

## Preamble and principles

Kristiansand International School (KIS) is registered as a private, not-for-profit, school authorized by the International Baccalaureate (IB) to offer the IB Primary Years and Middle Years Programmes and recognized by the Norwegian Government under section 2-12 of the Education Act for students in Grades 1-10. The school fees are set very low, thanks to generous support from Kristiansand Kommune and Stiftelsen Kristiansand International School. However, the school may charge for additional costs (see the terms and conditions for further information), including field trips and the need for personal computers in the higher grades.

As an international school, the school works to support students and families who may be relocated outside Norway. The school believes that by following an international curriculum based on conceptual understanding, students are well equipped to be successful academically, no matter in which education system they are taught after KIS. Accordingly, places at the school are prioritised for international families in line with the school's terms and conditions. The priority groups are as follows:

1. Students of overseas parent(s) who are working in Norway.
2. Students of parents resident in Norway whose company can confirm that they will work overseas in the future.
3. Students whose parents are interested in an international education.

The school believes that an international education offers students access to a diverse range of cultures and beliefs and that this helps equip our students with the skills necessary to thrive in an increasingly globalized world. However, the school also acknowledges that an international education is less deeply rooted in local culture and society than a national education system, and works closely with prospective parents to consider the best educational options for each child, and will support families to transition children into the Norwegian education system if their plans change.

## Admissions Procedures (in chronological order)

1. Admission to the school is by application and the school will not consider any student for admission before receiving a completed application form and signed terms and conditions.
2. Where available, a report card from a current school should form part of the application. This is for information only, as the school is non-selective, and admissions decisions are based solely upon the applicant's placement in the priority groups above.
3. All applicants are encouraged to either visit the school or have a phone conversation with the principal to discuss the educational choices and aspirations of the applicant.
4. The school assigns students to a priority group, based on the information received and internal guidelines periodically issued by the board.
5. An offer of a place will be made by email dependent upon space at the school, the applicant's priority group and in line with the section on waiting lists below.

6. Applicants who are resident in Kommunes other than Kristiansand need to apply to their local Kommune for approval of a transfer of educational funding before a place can be confirmed.

### Start Dates

Entry to KIS can be made at any point during the academic year, in line with the needs of families who are relocating throughout the year. If an applicant is currently attending a local school, transfer to KIS would normally be at the beginning of a new academic year to minimize disruption to both the student's education and the schools' organization.

### Waiting List

When classes are fully subscribed, KIS runs a waiting list. No applicant is added to the waiting list until the school has received a completed application form and signed terms and conditions. The waiting list:

1. Is ordered first by priority – priority one students will be placed in a group at the top of the waiting list. Priority two applications will form the next group and priority three applications a final group.
2. Secondly, applications are ordered by date of completed application. Within each priority group, applicants will be ordered according to the date that the school received a completed application form and signed terms and conditions.
3. For applicants starting in August, the school will offer vacant places to students on the waiting list no later than the end of May. If the school is not anticipating pressure on the number of places in a particular class, offers may be sent out much earlier.

### Class Sizes

Class sizes are capped by the size of the rooms at school. For admissions purposes, a class is considered full at 18 students (15 for Grade 1), but may still have places for potential students in priority group one. In the run up to a new school year, only priority one families will be offered places in the new Grade 1 class. Any remaining places will be offered to students on the waiting list at the end of May.

### Further information

1. The IBMYP requires students to complete the final two years of the programme to be eligible for MYP Certification. Accordingly, the school will not normally accept new students into the final year of the MYP. Exceptions may be made to this where a potential student comes from another IB school, or for students coming to Kristiansand from overseas without the Norwegian language needed to thrive in the state school system.
2. This policy should be read in conjunction with the school's terms and conditions and application forms, which are available on the website [www.kristiansandis.no](http://www.kristiansandis.no). Rejection of applications for school places are individual administrative decisions which may be appealed within three weeks of receipt (in writing). The complaint should be sent to the school principal who will consider the original decision against the appeal. If the principal upholds

### Admissions Policy

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the original decision, a further appeal may be made to the chair of the Board of Stiftelsen Kristiansand International School. The board's decision is final and cannot be appealed.