SYMBIOSIS INTERNATIONAL SCHOOL

Pune, India

॥ वसुधैव कुटुम्बकम्॥ — The World is One Family

ADMISSION POLICY

Opening Doors to Learning, Growth and Global Citizenship across the Early Years, PYP, MYP, Cambridge IGCSE and IB Diploma Programme

POLICY DOCUMENT AT A GLANCE

Particulars	Details
Name of the Policy	Admission Policy
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Date of Approval	14/07/2026
Effective From	03/08/2026
Review Cycle	Annual
Next Review Due	July 2027
Version	2.0
Previous Review Date	15/07/2025
Policy Owner	Director, Ms Shalini Singh Hamilton

Applicable for **IB PYP, MYP, DP & CAMBRIDGE IGCSE**

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Philosophy

Symbiosis International School believes that education is a transformative journey that nurtures learners to become responsible global citizens, lifelong learners, and architects of a sustainable future. The school is committed to providing a high-quality, holistic, and enriching educational experience that enables every learner to develop their academic potential, individual talents, skills, and personal strengths.

The philosophy of admissions is founded on the principles of inclusion, equity, diversity, and respect for individual differences**.** The school welcomes learners from diverse backgrounds, cultures, experiences, and with a range of talents, abilities, and learning needs. We believe that a diverse school community enriches learning by fostering empathy, collaboration, intercultural understanding, and appreciation of different perspectives.

The admissions process seeks to establish a mutually supportive partnership between the learner, family, and school, ensuring that prospective students are able to engage meaningfully with the educational programmes, values, expectations, and learning environment of Symbiosis International School. Admission decisions are guided by the school's capacity to provide an appropriate and supportive educational environment while considering the individual profile and needs of each learner.

Through an open, transparent, and inclusive admissions process, the school strives to build a community of learners who embrace the ethos of Symbiosis International School, contribute positively to the school community, and are empowered to thrive academically, socially, emotionally, and personally**.**

IB Mission Statement

The International Baccalaureate® aims to develop inquiring, knowledgeable and 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.

SIS Mission Statement

Symbiosis International School, a cradle of leadership, aspires to create responsible global citizens deeply rooted in the philosophy of Vasudhaiva Kutumbakam, instilled with a spirit of international mindedness. Our academically rigorous curriculum is an essential catalyst that fosters a desire for lifelong learning. We aim to nurture adept netizens and promote inclusivity and unwavering integrity. Our endeavour is to equip our students with the requisite skills and competences that will cultivate an ethic of service and enable them to be the architects of a sustainable world.

SIS Vision Statement

Promoting International Understanding through Quality Education.

Scope of the policy

This Admission Policy applies to all students seeking admission to Symbiosis International School (SIS), Pune, across Early Years (EY), PYP, MYP, Cambridge IGCSE and Diploma Programme (DP), as applicable.

The policy covers:

- New, transfer, higher-grade and re-entry admissions, wherever applicable.
- Eligibility, age criteria, documentation, interactions and grade placement.
- Students joining from different schools, curricula, boards, states, countries and linguistic backgrounds.
- Identification of diverse learning needs and consideration of reasonable adjustments, accommodations, differentiated learning and additional support through the Inclusive Education Department (IED).
- Review of relevant academic, professional and learning-support documentation, where applicable.
- Collaboration among the Admissions Team, School Leadership, Programme Coordinators, IED, Counsellors, teachers and parents/guardians.
- Final admission decisions based on eligibility, student readiness, programme requirements, availability of places, safeguarding and the school's capacity to provide appropriate support.

The policy ensures that admissions are conducted in a fair, transparent, consistent, inclusive and non-discriminatory manner, in alignment with the school's mission, values, applicable regulations, IB requirements and programme-specific requirements.

