



## ADMISSIONS POLICY

**Approved By : Sreenidhi Board of Directors**

**Date Updated : January , 2025**

**Review Date : January, 2027**

## TABLE OF CONTENTS

1. SREENIDHI INTERNATIONAL SCHOOL MISSION AND VISION STATEMENT	3
2. ADMISSIONS COMMITTEE @ SREENIDHI	5
3. IB PROGRAMMES @ SREENIDHI	5
4. MEMBERSHIPS WITH INTERNATIONAL ACCREDITATION ASSOCIATIONS:	5
5. CHILD PROTECTION @ SREENIDHI	5
6. ADMISSIONS PROCESS @ SREENIDHI	6
7. CODE OF CONDUCT @ SREENIDHI	7
8. ADMISSION REQUIREMENTS FOR IB DIPLOMA PROGRAMME @ SREENIDHI	8
9. STUDENT SUPPORT @ SREENIDHI:	9
10. INFORMATION TECHNOLOGY @ SREENIDHI	10
11. BOARDING PROGRAMME @ SREENIDHI:	11
12. SCHOOL FEE POLICY @ SREENIDHI:	13
13. TRANSPORT PROCEDURES @ SREENIDHI:	13
14. ADMISSIONS PROCEDURES @ SREENIDHI:	14
15. ADMISSION POLICY @ SNSA	16
16. ADMISSIONS COMMITTEE @ SNSA	16
17. SNSA - CBSE AGE CRITERIA	16
18. ACADEMIC CURRICULUM @ SNSA	17
19. TRANSFER CERTIFICATE (TC)	18
20. TRANSFER CERTIFICATE APPLICATION FORM:	18

# 1. SREENIDHI INTERNATIONAL SCHOOL MISSION AND VISION STATEMENT

## Vision

To create internationally minded, socially responsible global citizens.

## Mission

Sreenidhi International School cultivates an intellectually challenging environment through holistic and impactful learning, fostering innovation, diversity and student voice, choice and ownership of learning to create internationally minded individuals.

## Guiding Statements

- a safe, supportive and legally compliant environment which encourages respect, responsibility, tolerance and compassion.
- a high-quality education that promotes the pursuit of academic excellence, innovation, ethical perspectives and lifelong learning.
- education to be a shared partnership of mutual cooperation amongst all members of the school community.
- an environment of cultural diversity that enhances our school community as well as our understanding of the world.
- a continuum of IB curriculum that is comprehensive to prepare students for the future.
- the ability to demonstrate international-mindedness and attributes of the IB Learner Profile.
- behaviour standards that promote a respectful and responsible school environment.
- an inclusiveness in holistic opportunities dependent on the school resources and availability.
- an understanding of a collective responsibility towards society.
- a commitment to enshrine agency across the community.

## IB Mission Statement:

The IB aims to develop inquiring, knowledgeable, caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



## IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

### INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

### KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

### THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

### COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

### PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

### OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

### CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

### RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

### BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

### REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

## **2. ADMISSIONS COMMITTEE @ SREENIDHI**

The Admissions Committee reviews, revises and approves the Admissions Policy annually, and consists of the Pedagogical Leadership Team and Admissions Manager.

Sreenidhi International School has been established to provide an outstanding education to students from all backgrounds. The School admits students with a diverse range of nationalities as well as economic, cultural, ethnic and religious backgrounds. Successful applicants have the capacity to benefit from the educational programmes provided by the school, and can demonstrate leadership in community service, sports, the arts, and other co-curricular activities.

The School embraces IB philosophy and its inquiry-focused holistic platform across all programmes, striving to provide students with a challenging yet balanced academic foundation. It emphasizes the importance of enquiry, persistence, dedication and reflection to achieving strong academic results, as well as meaningful outcomes in sports, artistic performances and service initiatives. This instills a sense of pride, duty and social responsibility in students who embrace their future as lifelong learners and global citizens, giving back to their communities on local and international levels.

