



**PREMIER EDUCATION SOCIETY'S
TRINITY INTERNATIONAL SCHOOL**

TRINITY INTERNATIONAL SCHOOL
Admissions Policy and Procedures

School Vision

Quality education at moderate cost to the masses.

School Mission

Holistic development through inter-disciplinary approach to build 21st century skills and create conscientious citizens with a global perspective.



TRINITY INTERNATIONAL SCHOOL

Admissions Handbook Policy and Procedures

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Purpose

This policy outlines the admission framework designed to ensure equitable and transparent procedures while aligning with the institution's core values and regulatory standards. It emphasizes the importance of appropriate student placement, enabling them to fully benefit from the educational programs offered. The school is committed to fostering a successful learning experience by collaborating with families to determine the most suitable educational pathways for each student.

Aim

The purpose of the Admissions Office at Trinity International School is to facilitate seamless enrollment and withdrawal processes while providing dedicated support to ensure smooth transitions for every student and their families.

Objective

The Admissions Team at Trinity International School (TIS) strives to:

- Offer a warm welcome and a positive first impression of the school, highlighting its curriculum, diverse and challenging programs, and supportive learning environment.
- Foster a collaborative partnership with parents and families, guiding them from initial inquiry to enrollment while determining the student's potential for success and suitability at TIS.
- Uphold the school's policies and procedures to ensure a consistent, efficient, and positive admissions experience for all stakeholders, especially for prospective families.

Policy

Trinity International School will admit students in compliance with all applicable regulations and policies, ensuring a fair and inclusive process free from discrimination based on academic performance, ethnicity, religion, gender, or any other factor. Admissions will follow age-appropriate guidelines as per regulatory requirements.

The school welcomes applicants with mild to moderate Special Education Needs (SEN) who can access the full curriculum with appropriate targeted support within our inclusive learning environment.

Prospective families are encouraged to visit the school to explore the curriculum offered and gain insight into our high-quality educational experience. They will have the opportunity to ask questions and receive detailed explanations about the admissions process, age criteria, and other requirements in line with current regulations.



Curriculum Offered

Trinity International School is a day school dedicated to offering all students equal opportunities for growth and success. The school is authorized to deliver the Cambridge International Primary Curriculum for Grades 1 to 5, the Cambridge Lower Secondary Curriculum for Grades 6 to 8, the Cambridge IGCSE Program for Grades 9 and 10, and the Cambridge International Advanced Level (AS and A Level) Program for Grades 11 and 12.

Interface

The Admissions Team works in close collaboration with Prospective Parents, Principals, Reception Staff, and the Finance Office to streamline the admissions process.

Key Admissions Support Processes:

- Welcome Tours
- Entrance Assessments
- Transfer Certificates
- Document Reviews
- Billing and Fee Collection
- Student/Family/Company Reports and Enrollment Statistics
- Withdrawal/Exit Surveys

An Overview of the Admissions Process:

(a) Admission Inquiry: Parents can inquire about preliminary details by visiting the school, calling, or emailing. Information is also available on the school's website.

(b) Submission of Application Form and Supporting Documents: Prospective students' parents must complete the online application form available on the school's website and submit it with the required supporting documents:

- Self-attested photocopy of the birth certificate with both parents' names.
- Self-attested proof of residence (e.g., voter ID, electricity bill, tenant's agreement, or Aadhar/passport).
- Two passport-sized photographs of the student and parent/guardian.
- For Grade 9 students, the IGCSE Subject Choice Form must be completed and submitted with the application.
- Students entering the Cambridge International Advance Programme (AS Level) must submit transcripts of their Grade 10 pre-board or Summative Assessments.

The admission department will verify the submitted application form and documents.



(c) Schedule Interaction Dates: After verifying the documents, the admission department will contact parents to arrange dates for assessments

- For Nursery to KG2, an offline interaction is scheduled between the parents, child and the segment head. Online interactions are arranged for outstation candidates.
- For Grades 1 to 9 and AS Level, an offline/online assessment is scheduled for the student.
- If necessary, admission for Grade 10 may also be considered.

(d) Admission Offer: After the assessment, a confirmation email with the admission offer will be sent to the parents of successful candidates within 24 hours. Parents or guardians must provide written acceptance and submit it by the given deadline. Admission is considered complete upon payment of fees and submission of the required documents.

(e) List of documents at the time of admission and post admission:

- Self-attested Aadhar Card photocopy of the student/applicant.
- Blood group report.
- Vaccination record.
- Attested copies of legal document if the child is being brought up by a single parent.
- Affidavit of guardianship if student lives with a local guardian.

(f) Additional documents for grades other than Nursery to Grade 1:

- Conduct Bonafide Certificate.
- Mark sheet/Report card

(g) Post admission:

- Original transfer certificate from the last school.

(h) Transition Support:

Following admission, the school facilitates a smooth transition for students and their families by organizing orientation sessions. At least one orientation and information day will be conducted for prospective parents and students, with an additional session held for admitted students and parents in March/April, prior to the commencement of the new academic year.

A subject selection session will be organized for all existing and newly admitted Grade 9 and AS level students and their parents by the Segment Head. Personalized sessions can be scheduled upon request if needed.