Admission Guidelines

- **Sibling/s (Only Blood Relations):** Priority / preference will be given to the candidate, provided a seat is vacant in the desired grade.
- **Foreign Nationals:** Foreign nationals need to submit relevant document/s as per Govt. of India rules and regulations and avail an appropriate VISA / Resident permit, if applicable.
- **Registration Process:** The registration process needs to be done (by paying the registration fees) before the assessment of the candidate. An incomplete registration form will not be accepted. Please note – registration does not guarantee or confirm the admission.
- **Age Criteria:** As per government directives.
- **Assessment:** Age-appropriate Achievement / Diagnostic Tests are administered to identify the basic skills of a candidate in Language / Math / Science.
- **Special Education Needs:** Candidates with special education needs, abilities and challenges will be evaluated on a case-to-case basis as per the SEN Policy and IB Standards and Practices.
- **Admission Confirmation:** The admission is confirmed via mail after all the formalities have been completed.

  Please note – in case of absence or non-communication from the parents without reason, the school has the authority to release the seat to the next candidate.
- **Cancellation / Withdrawal of Admission:** In case of cancellation / withdrawal of admission, the security deposit will be refunded after deducting the penalties and fines, if any.
- **Late Fee Charges:** A late fee of ₹100 INR per day will be applicable if school fees and any other dues are not paid as per the schedule informed from time to time.

Academic Year Cycle

Semester 1	Semester 2
EYP1 [Nursery] to MYP 3 [8th] – August to December	EYP1 [KG1] to MYP 3 [8th] – January to May
IG1 [9th] to DP2 [12th] – July to December	IG1 [9th] to DP2 [12th] – January to May

School Timings

Programme	Timings
EY	8:00 am to 12:30 pm
PYP	8:00 am to 3:00 pm
MYP	8:00 am to 3:00 pm
IG	8:00 am to 3:00 pm
DP	8:00 am to 3:00 pm
IED	8:00 am to 12:30 pm

Admissions Schedule for New Academic Year

Programme	Grade	Registration schedule
Early Years Program; IGCSE Program	EYP-1 (Nursery); IGCSE-1 (Grade 9)	1st Monday of November
Diploma Program	IBDP-1 (Grade 11)	1st Monday of April
Early Years Program / Primary Years Program / Middle Years Program / Cambridge – IGCSE	Any grade other than EYP-1 & IGCSE-1	1st Monday of April, subject to availability of seats

Note: Mid-term admissions are also available, subject to seat availability. Please contact the admissions office.

Whole School Admission Process (EY, PYP, MYP, IGCSE, IBDP)

Step 1 Application should be made by filling in the online enquiry form available on the website. (www.symbiosisinternationalschool.net)

Step 2 The parent will get a mail informing them of the status of vacancy and payment of registration fees.

Step 3 On the payment of registration fees (one-time, non-refundable), the school will mail the Admission Form link.

Step 4 School tour- The school tour provides prospective students and parents with an opportunity to experience the learning environment, understand the school's values and educational philosophy, and ask questions about academic programmes, student life and support services.

Step 5 An interaction of Parent/ Guardian is scheduled with Programme Coordinator, Director to discuss the learners educational background, strengths, areas for development and learning needs.

Step 6 The admission is confirmed after the payment of fees and submission of required documents.

Step 7 Payment of full amount:

a) Admission Confirmation fees (one-time, non-refundable)

b) Security deposit (one-time – refundable on withdrawal of admission)

c) Tuition fees (1st Instalment)

Step 8 Submission of required documents (self-attested):

- Photocopies of all mandatory documents to be submitted at the school office in person, and original documents to be shown for verification.
- School Leaving Certificate / Transfer Certificate to be submitted in originals.

Step 9 Student and Parent Orientation: Once admission is confirmed, students and parents participate in an orientation programme at the beginning of the academic year. The School Director, Programme Coordinators and facilitator brief the parents on the philosophy, structure, expectations, academic requirements and functioning of the respective Programme. This orientation supports a smooth transition into the school and ensures that both students and parents have a clear understanding of the programme.

Our Admission Coordinator is in constant touch via phone and mail to guide you through the admission process.

Eligibility Requirements

Age Criteria for Admission

Age criteria will be as per the government directives.