## **3. IB PROGRAMMES @ SREENIDHI**

- International Baccalaureate Primary Years Programme: EY1 - PYP5
- International Baccalaureate Middle Years Programme: MYP1 - MYP 5
- International Baccalaureate Diploma Programme / International Baccalaureate Career-Related Programme: DP/ CP 1 - 2

## **4. MEMBERSHIPS WITH INTERNATIONAL ACCREDITATION ASSOCIATIONS:**

Council of International Schools (CIS)

New England Association of Schools and Colleges (NEASC)

## **5. CHILD PROTECTION @ SREENIDHI**

Every child matters and keeping children safe is the responsibility of everyone at Sreenidhi International School. We recognize that the welfare of children is paramount, and that all children have the right to be protected from all types of harm. The school has developed and received Board approval for its comprehensive **Child Protection Policy** that aligns with all the laws of India, as well as the UN convention on Child Rights. The policy has been shared with all community stakeholders and has been translated into regional languages to promote a better understanding of its implications. Everyone who has contact with our students on campus or school-sponsored events and activities

outside school is bound by the Policy. Parents and guardians must also read the policy and sign the Undertaking Form to verify their agreement with it.

## 6. ADMISSIONS PROCESS @ SREENIDHI

### Age Criteria and Grades:

- a) **EYP1-PYP1:** For the students seeking admission to school for the first time, the age criteria are as follows:
- a. **EYP1:** 3 years old as of on 30th June of the year of entry
  - b. **EYP2:** 4 years old as of on 30th June
  - c. **EYP3:** 5 years old as of on 30th June
  - d. **PYP1:** 6 years old as of on 30th June
  - e. **PYP2-PYP5:** 7 to 10 years old as of on 30th June of the year of entry

Age criteria are applied as above, with evidence required in the form of a birth certificate issued by a competent authority.

From **PYP2 to PYP5**, admission is based on the Transfer Certificate and applicant's Progress Cards from previous school(s). Out-of-age transfer students will be required to meet with the PYP Coordinator to assess the student's social, emotional and physical development in relation to the entry grade-level standards. If joining from another school, a previous teacher's recommendation is required to better understand the applicant's strengths and weaknesses.

- a. **MYP1-MYP5:** 11 to 16 years old as of 30th June of the year of entry
- b. **DP1-DP2:** 16 to 19 years old as of 30th June
- c. **CP1- CP2:** 16 to 19 years old as of 30th June

IBCP is a rigorous two-year pre-university program, which accepts students between the ages of 15 and 19 years and is equivalent to grade 11 and 12 in India. An applicant to IBCP must complete Grade 10 from an ICSE, CBSE, IB MYP, IGCSE, State Board or other recognized national or international curriculum.

The following conditions apply to candidates transferring from other IB schools:

- 1) The student must complete the prerequisite level of subject specialisation for the IBCP program being chosen.
- 2) Certificate of completion of Grade 10 or equivalent must be provided at the time of admission.
- 3) Students must attend a meeting with the counsellor to understand the available course options and their scope, to make an informed choice based on their personal goals.
- 4) Students with scores below standard must undertake a Cognitive Ability Test (CAT)
- 5) Certificates of extra-curricular activity or sports may be provided at the time of admission.

Applicants seeking entry to **MYP4 to CP2/DP2** are required to take entrance tests in English and Math suitable to their prospective grade level. They will also meet with the respective Programme Coordinator to gauge the applicant's demonstration of IB Learner Profile attributes and Approaches to Learning skills. Based on these evaluations, the Head of School may recommend admission of the applicant either:

1. without stipulations or
2. with stipulations as to courses or level to be studied. Admission may also be refused in some cases without stating the reasons why.

Admissions staff will conduct an informal interview with applicants to assess their ability to listen and speak freely on a variety of topics of their choice. After-school sports, clubs and social activities are offered from PYP to DP/CP, with transport available on the Late Bus for school transport students only when the additional fee of Rs.12,000/- per annum has been paid.