(i) Enrollment Register:

An electronic register will be maintained with the following information for all students in the school's official records:

- Full name and address of the student
- Proof of the student's age and nationality (passport, birth certificate) along with a copy of the parents' identification and residency permit
- Proof of residential address
- Fluency levels in both English and the local language
- Date of birth, gender, country of birth, and citizenship
- Details of parents/guardians
- Date of enrollment and the class in which the student is enrolled
- Date the student departs from the school

In accordance with regulations, the enrollment register will be retained for a minimum period of five years before being archived.

Admission Eligibility and Documentation Policy

Eligibility Criteria for Admission:

- Admission is contingent upon the availability of seats in the appropriate grade level for the student.
- Priority for admission is granted under the following circumstances:
 - Preference to Sindhi pupils under Linguistic Minority Status
 - The applicant has a sibling already enrolled and attending the school.
 - Proximity to the school may also be considered when seats are limited.

Required Documentation:

All applicants must provide the following documents for admission consideration:

- A completed school form.
- Comprehensive medical records.
- A transfer certificate from the previous school, if applicable.
- Any additional documents deemed relevant by the school.

Additional Provisions:

Admission offers are extended on a first-come, first-served basis for available seats, ensuring compliance with the school's admission policies and guidelines.



Supporting Students with Diverse Educational Needs

Inclusive Education for Students with SEN:

The school welcomes students with mild to moderate Special Education Needs (SEN), ensuring they have access to the full curriculum through targeted support within an inclusive learning environment. Upon enrollment, students with documented SEN will receive an *Individualized Education Plan* (IEP), tailored to their specific needs, strengths, and capabilities. The IEP will be developed using prior school reports, medical documentation, and baseline assessments, providing clear and achievable targets to support their educational journey.

Admission Cancellation:

The school reserves the rights to cancel any admission under following circumstances:

- When wrong information is provided by the student/parent at the time of admission.
- When students violate the set rules by school.
- Defamation of the school's reputation by the student or parent in any medium or forum may result in the cancellation of admission. (To be checked with Advocate Kothari)
- Found guilty of malpractice or involved in academic dishonesty.

In the event of a student's withdrawal from the school due to any of the above reasons, tuition fee is not refunded.

Conditional /Provisional Admission:

The school reserves the rights to convert any admission to provisional /conditional under following circumstances:

- When the readiness of the student is not as per grade level requirement. This offer gives the opportunity to student for self-help and prove themselves. Students are given required support to bridge the learning gaps and the progress is reviewed periodically, feedback is given, and parents are updated status. In case of improvement, admission status will become regular. If the team do not see any progress, parents will be given options as seeking additional help/provided with teaching learning techniques to be followed, recommended a place for better learning.
- No fee refund for tuition fee or already paid fees for the term in case of mid -term withdrawal on conditional admission.



Responsibilities

School's Responsibilities:

- Communicate all enrollment details clearly, ensuring transparency about fees and adherence to established admission regulations.
- Set grade-wise enrollment capacities, oversee admissions processes, and keep parents informed about acceptance decisions and offers.
- Develop a Learning Profile for each student at the time of admission, detailing their academic expectations, behavioral or medical needs, and language demographics (including the mother tongue and languages spoken/understood). This ensures personalized care and appropriate academic support from teachers.
- Share baseline assessment outcomes with parents and relevant educators, upon request, to maintain open communication about student progress.
- Clearly inform parents about school policies, attendance expectations, and behavioral guidelines at the time of enrollment, emphasizing punctuality, attendance, and respectful conduct.

Parents' Responsibilities:

- Ensure timely enrollment of their child, including submitting required documentation and paying fees within deadlines.
- Present their child for baseline assessments or interviews as scheduled.
- Provide accurate information to help the school address their child's needs effectively.
- Commit to daily attendance for their child and avoid absences outside of designated holiday periods.
- Acknowledge receipt of important communications or reports through signatures or messages as required.
- Attend Parent-Teacher Conferences and other scheduled meetings to remain involved in their child's education.
- Adhere to school policies concerning student behavior, uniforms, punctuality, and general conduct.
- Provide consent for the use of student photographs when required via signed permission forms.
- Support their child's homework routine by supervising without completing assignments for them.
- Encourage recreational reading and monitor screen time to support holistic development.
- Promote their child's physical, social, and extracurricular engagement.
- Provide healthy food and snacks, adhering to school and local health authority guidelines.



Link to Other Policies

Language Policy:

Language proficiency assessments conducted during admissions offer feedback to students and parents, guiding strategies for future learning. English proficiency of external students is evaluated for admission. Students study a second language from Grade 1, aligning with curriculum requirements.

Academic Integrity Policy:

Admissions align with the Academic Integrity policy. Applicants must submit authentic documents, verified through a signed declaration. If dishonesty or inaccurate information is discovered, admissions may be canceled.

Assessment Policy:

Admissions are closely connected to the assessment policy, which diagnoses students' learning needs. Teachers analyze assessment results to identify areas requiring support, guiding individualized academic interventions.

Reviewed On:

Next review: