



KINGSTON  
— COLLEGE —

IB-Primary Years Programme (PYP)  
(Candidate School)

# Admission Policy

## Admission Operating Procedures

### Rationale:

To put in place policy and procedures to guide the admissions process for enrolment into Kingston College.

### Guidelines:

#### Early year's admissions:

Children at Preschool are divided into classes based on their age group. The student age bracket is determined based on their age at the beginning of the school term. Grouping is as follows:

| Class        | Age Bracket     |
|--------------|-----------------|
| Playgroup    | 2.5 - 3.5 years |
| Nursery      | 3.5 - 4.0 years |
| Kindergarten | 4.5 - 5.0 years |

*\*This is not a strict age bracket.*

### Procedures:

#### Registration Form Completion:

Registration forms may be collected by parents/guardians from the Admissions Office against a deposit of 3500 and are filled within the premises of the School. Completed forms are to be submitted, with the following documents attached:

Pakistani Nationals:

|   |
|---|
| • Copy of child's hospital birth certificate  |
| • Copy of child's B-form  |
| • 4 recent passport size photographs  |
| • Copy of latest previous school report card (if applicable)  |
| • Copy of both parents CNIC   |
| • Students with Special Education Needs (SEN) will be entertained only with an assessment report from a certified psychologist/psychiatrist. In case there is no report, the Vice Principal/Headmistress/IB-Coordinator has the authority to inform the parents to get the child assessed.<br><i>(Reference SEN policy manual page 2, paragraph ii)</i> |

Expatriates/ Foreign Nationals:

|   |
|---|
| <ul style="list-style-type: none"><li>• Copy of child’s hospital birth certificate</li></ul>  |
| <ul style="list-style-type: none"><li>• 4 recent passport size photographs</li></ul>  |
| <ul style="list-style-type: none"><li>• Copy of latest previous school report card (if applicable)</li></ul>  |
| <ul style="list-style-type: none"><li>• Copy of NICOP- National Identity Card for Overseas Pakistanis (if applicable)</li></ul>   |
| <ul style="list-style-type: none"><li>• Copy of Foreign Passport or Pakistani Passport of the student (Whichever applicable)</li></ul>  |
| <ul style="list-style-type: none"><li>• Students with Special Education Needs (SEN) will be entertained only with an assessment report from a certified psychologist/psychiatrist. In case there is no report the Vice Principal/Headmistress/IB-Coordinator has the authority to inform the parents to get the child assessed.<br/><i>(Reference SEN policy manual page 2, paragraph ii)</i></li></ul> |

**Conditions of Registration:**

- A non-refundable registration fee applies at the time of registration.
- Registration does not guarantee admission.
- All information and relevant documents provided must be true and accurate.
- Any false information provided will render the registration/admission cancelled.
- Incomplete registration applications (forms) will not be accepted.

**Primary Years Program (PYP) & middle school admissions:**

Students at Kingston College are divided into classes based on their age. The student age bracket is determined based on their age at the beginning of the academic year. Grouping is as follows:

| <b>Class</b> | <b>Age Bracket</b> |
|--------------|--------------------|
| PYP –I       | 5.5 - 6.5 years    |
| PYP-II       | 6.5 - 7.5 years    |
| PYP-III      | 7.5 - 8.5 years    |
| PYP- IV      | 8.5 - 9.5 years    |
| PYP-V        | 9.5 - 10.5 years   |
| Class VI     | 10.5 - 11.5 years  |
| Class VII    | 11.5 - 12.5 years  |
| Class VIII   | 12.5 - 13.5 years  |
| O-I          | 13.5 - 14.5 years  |
| O-II         | 14.5 – 15.5 years  |

***\*This is not a strict age bracket.***

***\*Students with SEN will have flexibility in the above age bracket up to 12 months as stated in the SEN policy(Reference Special Education Needs Policy page 5)***

## How to Apply:

### Registration Form Completion:

Registration forms may be collected by parents/guardians from the Admissions Office against a deposit of 3500 and are filled within the premises of the School. Completed forms are to be submitted, with the following documents (Annexure A) attached:

#### Pakistani Nationals:

|  |
|--|
| <ul style="list-style-type: none"><li>• Copy of child's hospital birth certificate</li></ul>   |
| <ul style="list-style-type: none"><li>• Copy of child's B-form</li></ul>   |
| <ul style="list-style-type: none"><li>• 4 recent passport size photographs</li></ul>   |
| <ul style="list-style-type: none"><li>• Copy of latest previous school report card (if applicable)</li></ul>   |
| <ul style="list-style-type: none"><li>• Copy of both parents CNIC</li></ul>  |
| <ul style="list-style-type: none"><li>• Students with Special Education Needs (SEN) will be entertained only with an assessment report from a certified psychologist/psychiatrist. In case there is no report, the Vice Principal/Headmistress/IB-Coordinator has the authority to inform the parents to get the child assessed.<br/><i>(Reference SEN policy manual page 2, paragraph ii)</i></li></ul> |