### **Required Documentation:**

Original documents must be submitted at the time of application for admission, including:

- two previous years' Progress Cards or official transcript
- birth certificate or citizenship card/passport
- Transfer Certificate and Bonafide certificate
- Medical form fully completed
- IEP or psychological assessment, where applicable

When parents/guardians fail to produce required documents for the application process, Admissions will arrange a meeting with the Head of School who will assess the validity of the reasons for delay in submitting said documents. The HoS may recommend admission of the applicant on a temporary basis pending submission of required documents by a set date, or refuse admission without stating reasons. Should the required documents not be submitted by the set date, the School may withdraw its Offer of Admission and parents will not be entitled to a refund of fees already paid.

### **Disclosure of known factors to be considered during Admissions Process:**

Parents and guardians are required to disclose any identified or suspected learning disabilities, behavioural issues, history of substance abuse or prior disciplinary infractions, and to have reports and IEPs forwarded from the applicant's previous schools for evaluation by the head of student support team.

Providing that parents and guardians disclose the applicant's *mild to low moderate* learning disabilities, and other behavioural concerns, and submit documentation to direct learning support and or intervention, and providing the Head of student support services deems that the applicant is capable of benefiting from the IB education offered at the school and will not disrupt the learning of other students or demand excessive attention from the teacher, the Head of student support services shall recommend to the Head of School that the applicant either:

1. be admitted with continuing learning support,
2. be admitted with counselling and supervision,
3. be admitted upon provision of further psychological testing or updated reports, or
4. not be admitted, with stating reasons.

## **7. CODE OF CONDUCT @ SREENIDHI**

The Sreenidhi Code of Conduct is based on the IB Learner Profile attributes, with reasonable expectations of courtesy, self-discipline and respect for others. It ensures every member of our school community participates in a safe, non-threatening, fulfilling and supportive learning environment, where no member is allowed to curtail another's

right to learn and develop. To uphold these values, the school has initiated transparent color-coded behavioral reports to monitor student behavior, followed by more detailed behavioral contracts for students and parents should these daily reports fail to result in positive student behavior. Parents are required to read the Sreenidhi Code of Conduct for a detailed account of disciplinary procedures.

## **8. ADMISSION REQUIREMENTS FOR IB DIPLOMA PROGRAMME @ SREENIDHI**

Applicants seeking entry to the IBDP from Sreenidhi or another IB MYP School are required to:

- earn the MYP Certificate
- achieve a total score of no less than 35 for their 8 subjects
- achieve a final grade of no less than 4 in English, Math, Science and the Personal Project
- achieve an MYP final grade of no less than 6 in Standard Math or 5 in Extended Math if they wish to study either of the IBDP Math subjects at Higher Level (HL)
- achieve an MYP final grade of 6 in Integrated Sciences or Physics if they wish to study IBDP Physics or Computer Science at Higher Level (HL)
- achieve an MYP final grade of no less than 5 in Standard Math or 4 in Extended Math if they wish to study IBDP Math Analysis and Applications at Standard Level (SL)
- achieve an MYP final grade of 5 in Integrated Sciences, Chemistry or Biology if they wish to study IBDP Chemistry or Biology respectively at Higher Level (HL)
- have completed all their MYP Service as Action requirements.

*\* Scholarship is offered on merit to the top 3 Sreenidhi MYP 5 students for admission in the IBDP*

Applicants seeking entry to the IBDP from another international curriculum are required to:

- earn the qualifying final Certificate for their equivalent course of study for Grades 9 and 10
- achieve a total score of no less than 62.5% of total marks awarded in 8 subjects
- achieve a final grade of no less than 70% in English, Math, Science and one other subject
- achieve a final grade of no less than 85% in Math if they wish to study either of the IBDP Math subjects at Higher Level (HL)
- achieve a final grade of no less than 85% in any discrete Science if they wish to study that IBDP discrete science at Higher Level (HL)
- have completed any Service requirements

Applicants seeking entry to the IBDP from a foreign national system of education are required to:

- submit an equivalency certificate obtained from Association of Indian Universities to certify the results of the foreign national curriculum Grade 10 Certificate
- pass certificate in accordance with requirements of the Board at an equivalent examination taken at one and the same sitting

Applicants who do not meet admission requirements for entry to the IBDP may qualify for entry to the IB Course Credits (IBCC), providing they:

- receive a qualifying score on the English and Math Entrance Test for DP
- submit a confidential recommendation from their previous school that outlines the applicant's academic and social development over two previous years