Documentation Required

A. In case of Resident Indian students

1. Birth Certificate (photocopy)
2. Aadhar card of the student (photocopy)
3. PAN card of the parent (photocopy)
4. Current school transcripts (photocopy)
5. Bonafide Certificate from present school (original)
6. School Leaving Certificate / Transfer Certificate (original)
7. Health Card / Medical certificate / Fitness certificate
8. Passport-size photograph of the student – 2 copies
9. Current address proof (photocopy)

B. In case of Foreign Nationals

1. Valid passport of the student and parents (photocopy)
2. Valid visa documents of the student and parents (photocopy)
3. Introduction letter from the company (original), if applicable
4. Passport-size photograph of the student – 3 copies
5. Health Card / Medical certificate from a general physician (original)
6. Current school transcripts (photocopy)
7. Letter of recommendation from the Principal / Facilitator of the current school
8. School Leaving Certificate / Transfer Certificate (original)
9. Students of Indian origin need to submit a copy of their OCI or PIO card (photocopy)
10. FRO Document (photocopy)
11. Current address proof (photocopy)

Documents in any language other than English need to be counter-signed by the embassy / ministry or by the competent authority of the Indian Diplomatic Mission.

Programme Specific Admission Process

Admission Process- Middle Years Programme (MYP)

Age Criteria for Admission

Students entering Grade 6 should, ideally, start at the age of 11.

Language Considerations

As the MYP involves learning across multiple subject groups, learners should have sufficient language proficiency to access the curriculum, or the school should be able to provide appropriate language support.

The school will consider:

- The learner's current language proficiency.
- Previous language-learning experience.
- The language of instruction in the learner's previous school.
- Available language support within the school.

Transition into the MYP

Learners admitted to the MYP will be supported through an appropriate transition process. This may include:

- Orientation programmes.
- Introduction to the MYP framework and expectations.
- Familiarisation with inquiry-based and concept-driven learning.
- Guidance on approaches to learning skills.
- Introduction to academic integrity and responsible use of resources and technology.
- Opportunities to understand the Learner Profile and school expectations.
- Orientation about the Community Project.

Programme Specific Admission Process

Admission Process- IGCSE

IGCSE Admission Eligibility

Admission to IGCSE Grade 9 requires successful completion of Grade 8 or an equivalent level of education. Admission to Grade 10 is subject to appropriate prior academic preparation and availability of seats. Age and grade placement must comply with applicable government and school requirements.

Subject Selection Criteria

Subject Groups Overview

The IGCSE Programme at Symbiosis International School offers a broad and balanced range of subjects across five subject groups: Languages; Humanities and Social Sciences; Sciences; Mathematics; and Professional and Creative. Students are required to select a minimum of 6 and maximum of 8 subjects, subject to the prescribed subject combination and programme requirements.

Transition from MYP to IGCSE

The school follows a structured transition process to support MYP learners and parents in making informed decisions regarding IGCSE subject choices and future academic pathways.

- A Grade 8 Aptitude Test is conducted by the Head – IED to identify the learner's strengths, areas for development, interests and learning needs.
- The assessment findings are discussed with the learner and parents to identify support requirements.
- The IGCSE Coordinator conducts subject-choice guidance based on the learner's academic performance, interests, aptitude, aspirations and career pathways.
- The learner's academic readiness and future educational pathways are considered throughout the transition process.
- Where a learner achieves an MYP achievement level below 3 in a subject, parents are informed of the learning gaps, and appropriate support is provided to strengthen the learner's readiness for IGCSE.

Examination Fees – IGCSE

Examination fees are additional to the annual school fee. Grade 10 students are required to appear for Cambridge IGCSE examinations. The examination fees collected are transferred to the respective examining organisation.

The school states that students must clear applicable examination fees and financial dues to remain eligible for the relevant external examinations and to receive associated school documentation or the students will not be eligible to appear for their IGCSE Exam.

Courier Charges and Administration Expenses are to be paid along with the Examination Fees and may vary from time to time.

Programme Specific Admission Process

Admission Process- IBDP

IBDP Admission Eligibility and Procedure

For the Diploma Programme (Grades 11–12), entry is based on successful completion of Grade 10 from SSC, CBSE, IGCSE, ICSE, MYP or another equivalent board. The school website identifies Grade 11 as a fresh intake point. The student is required to submit previous school records at the time of admission.

Internal Admissions: Students progressing from the IGCSE programme to the Diploma Programme (DP) are considered for internal admission. All students who successfully complete their IGCSE examinations are eligible for progression to the DP internally.

Subject Selection Criteria

Subject Groups Overview

The IB Diploma Programme (IBDP) offers a broad and balanced curriculum. Students choose one subject from each of the six subject groups: Studies in Language and Literature, Language Acquisition, Individuals and Societies, Sciences, Mathematics, and the Arts (students may, instead of an Arts subject, choose a second subject from another group).

Counselling Support for Course Choices

Students' subject choices are reviewed by the Diploma Programme Coordinator and the University Guidance Counsellor. Detailed counselling is provided to ensure that subject combinations are balanced, feasible, aligned with the student's academic profile and future goals, and in accordance with school and IB requirements.

University Guidance Counselling

Students and parents meet the DP Coordinator and the University Guidance Counsellor for further guidance regarding subject choices, university pathways and future academic plans.

Examination Fees –IBDP

Examination fees are additional to the annual school fee. Grade 12 students are required to appear for IB Diploma examinations. The examination fees collected are transferred to the respective examining organisation.

The school states that students must clear applicable examination fees and financial dues to remain eligible for the relevant external examinations and to receive associated school documentation or the students will not be eligible to appear for their IB Diploma Exam.

Courier Charges and Administration Expenses are to be paid along with the Examination Fees and may vary from time to time.

Inclusion and Learning Support

- Students with specific learning difficulties will be given admission after a thorough observation by the Special Education team and a detailed study of medical documents and other reports provided by the parent at the time of initial observation.
- This may include an Individualised Education Plan, psychological reports, speech and language reports, etc.
- Students will be integrated once their achievement levels are at par with the class.
- **Fees:** Students in an integrated set-up pay the fees as per the respective programmes / grades.

Roles and Responsibilities

- **School Leadership:** The Director gives the final approval after reviewing all relevant documents and recommendations and ensures alignment with school policy.
- **Admissions Office:** The Admissions Office receives applications and enquiries, processes and verifies all documents, shares necessary information and next steps with parents and students, and initiates a guided tour of the school campus.
- **Programme Coordinator:** The Programme Coordinator provides guidance regarding subject selection and other requirements, reviews academic requirements and records recommendations.
- **IED / Inclusion Coordinator:** The IED Coordinator reviews the student's learning needs and inclusion requirements, advises on appropriate reasonable access arrangements, and coordinates with the Programme Coordinator regarding recommendations and supporting documentation.
- **Parent / Guardian Responsibilities:** Parents / guardians are responsible for providing accurate information and required documentation, communicating relevant student needs, participating in subject counselling sessions and completing all admission formalities within the stipulated timelines.

Fee Structure

- Link for the fee structure: Fee Structure

Additional Expenses

Transport

SIS facilitates the school bus transport service through a 3rd-party vendor. For further details, please contact our transport coordinator.

- **Mr. Vikas Mane –** Assistant Coordinator
- **Email:** transport@sis.ac.in
- **Contact No.:** 9767667561

Uniform

Details of the uniform vendor will be shared once the admission process is completed.

Textbooks

The textbooks for MYP, IGCSE and DP will be available with the suggested vendors. Details will be shared after admission.

Withdrawal Policy

Step 1 Notify the admin officer / programme coordinator about withdrawal via mail only. No verbal communication for withdrawal will be accepted.

Step 2 The Withdrawal Form / No Dues Form (available on the website / at the school office) is to be duly filled in and signed by both parents / single parent (whichever is applicable).

Step 3 No Dues to be taken from all the concerned departments as mentioned in the No Dues Form.

Step 4 The security deposit will be processed within 21 working days after the receipt of the No Dues Form.

Step 5 The Transfer Certificate and other documents will be processed after completion of the withdrawal process.