#### Expatriates/ Foreign Nationals:

|   |
|---|
| <ul style="list-style-type: none"><li>• Copy of child's hospital birth certificate</li></ul>  |
| <ul style="list-style-type: none"><li>• 4 recent passport size photographs</li></ul>  |
| <ul style="list-style-type: none"><li>• Copy of previous school report cards</li></ul>  |
| <ul style="list-style-type: none"><li>• School Leaving Certificate</li></ul>  |
| <ul style="list-style-type: none"><li>• Copy of NICOP- National Identity Card for Overseas Pakistanis (if applicable)</li></ul>   |
| <ul style="list-style-type: none"><li>• Copy of Foreign Passport or Pakistani Passport of the student (Whichever applicable)</li></ul>  |
| <ul style="list-style-type: none"><li>• Students with Special Education Needs (SEN) will be entertained only with an assessment report from a certified psychologist/psychiatrist. In case there is no report the Vice Principal/Headmistress/IB-Coordinator has the authority to inform the parents to get the child assessed.<br/><i>(Reference SEN policy manual page 2, paragraph ii)</i></li></ul> |

### Conditions of Registration:

- A non-refundable registration fee applies at the time of registration.
- Registration does not guarantee admission.
- All information and relevant documents provided must be true and accurate.
- Any false information provided will render the registration/admission cancelled.
- Incomplete registration applications (forms) will not be accepted.

## **Admission Procedure and Policy**

### **Preschool**

After registration, parents are interviewed by the PYP Coordinator or School Vice Principal/IB head. The child is assessed in the following manner:

Play Group: Readiness for School through various activities.

Nursery: Readiness to write through various activities

Kindergarten: Written Assessment in English Language, Urdu Language, General Knowledge and Mathematics.

All students and their parents will be interviewed. The child must be accompanied by at least one parent on the date of the interview/assessment. We do not entertain anyone other than the parents of an applicant at the time of the interview. If parent(s) are unable to attend the appointed interview/assessment, a new date must be obtained promptly. An interview /assessment may be scheduled once again.

If admission is not granted into Preschool for any class between Playgroup and Nursery; the applicant will only be eligible to re-apply for admission in Kindergarten. At KG level, the child will attempt a written entry test of English Language, Urdu Language, General Knowledge and Mathematics followed by the parent/s' interview.

### **IB- PYP Class I-V/Grade 6-8:**

Students applying for PYP I-V take a written assessment in English Language, Urdu Language, General Knowledge and Mathematics followed by an interview with them and their parents.

Students applying for Grade 6-8 take a written assessment in English Language, Urdu Language, Geography, History and Mathematics followed by an interview with them and their parents.

All students and their parents have to undergo an interview with the Vice Principal/Headmistress/IB-Coordinator. The student must be accompanied by at least one parent on the date of Interview. We do not entertain anyone other than the parents of an applicant at the time of the interview. If parent(s) are unable to attend the appointed interview, a new date must be obtained promptly. An interview/assessment may be scheduled again.

### **Application Status**

Upon review of interview and assessment results, applicants receive a reply within 5-7 working days.

### **Admission Granted**

The relevant administrator will inform the parent(s) if the applicant has been granted admission. Parent(s) may then collect the fee bill from the Accounts office and deposit the amount in our designated bank. Once the fee is paid, the school office will send an admission confirmation letter.

### **Conditional Admission Granted**

If an applicant is offered admission on a conditional basis, the parent/guardian must sign a letter of Conditional Admission. Conditions of admission vary from case to case dependent upon percentage of marks, exam results, behavioral conduct or any Special Education Needs.

### **Admission Result Pending**

Students who cannot fulfill the admission requirements due to valid circumstances may be considered for a pending admission; acceptable reasons are:

- Milestone not met in early development
- Reassessment of the applicant is required

*\*The admissions office will notify the candidate in writing about the status of their application.*

## **Withdrawal & Security Refund Policy**

In case of withdrawal, a withdrawal form must be filled and received by the school. The security amount will be refunded within three months of the application being received. Any willful damage to school property, equipment will be deducted.

A security refund will only be granted if:

- The full term fee up until the term when the student leaves has been paid.
- The security refund has been claimed within one year of withdrawal.

## **Fee Bill Issuance**

Fee must be deposited at the school's designated bank by the due date mentioned on the issued fee bill.

### **Fee Bill Schedule for one academic year:**

All students, parents, and guardians must observe the following rules and regulations as outlined in this Policy Note regarding fees.

Fees, payable in Pak Rupees, for the Academic year, is as follows:

The Fee will be payable quarterly in advance for all the twelve Months of the year as per the following schedule:

| <b>Fee Bill Issuance</b>                |                               |                           |
|---|-------------------------------|---------------------------|
| <b>Billing Term</b>                     | <b>Tentative Billing Date</b> | <b>Tentative Due Date</b> |
| 1 <sup>st</sup> Bill August & September | 25 <sup>th</sup> July         | 8 <sup>th</sup> August    |
| 2 <sup>nd</sup> Bill Oct-Nov & December | 25 <sup>th</sup> September    | 9 <sup>th</sup> October   |
| 3 <sup>rd</sup> Bill Jan-Feb & March    | 25 <sup>th</sup> December     | 8 <sup>th</sup> January   |
| 4 <sup>th</sup> Bill April-May-June     | 25 <sup>th</sup> March        | 8 <sup>th</sup> April     |
| 5 <sup>th</sup> Bill July               | 25 <sup>th</sup> June         | 9 <sup>th</sup> July      |

One-time Registration and Admission fee (non-refundable) will be paid by all new students in full at the time of admission. Security Fee is payable at the time of admission and is refundable at the time of withdrawal.