- commit to taking a programme of studies that meets US Grade 12 graduation requirements

**All IBDP external applicants must:**

- \* submit a confidential recommendation from the external applicant's previous school, reporting on the applicant's academic and social development over the two previous years
- \* write the IBDP English and Math Entrance Test and achieve a qualifying score for entry to IBDP, the results of which will also be used to determine entry to DP Math at HL or Physics at HL
- \* attend an interview with the IBDP/CP Coordinators or his designate to demonstrate levels of motivation, maturity, commitment, and development of IB Learner Profile attributes and Approaches to Learning skills
- \* *ensure NO Change of Name or spelling or Date of Birth is submitted, as the applicant's personal details remain the same as recorded on the Grade 10 Board Exam Certificate.*

**Students accepted into the CP Programme are requested to indicate their subject preferences while filling the admission form.**

The student must choose two to three DP courses with minimum one HL and one SL being offered at SIS:

- English
- Maths
- ESS
- Business Management

Students must note that the IBCP Program consists of the following:

- 3 modules of Career Related Studies (Entrepreneurship/ Sustainability)
- DP subjects – a minimum of one Higher level (HL) subject comprising 240 hours and one Standard level (SL) subject comprising 150 hours must be opted.
- Compulsory Core Components comprising of:
  - Personal and Professional Skills
  - Reflective Project
  - Community Engagement
  - Language and Cultural Studies

## **9. STUDENT SUPPORT @ SREENIDHI:**

At Sreenidhi, every student is considered to be a unique learner. Our Faculty endeavours to ensure the quality of education through delivery of differentiated instruction, moderated curricular assignments and assessments, and a holistic approach to educate the whole child through inclusive education.

To ensure students are supported as appropriate for their learning challenges, our Student Support team includes the head of student support services, social and emotional Counsellors, University and Career Counsellor, learning support teachers, and English support/EAL teachers.

- The head of student support services will interview the applicant after reviewing documentation submitted by the applicant's previous school, including psychological assessments, IEPs, therapy treatments, and confidential counsellor reports.
- A medical history must be completed in full identifying diagnoses, programs, treatments, therapies and any other matters that apply to the applicant's learning support needs.
- After consideration of all factors, including current and probable future prognosis of applicant's learning challenges and behavioural concerns, the head of student support services will recommend to the Head of School whether the school can support the applicant's learning challenges and behavioural concerns.
- The Head of School may seek further assessment or advice from the Programme Coordinator or accept the recommendation of the head of student support services to either
  1. admit the applicant with continuing learning support, counselling and supervision,
  2. defer admission until further psychological testing and updated reports are submitted, or
  3. not admit the applicant, without stating reasons.
- The School is not able to meet challenges for applicants who present with:
  - Moderate to severe or profound cognitive or developmental disabilities
  - Physical challenges that cannot be managed safely on the school campus or its buildings
  - Moderate to severe emotional, behavioral, substance abuse or psychiatric disorders, or neurological or physical conditions that consistently disrupt the learning of other students or require excessive attention by the teacher
- In case of suspected learning challenges identified during the application process, assessment of the applicant may be conducted by:
  - Sreenidhi's student support team
  - an external educational psychologist
  - appropriate medical or health professionals
- Parents are responsible for any additional payment required to provide individual tutorial support, testing or support services from external agencies, and internal support that goes above the norm.

## **10. INFORMATION TECHNOLOGY @ SREENIDHI**

At Sreenidhi International School, we continuously strive to provide the best tools and environment to support your child's learning journey. With this goal in mind, we are excited to announce our transition to Apple devices as part of our commitment to excellence in education.

## What's Changing?

Starting from the 2024-2025 academic year:

- Grades 3 to 5: Students will utilize iPads (WiFi models only).
- Grades 6 and above: Students may choose between iPads (WiFi models only) or MacBooks.

This shift is designed to foster a dynamic and innovative learning experience, leveraging the seamless integration, creativity, and collaboration that Apple devices provide. The iPad enhances learning through interactive apps and creative tools, while the MacBook supports more advanced tasks, encouraging critical thinking and skill development.

### Device Management and Digital Literacy

Students are expected to adhere to the school's digital literacy and security policies to ensure safe and responsible use of their devices, both on and off campus. Platforms such as ManageBac and Google Classroom will continue to facilitate assignments, assessments, and progress tracking.

### Device Procurement and Support

To support families in this transition, we have partnered with an Apple Education partner to provide convenient procurement options, exclusive benefits, and direct device support. A kiosk will be set up on campus to assist parents in choosing and acquiring devices. Details about dates and timings will be shared soon.

Devices purchased through the school-recommended partner will include streamlined services such as device management, repair facilitation, and app deployment.

For devices acquired independently, parents will need to enable school-required features through a management license. Once the device is procured, please notify us at [edtech@sis.edu.in](mailto:edtech@sis.edu.in) for configuration.

For detailed specifications of iPads and MacBooks, please refer to the respective links shared by the school.

Should you have any questions or need further assistance, feel free to reach out to [edtech@sis.edu.in](mailto:edtech@sis.edu.in) or [itadmin@sis.edu.in](mailto:itadmin@sis.edu.in).

## 11. BOARDING PROGRAMME @ SREENIDHI:

Sreenidhi provides 5-Day and 7-Day Boarding Programs, which start from PYP 5. Day students who choose to convert from Day Scholar to either 5-Day or 7-Day Boarding should do so at the beginning of the academic year. If a change is required during the school year, it will be considered after assessing the student's social and emotional readiness for the boarding experience and subject to availability. Parents must email the Head of School to request the change. Parents are required to pay the boarding fee for the full year or full second term, depending on when the change is made.

Parents and guardians are required to sign the **Boarder's Undertaking** after reading through the **Boarding Policy and Manual** before admission to boarding is given.

**Personal Expenses Account:** The Personal Expenses Account is a mandatory requirement for all the boarders to cover their personal items and provide a weekly pocket allowance to use for weekend outings, birthday celebrations or other events. Parents are required to maintain a balance of Rs 20,000 in their student boarder's account at the beginning of each quarter (July, October, January, March).

Parents and guardians are required to ensure their boarder does not bring additional cash to school. Students found with cash for which they cannot account for, or those who are known to have spent more than the weekly pocket allowance on weekend outings, will face disciplinary action.

**Weekend Outings:** These are organized at least twice a month on Saturday afternoons for 7-day boarders. Students are escorted by the Dorm parent and travel by school transport. Students must limit their spending for the outing to the amount provided for the weekly pocket allowance.

**After-Class Activities Programs:** All Boarders are required to join Sreenidhi's Sports Program or co-curricular activities from 3:00 to 4:30pm each day. Boarders also must participate in additional activities, geared to their interests, from 4:30pm to 6:45pm on Mondays to Thursdays.

**Evening Prep and Study:** All Boarders are required to attend Evening Prep and Study in the Dorm from Sunday to Thursday. For MYP1 to MYP3 boarders, this is supervised in the Common Room from 7:30 to 9:00pm. MYP4 and MYP5 boarders are expected to study in their rooms from 7:30 to 9:30pm, with occasional room checks by the Dorm Parent. DP boarders are expected to study in their rooms from 7:30 to 10:00pm or until all assignments are completed. Boarders who are found not to be completing assignments or studying in their room during Evening Prep and Study will be required to join supervised study.

#### **Nutrition:**

Boarders are **not allowed** to bring food or drink from home. Boarders' safety, nutrition, health and well-being is ensured through serving of nutritious meals and snacks that are designed by the school nutritionist to provide a proper balance of vitamins, proteins, carbohydrates and fats to meet daily recommended requirements. Due to the high number of students with allergies, special dietary foods are served in a separate area of the dining hall to avoid food contamination that could lead to an allergic reaction in some students. Fresh water is available across the campus.

Students (non-residential students) with special dietary needs will be charged Nutrition fee according to school fee structure. No additional fees will be imposed. No student is allowed to bring food from home, But very rare exceptions can be made for those with special medical conditions upon recommendation of a doctor following careful evaluation and for limited duration, such cases still have to pay Nutrition Fee as only selected items will be allowed from home and rest from the regular menu will be served.

**Travel and Leave:** For 5-day boarders, bus transport routes are provided on Monday morning and Friday at 3.00 pm to transport them to and from home. Special transport can be arranged from or to the airport, train or bus station for boarders to arrive at the Dorm no later than 7:00 pm on Sunday, and depart no earlier than 3pm on Friday. No bus transport is provided during the week should parents request that a boarder return home for any reason. In such instances, parents must provide transport.

**Weekend Visitation with 7-day boarders:** Once the boarder has settled into the Dorm, parents are welcome to visit on Sunday afternoons when boarders have free time. Should a boarder be invited to visit the home of a friend or relative, parental consent must be given at least one day in advance to be verified by the Dorm parent. A **Gate Pass** is required for the boarder to leave the campus.

## **12. SCHOOL FEE POLICY @ SREENIDHI:**

### **FEE POLICY:**

School Policy states that Tuition and School Fees will not be refunded. At the time of admission, parents and guardians pay Tuition and School Fees after signing the Undertaking for Admission, which clearly specifies that refunds are not possible.

#### **a) Refundable Caution Deposit:**

Upon admission to Sreenidhi, the Caution Deposit of Rs.20,000/- for Day Scholars or Rs.50,000/- for boarders is payable on top of the School Fees. Upon graduation, withdrawal or transfer of the student, the Caution Deposit will be refunded within 90 working days, remitted into the bank account of the parent or guardian. Management reserves the right to make adjustments for outstanding fees or other amounts payable to the school before refunding the balance of the Caution Deposit.

#### **b) Tuition and School Fees:**

Tuition and School Fees, which cover uniform, backpack, stationery, library and digital platforms, classroom teaching resources, food and water, field trip transport within Hyderabad, and Transport as an optional fee, are payable in 3 instalments:

1<sup>st</sup> Instalment\* due by 15th March of the preceding academic year or upon enrolment

2<sup>nd</sup> Instalment\* due by 15<sup>th</sup> September of the academic year

3<sup>rd</sup> instalment\* due by 15th December of the academic year

\*A late fee will be charged for non-payment of any instalment by the due date at the following rates:

Rs.1,000/- will be charged for payments received within 15 days after the due date deadline

Rs.2,500/- will be charged for payments received within 30 days after the due date deadline

Rs.4,000/- will be charged for payments received within 45 days after the due date deadline

For payments received more than 45 days after the due date, an additional Rs.100 per day Late Fee will be charged in addition to the above Late Fees.

## **13. TRANSPORT PROCEDURES @ SREENIDHI:**

Before admission is confirmed, applicants who would like to avail school transport will be informed of pick-up and drop-off points for their current address. School bus routes are planned to ensure students arrive at school no later than 8:00 am each day, and leave school at 3:00 pm.

### **Pick-up, drop-off points, procedures and changes**

Every effort is made to provide door-to-door pick-up and drop-off for students from EYP1 to PYP3, given safety concerns, time restraints and the number of students to be accommodated. Common pick-up and drop-off points are provided for students from PYP4

to DP2/CP, taking into consideration the distance from a student's residence. Central pick-up and drop-off points may be changed at the discretion of the management to ensure the safe, smooth and timely operation of all school bus routes.

Students are required to be at their designated pick-up point five minutes prior to pick-up time. The bus will wait only two minutes beyond the designated time if the child is not at the pick-up point. EYP to PYP3 students must be collected by a parent, guardian or carer at the designated drop-off time, after showing their Authorized card. If no designated adult is available at drop-off time, the bus will bring the child back to school and parents will be required to collect the student. If the bus is running late, parents will be informed of this through a text message, giving an approximate time for arrival.

If a student wants to change their homeward route for a day to be delivered to another area, the parent must email the school and transport team one day in advance. The student will be dropped at the common point nearest to the changed location, irrespective of their grade.

A change of address must be emailed at least one week before moving to ensure smooth operation of the buses. Once bus routes are finalised on 31<sup>st</sup> July, a student will be picked up and dropped off from the nearest point on the changed route provided there is a vacancy available. When a vacancy is not available on the bus route, the student will be picked up and dropped off from the nearest common point on the nearest bus route that has a vacancy.