Refund Policy

1. The security deposit refund will be initiated once all no-dues formalities have been completed. The withdrawal process requires a minimum of 25 working days.
2. In case of any pending dues, the applicable amount will be deducted from the security deposit. If the pending dues exceed the deposit amount, the parent will be required to pay the balance amount.

Academic Integrity, Expectations and Ethical Admissions

At SIS, we believe that academic integrity is not merely a written policy outlining rules and consequences; it is an integral part of our school culture and environment. We view academic integrity as a learning process that begins in the Early Years Programme (EYP), where teachers and students work collaboratively to understand the meaning of honesty and ethical behaviour.

At every stage, we establish clear criteria and appropriate expectations regarding referencing, citations, paraphrasing and use of quotations. This learning continues through the MYP, IG and DP programmes, where IB students are encouraged to embody the IB Learner Profile attribute of being principled and are expected to demonstrate honesty and integrity in all their actions. In addition, students are guided to value fairness, justice, accountability and taking responsibility for their own work, actions and decisions.

Academic integrity is a shared responsibility that involves all stakeholders, including the school and its management personnel, facilitators, students and parents. Each group has clearly defined expectations and responsibilities, fostering a culture of honesty, trust and ethical conduct.

It should be duly noted that all evidence submitted at the time of admission must be authentic and complete. The school reserves the right to review or withdraw an offer in case of false, misleading or withheld information. All admission-related practices shall be consistent with the principles and expectations outlined in the SIS Academic Integrity Policy.

- **Authenticity of Documents and Information:** All documents and information submitted must be authentic, accurate and complete.
- **Transparency in the Admission Process:** Applicants and parents / guardians are expected to provide relevant information honestly and transparently.

- **Misrepresentation or Withholding of Information:** The school reserves the right to review an application or admission decision if false, misleading or withheld information is identified.
- **Ethical Conduct:** All stakeholders are expected to demonstrate honesty, respect, fairness and integrity throughout the admission process.
- **Alignment with the SIS Academic Integrity Policy:** Admission practices shall be guided by and aligned with the principles of the SIS Academic Integrity Policy.

Alignment with Other School and IB Policies

Assessment Policy

The Admission Policy is aligned with the school's Assessment Policy where applicable. As diagnostic or entrance assessments are not conducted as part of the IBDP admission process, admission decisions are based on the criteria and procedures outlined in this policy, including the review of previous academic records, subject suitability, counselling inputs and other relevant admission information.

Following enrolment, student assessment and academic monitoring shall be conducted in accordance with the school's Assessment Policy. The Assessment Policy governs the principles and procedures for formative and summative assessment, academic progress, reporting and review of student learning.

Language Policy

Language selection, placement and language proficiency requirements are guided by the school's Language Policy. Diagnostic tests for English and entrance tests for French B and Spanish B are conducted.

- **Group 1:** Students opting for ESL at the IGCSE level may be allowed to opt for English at the higher level at the discretion of the DPC.
- **Group 2:** An entrance test is conducted for students who wish to opt for Spanish B or French B. Prior knowledge of the language, having studied it in MYP and IGCSE, is essential; however, the test conducted is crucial in determining eligibility for this level.
- **Hindi B SL** is offered as an anticipated course in Year 1, and students take the exam at the end of Year 1. It is also offered as a regular course in case a student drops other languages (French, Spanish or German) and opts for Hindi B SL in the middle of Year 1 or Year 2.
- **Ab initio:** Offered to students with little or no knowledge of the language. In the case of students who have studied the foreign language in MYP (till MYP 3) and are still a phase-one learner, then based on the entrance test and subject teacher's discretion, the student may be offered ab initio level (case to case basis).

Inclusion Policy

Admission and placement decisions consider the principles of inclusion and equitable access outlined in the Inclusion Policy.

Academic Integrity Policy

All information and documentation submitted during admission must comply with the principles of academic integrity and ethical conduct.

Access and Accommodation Guidelines

Reasonable accommodations and appropriate support are provided, where applicable, in accordance with the school's inclusion and access arrangements.

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