Fee Challans (See Fee Challan Annexure B) are issued latest by 25th of each month prior to the billing month and sent home through students. All dues are paid directly to the designated bank by Kingston College. The due date is marked on the Fee challan and late fee is collected at the time of payment.

Registration fee and the admission fee is non-refundable under any circumstances. For students leaving mid-way, balance payment of tuition fee is not refundable. No refunds for any payments will be made if the student is suspended on disciplinary grounds, and parent or guardian will be liable for paying up for any damages caused to the College property as per the student disciplinary procedure and/or as determined by the Management.

Fee once paid by the parent/guardian is non-refundable under any circumstances, whatsoever, except the security deposit as per the Kingston College fee policy.

Tuition fee, Admission fee, Security, Annual Charges, and all other charges as per the Fee policy are all subject to review from time to time.

There will be no concession of fees for the period that a child may have stayed away from college, due to illness, social commitments, visit abroad or any other reason.

For returning student, all previous dues including any fines must have been cleared. Non-payment or underpayment of dues may result in suspension of enrolment, refusal to re-register and/or withholding of student records.

The Kingston College reserves the right to hold student's progress reports, transcripts, school leaving certificate and other certificates if the dues have not been cleared.

A student who has not paid the dues will not be allowed to sit in any examinations.

The Security deposit is refunded in full at the time of the 'withdrawal' of the student after completion of studies or otherwise provided that the student has paid all his/her dues and the college has no justifiable claim outstanding.

### **Sibling Discount**

Sibling discount is applicable to the second & third child of a family unit holding admission in the same school. An applicant sibling must have one or both parents in common. This discount is not available to family members outside the sibling relationship, such as stepbrothers/ sisters, cousins.

Kingston College provides sibling discount as follows;

| <b>Child</b> | <b>Tuition Fee</b> |
|--------------|--------------------|
| Second child | 25%                |
| Third child  | 50%                |



## ANNEXTURE A

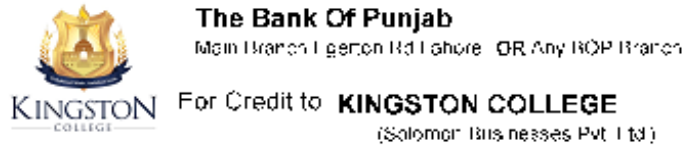
### APPLICATION CHECKLIST

The following checklist outlines documentation that will need to be submitted with the application form.

#### Checklist:

|   |                          |
|---|--------------------------|
| Copy of hospital birth certificate  | <input type="checkbox"/> |
| 4 recent passport size photographs  | <input type="checkbox"/> |
| Copy of latest previous school leaving certificate                                      | <input type="checkbox"/> |
| Copy of latest previous school Report Card  | <input type="checkbox"/> |
| Copy of NICOP- National Identity Card for Overseas Pakistanis<br>(if applicable)        | <input type="checkbox"/> |
| Copy of father's CNIC   | <input type="checkbox"/> |
| Vaccination Card (Preschool only)   | <input type="checkbox"/> |
| Copy of Foreign Passport or Pakistani Passport of the student<br>(Whichever applicable) | <input type="checkbox"/> |

## ANNEXTURE B



**ORIGINAL 1**

**Acc No: 6020003392100028**

Bill No. \_\_\_\_\_ Due Date: \_\_\_\_\_

Name. \_\_\_\_\_

Reg No. \_\_\_\_\_ Bill Month \_\_\_\_\_

Class. \_\_\_\_\_ Section. \_\_\_\_\_

Fee For. \_\_\_\_\_

Concession. 0

| PARTICULARS                 | AMOUNT |
|-----------------------------|--------|
| Registration Fee            | 0      |
| Admission Fee               | 0      |
| Security Fee                |        |
| Tuition Fee                 | 0      |
| Sub Total                   |        |
| 5% Withholding Tax u/s 2361 |        |
| Surcharges                  | 0      |
| <b>Grand Total</b>          |        |
| Rupees.                     |        |

### PAYMENT TERMS:

1. Fee must be deposited during bank hours in all working day.
2. This bill should be deposited before the last date captioned above.
3. A surcharge of RS. 25 per day will be charge on late deposited.
4. If a child is absent for more than 2 weeks and fee is not paid is/her name will be struck of the roll.
5. One month notice is required for the withdrawal of a child to make you eligible for school living certificate.
6. There will be tentative increase in fee annually.
7. The company reserved the right to utilize the security deposit at its sole discretion till refunded.
8. Fee must be deposited in the prescribe bank only, no one else is authorize to receive the fee in cash.

**Parents Copy**

**Principal**

This is a computer-generated document and does not require a signature.