The annual transport fee is charged for the full year even if the student opts out of school transport. An additional fee is payable for students from PYP to DP/CP to avail of the Late Bus that provides daily transport at 4:30pm for students attending after-school activities. Students may also avail of Late Bus transport on Saturdays to participate in KMRF community service events, Sreenidhi Sports team tournaments, House League matches, or other school-sponsored events.

Transport will be provided for 5-Day and 7-Day boarders for pick-up and drop-off for airport, bus or train transfers, or to their home residence on Monday mornings and Fridays at 3pm. Boarders are not allowed to take school transport during the week, even with prior notification by parents. Should parents wish to have the boarder return home for an appointment, celebration or event during the week, they are required to provide transport.

## **14. ADMISSIONS PROCEDURES @ SREENIDHI:**

### **Upon Arrival:**

- Parents and guardians seeking admission for their child will first meet with an admissions counselor in the Reception area to discuss expectations and explain any circumstances to be considered.
- Parents will complete the enquiry sheet and pay Rs 2250/- for the Registration Fee.
- An Admissions counsellor or Student Council Ambassador, when available, will take the parents and applicant on a tour of the campus, explaining "A Day in the Life of a Sreenidhi Student" while answering questions about the IB education and the learning that takes place at Sreenidhi.
- Upon returning to Reception, parents will meet with any academic or sports faculty to assess the applicant and address any queries.

- An Admission Pack, to be issued to parents, will include • Admissions form • Health form • Parent Consent form • Undertaking form
- Applicant seeking entry to MYP4 to DP2/CP will write the English and Math Entrance Test (2 hours)
- Parents and guardians will be encouraged to complete the forms to the best of their ability.

### **DOCUMENTS required at the time of Admission:**

- Two passport size photographs
- Birth Certificate \*if not in English, a notarized copy of translated Birth Certificate to be submitted.
- Two years of Academic records (Applicable for applicants seeking entry to PYP2 onwards)
- Original Transfer Certificate
- Bonafide Certificate / Conduct Certificate
- Photographs and photo ID proof of parent identities and nationalities (self-attested)
- For Foreign Nationals: In addition to above documents, a self-attested copy of passport for both parents and child to be submitted.

***Note: Where copies are furnished, originals should be submitted for verification and return.***

### **Cancellation of Admission:**

The management reserves the right, at its discretion, to de-register a student from the school due to:

- Non-submission of documents for regularizing the admission before the agreed-upon deadline
- Unacceptable behaviour or conduct of the student which was not disclosed at the time of application
- Absence of student without sanction of leave for more than 30 days during the academic session
- Nonpayment of Fees by the parent as per the School Fee regulation and payment schedule
- Information furnished by the parent/guardian in the Application Form which later proves to be false (Date of Birth, Personal Data, Result Card details, Learning Challenges, Behavioural issues etc.)

## 15. ADMISSION POLICY @ SNSA

### Vision

To be a high-performance sports school producing the next generation of Olympians and top athletes.

### Mission

We integrate best practices in sports and academics to produce well-rounded athletes. Students are challenged every day to train and perform at professional levels of sporting excellence, whilst ensuring that academic progress is integrated seamlessly to complement social, emotional, and physical development.

## 16. ADMISSIONS COMMITTEE @ SNSA

The admissions committee consists of the CEO, Principal, Sports Director, and Head of Admission.

Sreenidhi Sports Academy was established to provide outstanding education and sports training for students from all backgrounds. The academy admits students with a diverse range of nationalities as well as economic, cultural, ethnic, and religious backgrounds. Successful applicants have the capacity to benefit from the education and programmes provided by the academy and can demonstrate leadership in community service, sports, the arts, and other co-curricular activities. The School emphasizes the importance of inquiry, persistence, dedication, and reflection to achieve strong academic and sports results, as well as meaningful outcomes in sports and academics.

## 17. SNSA - CBSE AGE CRITERIA

Admission is open to students from Class 3 to 11.

