLY

Class Details :

Term:

Admission No.:

Admission Date:

Office Incharge