



Admissions Policy and Procedure

Version	Creation date plus 1.0
Effective from	1st August 2025
Policy Author	EPW/DCT
Reviewed by	Head / BOM
Frequency of Audit	Annual
Publication	Cloud policy folder/Website/Printed

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Admissions Policy

Shrewsbury International School (for hereon referred to as the School) is a school for children from the ages of 11 to 18. The School has First Form (equivalent to Indian Grade 6), through to the Upper Sixth (equivalent to Indian Year 12). The School admits pupils into all its forms except the 5th Form (Indian Grade 10) and the Upper Sixth (Indian Grade 12).

Shrewsbury International School India and Indian School Grade Equivalents

Age on 1 st Day of the first term	Shrewsbury International School India	Equivalent Indian Grade
11+	First Form	Grade 6
12+	Second Form	Grade 7
13+	Third Form	Grade 8
14+	Fourth Form	Grade 9
15+	Fifth Form	Grade 10
16+	Lower Sixth Form	Grade 11
17+	Upper Sixth Form	Grade 12

All enquiries are dealt with fairly and equally, irrespective of nationality, race, religion, or personal circumstances. Disability is not a bar to application, and parents are invited to disclose disabilities if they wish, which will be handled confidentially and sympathetically. The policy is therefore inclusive and non-discriminatory. However, the School reserves the right to refuse admission if it does not feel it can provide a full duty of care to the pupil concerned.

At all levels, the final offer of a place is dependent on:

- Successfully passing the relevant admissions tests
- Submission of a satisfactory school transcript accompanied by a satisfactory reference from the pupil's previous school, and a satisfactory Transfer Certificate (TC)
- Provision of an in date Aadhaar ID, and/or Passport with a valid visa
- Evidence that other conditions have been met, e.g., certification of the pupil's level of English, and/or that the pupil's previous education meets the entry requirement, typically evidence that a combination of GCSE grades have been achieved for entry into the Lower Sixth Form.
- Satisfactory performance at interview with the headmaster, or another senior academic

Admissions Procedure

Initial Enquiries

The first point of contact for an enquiry about the School should be the Admissions Office. Those making an initial enquiry about the School are usually sent a Prospectus and Application Form.

Parents who have made an enquiry about the School are encouraged to complete the application form and to come to see the School for themselves.

Visiting the School

All visits to the School must be pre-booked via the admissions office.

An individual Family Visit lasts approximately half a day and allows families to meet the

Headmaster (subject to diary availability), and the Director of Admissions.

Applications

Families are encouraged to complete and submit an application form before they come to visit. The information within the application form is useful to the School when preparing for a family's visit.

An application is not considered complete until the application fee has been paid.

Assessment for admissions

Assessment for admissions can only take place once an application has been submitted and the application fee paid.

Assessment for admissions is conducted on a rolling basis and commences as soon as an application form along with the application payment is received.

The assessments take place in two phases:

- Phase 1 – Prior to interview
- Phase 2 – At interview

Prior to interview

Families are asked to provide the potential pupil's most recent school transcript. Once the transcript has been received the admissions team will arrange for the potential pupil to take a cognitive aptitude test (GL Assessment's CAT4 Test).

The School will then review the school transcript and the outcome of the CAT4 test and then advise the family whether or not the potential pupil will be invited to interview.

At interview

It is the School's strong preference that interviews take place on campus. The schedule for interviews may vary but each will include:

- Completion of the appropriate assessment papers
- An interview with the headmaster and/or another senior academic.

Where it is not possible for the pupil to attend the interview on the School's campus, the School will work with the family to make arrangements for appropriate invigilation of the admissions tests and conduct of the interview.

Admissions Papers

Entry into Forms 1-4 (Indian Grade 6 -9)

Pupils applying to be admitted to the School in Forms 1,2, 3 and 4, will take a cognitive aptitude test (GL Assessment's Pre-A CAT4 test), and admissions papers for English and Mathematics.

The cognitive aptitude test will usually be taken online at home with the School providing some invigilation online.

Appropriate English and Mathematics papers are set for each point of entry. The papers are usually taken as part of a visit to the School. Where this is not possible, the School will work with families to find an appropriate location in which the papers can be invigilated.

Entry into the Lower Sixth (Indian Grade 11)

All applicants for places in the School's Lower Sixth will take a cognitive aptitude test (GL Assessment's CAT4 test).

The decision about whether to employ any further admissions tests will be based on the outcome of the CAT4 test, the and an admissions paper for English and Mathematics.

The decision about whether to employ any further admissions tests will be based on the outcome of the CAT4 test, a review of the applicant's school transcripts and their choice of A Level subjects.

Interviews

All applicants will have an interview with the Headmaster and/or senior member of the School's academic staff.

Offer of a Place

Once a pupil has passed the necessary assessments, a formal letter will be sent by the School to the pupil's parents, confirming the offer of a place. The letter will make clear whether the offer is unconditional or whether any conditions remain (e.g. GCSE grades, English Level, later transcripts from the pupil's previous school).

Where conditions are set, the School will be clear about the deadline by which they need to be met. The pupil's place will only be confirmed if the conditions are met by the deadline set. The School will only confirm a pupil's place once all the conditions have been met, and the pupil's place is only secured once the registration process has been completed.

Registration

Registration is the final stage of the admissions process, it is the process by which a pupil is enrolled into the School once they have met the entry requirements outlined above. A pupil is only considered to be registered (enrolled) at the School once the following steps have been completed:

- The submission of a completed registration form
- Receipt of the admissions fee and caution money

Provision of information for new entrants

Full pupil induction information is updated annually no later than mid-June. This information is sent by the Admissions Office to the parents. HSMs will also contact pupils to welcome them to their house and to provide appropriate joining instructions.

Additional Requirements for candidates living overseas

Overseas entrants (i.e. entrants whose normal domicile is overseas) are required to nominate a legal guardian in India in advance of taking up their place at SISI. Overseas entrants therefore have to complete our Guardianship Form as part of the entry procedure.

Overseas entrants will in many cases need a visa to enter India. The School will issue a letter confirming the pupil has been accepted to study in SISI, the letter then enables the pupil to apply for a visa. Further information can be found in the "overseas pupils" section of the School's website.

Scholarships and Bursaries

Further information can be found in the scholarship section of the School's website.
Families may only apply for a scholarship once the pupil has been registered.