



Kabojja International School (KIS)

Admissions Policy

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 organisation works with schools, governments, and international organisations 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.

Kabojja International School Mission

To offer affordable International Quality Education that makes a positive difference for all stakeholders with regard to discipline, integrity and professionalism in a conducive environment with our learners who are internationally minded for a globally peaceful lifestyle.

1.0 PURPOSE

The purpose of the policy is to align the principles on which students are admitted to Kabojja International School to the vision of the school, our students and our graduates:

The key principles underpinning this policy include but not limited to:

- that admission to KIS is merit-based, i.e. KIS is selective;
- that students should be assessed for admission in an age-appropriate manner, on their potential, their likelihood to adapt and succeed at KIS, on their ability to think

critically and on their leadership experience and attributes, all of which should be further nurtured through KIS programme and ethos; and

- that the student body should be diverse, and from that we should seek to develop attributes of pluralism in the students.

Kabojja International School aims to develop future leaders with the skills and knowledge to enact positive change and support development in their societies. Many challenges in the developing world result from an inability to fully mobilise human resources: access to education is often blocked by economic and social barriers, which prevent the best talents emerging to take on leadership roles. KIS seeks out the brightest and most proactive minds and gives them an education that will prepare them to achieve progress in their communities.

Admission to KIS is based on merit, regardless of a family's economic status or background. The underlying premise is that what students know is no longer the most important measure of an education; the true test is the ability of students and graduates to engage with what they do not know, think critically, and find solutions. Therefore, KIS selects a diverse student body as part of its mission to educate future leaders with a pluralistic sensibility.

Whilst education is a right, the type of education students receive at Kabojja International School is a privilege that is not available to many students interested in the school around the world. Kabojja International School students and graduates therefore have the responsibility to use their talents and education to improve the quality of life for people in their respective communities, through whichever field they choose to enter.

Kabojja International School seeks students from pre-primary through higher secondary levels representing a diverse range of economic, cultural, ethnic and religious backgrounds. Students should have the ability and motivation to excel academically and should have exhibited leadership qualities through their involvement in extracurricular or community activities, where possible.

2.0 POLICY STATEMENT

- Admission to Kabojja International School is, ideally, at the beginning of the academic year or term but can be at any time of the year, unless the timing is potentially disadvantageous to the student/the school, or the grade is at full capacity.
- Kabojja International School admits students from Grade 1.
- Usually, a student is admitted with the expectation that s/he will graduate before turning 19 years of age. Exceptions may be made if a student's prior education has been delayed or interrupted for any reason.
- Kabojja reserves the right not to admit a student after the beginning of the Diploma Programme and during Grade/Year 11 because of the course requirements of the IB Diploma and the Middle Years Programme (MYP).
- Admission, if given, is granted for a programme (i.e. PYP, MYP or Diploma) but not for automatic progression from PYP to Grade MYP1 or from MYP to Diploma. Such progression is automatic on each student provided the number of hours are met,, attitude and behaviour which is subject to continuous review to ensure the student is suitable to progress in the school.
- Admission may be withdrawn at any time if a student's behaviour or attitude is not aligned to Kabojja International School values and code of behaviour .
- Admission is based on the student's potential ability to succeed and conform with the demands of the programmes of Kabojja International School standards.
- All applicants have a common admissions procedure, which is age-related.
- The responsibility for admissions lies within the Admissions Committee, overseen by the Admissions Manager including the relevant Programme Coordinator, Principal (or their alternates) and, in relation to boarding places, the Head of Pastoral or a nominated member of staff.
- Each student admitted should have the benefit of a campus tour, face-to-face or, depending on travel restrictions, a virtual tour.

3.0 JUNIOR SCHOOL

1. Students entering PYP1 should, ideally, have completed at least three years of pre-school/kindergarten, and, in most cases, will be six years of age before the beginning of the year of entry.

2. All prospective students must demonstrate a potential to align with IB standards and demonstrate age-appropriate competency in literacy and numeracy.

3. Students entering PYP 2-5 will be age-appropriate at the beginning of the academic year according to the outlines given below:

- PYP 2 - 7 years old
- PYP 3 - 8 years old
- PYP 4 - 9 years old
- PYP 5 - 10 years old
- MYP 1 - 12 years old

Admissions is at the discretion of the Admissions Department for students not satisfying this age criteria.

4. Each applicant is assessed against a range of competences, in her/his dominant language. These are supplemented by class visits and personal interviews with members of the Junior School staff.

4.0 HIGH SCHOOL

Kabojja International School aims to identify able students who are likely to flourish in the Academic programme, including gifted students and those with specific talents, who:

- are academically comensurate and highly self-motivated.
- have exhibited leadership qualities through their involvement in extracurricular or community activities; and
- through this involvement, have well developed social skills and a desire to contribute to the society.

Applicants take a standardised non-verbal reasoning assessment, a Maths assessment, and an English assessment as well as an interview with a relevant member of the High School Faculty. Applications are welcome from high-achieving students who have studied in other curriculums other than the PYP or MYP.

5.0 BOARDING PROGRAMME

Kabojja International School allows applications for the Boarding Programme from day students who have excellent records of achievement, behaviour and attitude from their previous schools and who will be able to benefit, potentially, from Kabojja International School.

6.0 DIPLOMA PROGRAMME

1. Kabojja International School is planning to offer the IB Diploma Programme to Grades 11 and 12 and all applicants will need to be assessed for their abilities and the likelihood of success on the programme.
2. Applicants must have demonstrated outstanding academic achievements as well as a proven record of civic mindedness, creativity, and participation in community projects.
3. Admission into the IB Diploma programme is automatic for Grade 10 students studying at Kabojja International School but is dependent on performance in the MYP, attitude and behaviour. This is helpful when they pick HL/SL slots.
4. In addition to providing their formal qualifications, external applicants take a standardised non-verbal reasoning assessment, a Math assessment, and an English assessment as well as an interview with a relevant member of the Senior School Faculty. Applications are welcome from high-achieving students who have taken other qualifications other than the MYP.