Age criteria as of March 31st of the academic year will be applicable for each grade as follows:

Class 3: 8-10 years

Class 4: 9-11 years

Class 5: 9-11 years

Class 6: 10-12 years

Class 7: 11-13 years

Class 8: 12-14 years

Class 9: 13-15 years

Class 10: 14-16 years

Class 11: 15-17 years

Class 12: 16-18 years

**Note:** Age criteria are applied and evidence is required in the form of a birth certificate issued by a competent authority.

Admission is based on the Transfer Certificate and the applicant's Progress Cards from previous school(s).

Applicants seeking entry to classes 6 to 8 are required to take entrance tests in English and Maths suitable to their prospective class level while applicants seeking entry to

classes 9 to 11 are required to take entrance tests in English and respective subjects. Based on these evaluations, the Principal may recommend admission of the applicant either 1) without stipulations or 2) with stipulations as to courses or levels to be studied. Admissions staff will conduct an informal interview with applicants to assess their ability to listen and speak in English on a variety of topics.

## **SPORTS TRIAL**

The Sports Director and coaches of the applied sports will organise a trial for the student-athlete to know the proficiency level. Based on the trial results, the sports director will suggest the Beginner, Intermediate and Elite level of the student to be considered. The selected sports can only be changed on the request of the child and parent during the first 3 months, however the decision lies with the academy in the best interest of the student.

**SCHOLARSHIP:** Students with exceptional sports proficiency are eligible for the sports scholarship offered by the school management. The scholarship eligibility will be assessed and decided by the Sports Director, and the management team.

## **18. ACADEMIC CURRICULUM @ SNSA**

Sreenidhi Sports Academy's academic curriculum enables students to excel in both sports and academics. The broad and balanced educational programme enables students to be knowledgeable and resilient while bridging academics and elite sports. We deliver the NIOS & CBSE curricula framework which enables elite athletes to develop academic skills and complement the sports growth. The curriculum framework has great flexibility that suits elite athlete students. Students can also take the advantages of the high school diploma offered by Sreenidhi.

### **CENTRAL BOARD OF SECONDARY EDUCATION (CBSE)**

CBSE is an Indian education board and it has reputation and recognition worldwide. It offers Certificates to Grades 10 and 12 after successfully passing the external board exams and internal school assessments.

CBSE provides maximum flexibility to students to select the subjects as per NEP-2020.

### **THE NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)**

NIOS has the authority of the Indian Govt to examine and certify learners for Academic, Technical or Vocational courses.

The Secondary Course of NIOS is equivalent to the 10th standard. Senior Secondary Certification is equivalent to 12th standard.

AIU(Association of Indian Universities) issued the Equivalence of Senior Secondary Certificate Examination of NIOS.

PI Note: The NIOS 10th and 12th certificates are equivalent to certificates issued by other national and international boards for grades 10 and 12.

## 19. TRANSFER CERTIFICATE (TC)

- If the parent or guardian chooses to withdraw the student at any point during the academic year, as per school rules, School Fees must be paid for the entire year, irrespective of the date of withdrawal.
- A parent or guardian is required to submit an email to the Head of School, stating the reason for the withdrawal and requesting that a Transfer Certificate be issued.
- IBDP is a two-year programme of study requiring commitment to pay School Fees for two-years. Upon request, a TC will be processed on payment of Tuition Fees for the two-year programme.

## 20. TRANSFER CERTIFICATE APPLICATION FORM:

Date: \_\_\_\_\_

To: The Head of School, Sreenidhi International School:

I, parent/guardian of \_\_\_\_\_, studying in grade/class \_\_\_\_\_,

request withdrawal of my student from your esteemed institution for the reasons stated

below. My student will discontinue attending school from

\_\_\_\_\_. Hence, I request to kindly process my

student's Transfer Certificate (TC), and I will take the responsibility of settling all

outstanding fees due to the school, as per school policy.

Reason for Withdrawal: \_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

Bank details:

Name & Branch:

A/c No:

IFSC Code:

Signature of Parent/Guardian: \_\_\_\_\_

**For Office us:** Received by: \_\_\_\_\_ Date: \_\_\_\_\_