7.0 OUTCOMES OF THE ADMISSION ASSESSMENT

The Admissions Manager or alternate will communicate the decision of the Admissions Panel to parents within 1 week of the assessment and review.

The actual results of admissions tests will not be shared with parents however: the Admissions Panel's notes are kept in confidence.

Parents/Guardians are asked to supply a copy of:

- the last two consecutive school reports.
- the birth certificate and passport (or a valid identity card)
- two recent passport photographs.
- the student's medical record and vaccination card; and
- the student's school leaving certificate (if available).

8.0 FEES

1. Every applicant will be charged an Assessment fee, which is not refundable.
This is payable prior to an assessment being scheduled.
2. To hold one's place at KIS, a student's parent/guardian will be required to pay both an Admissions Fee and caution deposit before a student will be permitted to enrol. The Admissions fee and caution deposit is payable by all new students, at the time they accept an offer in writing.
3. The caution deposit is refundable when the student graduates or otherwise leaves Kabojja International School, provided that: notification has been given to the Admissions Department (see below), all outstanding fees have been settled, and school property that has been on loan to the student (e.g., textbooks, library books) has been returned in good condition and signed off.
4. Tuition fees are payable in advance at the beginning of the school year or alternatively in instalments, as agreed with the Head of Kabojja International School. A request to pay by instalments must be received in writing from the parent/guardian. This request must be approved by the Head of Kabojja International School and the Head of Finance. Tuition fees are not refundable.
5. Any student with outstanding fees from the previous academic year will not be readmitted to class until all fees have been settled in full or a payment plan has been

agreed with the respective parents/guardians, unless approved otherwise by the Head of KIS or the Head of Finance.

6. If a student/a student's family wishes to withdraw from KIS, a full term's notice of withdrawal must be given or in lieu of notice pay one term's fees to Kabojja International School.

7. An offer of acceptance to KIS is valid for one term i.e., if a student was assessed and accepted into KIS in July, the offer would only be valid up until the start date for the next full academic term, i.e., January of the following year (this is however at the discretion of the Admissions Department). The offer of Admission applies whether KIS is open for face-to-face education or, if the situation arises, virtual education.

8. The children of faculty and Senior Leadership Team members are welcome to apply for admission. If successful, tuition fees are waived for two children. Subsequent children enrolled pay full tuition fees unless assessed for Financial Aid. Any income tax obligation on this concessional education will be borne by the employee.

9. Other fees, once a student is enrolled, beyond tuition fees, such as examination fees, field trips, are covered by the employees and not by the KIS. These students may apply for Financial Aid to take part in the Student Exchange programme.

9.0 KEY DOCUMENTS

APPENDIX: Transition from one programme to the next

Progression into the Middle Years Program:

Progression from the PYP into the MYP is dependent on the student's demonstration of their ability to cope with the subsequent programs. The student's academic progress, self-management skills and contribution to the life of the school are all factors that are taken into consideration. In Year 5, all students do an exhibition then automatically progress to MYP1.

Parents of students who the PYP team feel are struggling to meet the expectations of entry to the MYP are consulted at the beginning of PYP4. A structured and collaborative plan is put in place to support the student to aim towards transition into

our or a different school program and a final decision about suitability is taken in May of PYP4 at another meeting with the parents. The Senior programme Coordinator sends a letter to PYP5 students to offer them a place.

Transition process for students on to high school register into Year MYP1..

Progression through Middle Years Programme and into Diploma Programme

Progression from one MYP year to the next and into DP is automatic. Kabojja International School will only allow students to progress from one year to the next when they have completed the previous year and contribute to the life of the school on a wider basis. Admittance to the DP, will only be made to students who can easily cope with the programme. Decisions will be made on an individual basis after reviewing evidence from MYP assessments and student's academic and behavioural records.

To be promoted to the next class in MYP1, and 3 a student's final year report should demonstrate:

1. That the student has met Kabojja International School expectations for Service learning
2. Attendance of at least 90% in each subject of study for the whole year.

Students who fail to meet these criteria will have their promotion reviewed by the school. Parents and students concerned will be involved in this consultation process both at the end of the semester and academic year.

For students who fail to make satisfactory progress during the Diploma programme parents and students concerned will be invited to a meeting with the DP Coordinator to discuss concerns at the end of a given semester or/and at the end of the academic year.

Each student's progress and attainment are reviewed in March of DP1 by a committee consisting of the pedagogical team and the Student Support and Wellbeing Team. The High DP Coordinator sends an offer letter to MYP5 students who have been selected to progress and the parents of students who have not been offered a place are invited to meet with the DP Coordinator.

Such students must demonstrate:

1. Ability to cope with MYP exit requirements
2. Achievement of grade 3 and above in the Personal Project or a pass from another curriculum.
3. That the student has met KIS expectations for Community and Service or equivalent in other curricular.
4. A minimum of 90% attendance in each subject of study
 - a. Personal circumstances that may have affected attainment adversely are considered and a positive attitude to learning may be considered if a student is just below the grade of the entry requirement.

In addition to meeting the entry requirements for chosen subjects of study in DP1, a student should have:

An MYP5 final grade of 5 or above or equivalent for each higher level subject chosen. For those planning to take Mathematics and Physics HL, grade 6 is required in Extended Mathematics and Physics.

An MYP5 final grade of 4 or above or equivalent for each Standard Level subject chosen.

Policy done in **September 2025**.

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People involved in writing the policy

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