



**KNIGHTSBRIDGE
SCHOOLS**

**INTERNATIONAL
Administrative Procedures
Bogota, Colombia**

**ADMISSIONS
Policy**

TABLE OF CONTENTS

1 INTRODUCTION

2 ADMISSIONS PROCESS

2.1 Submission of KSI application and all required documents

2.2 Review of application

2.3 Admission decision

2.4 Applications validity

2.5 School Fees

2.6 Re-Entry or Late Registration

3 IMPORTANT POINTS

3.1 KSI Age Guidelines – Student age by august 31st

3.2 Class size

1 INTRODUCTION

Admission is the process by which the Knightsbridge Schools International (KSI) determines the enrollment of students to the different grades offered by the school. This process is done for the applicants who for the first time wish to enter the Institution.

KSI has an admissions policy that is shared with faculty, parents and prospective families. Applications for admission are accepted and reviewed throughout the year and students can, when appropriate, be admitted during the school year. The decision to admit a student to Knightsbridge Schools International Bogotá is based on the fulfillment of the admission requirements, space availability at the appropriate grade level, the school's ability to meet the needs of the student, and the student's ability to fulfill program requirements.

We encourage all families seeking admission for their child(ren) to apply as early as possible and to visit our website to learn more about our curriculum and community. In addition, whenever possible, we advise a visit to our campus to have a personal tour as well so that they can inform themselves in depth about our educational model and solve all the questions that may arise

KSI Bogota does not discriminate on the basis of race, color, creed, gender, sexual orientation, marital status, national origin, political views, religious beliefs, family, social or cultural background, to exclude, deny, or grant any advantage for employment or admissions of students.

2 ADMISSIONS PROCESS

2.1. Stages of the admission process:

1. **Initial visit:** In this visit the family knows the school facilities, its philosophy, characteristics, services offered, rates, requirements and admission process, among others.
2. **Documents submission:** filing of the documents mentioned in the required documents section.
3. **Admission form:** acquire the form according to the established fee and fill out the requested information completely.
4. **Play / Experience Day:** Preschool and Primary applicants participate in Play Day from 7:15 am to 11am and high school applicants participate in Experience Day throughout the school day. This day the applicant has the opportunity to integrate the classroom and interact with their classmates. It also gives teachers the opportunity to observe the student.
5. **Map Test:** This test is applied to applicants for Y3 onwards and measures the academic level of the applicants.
6. **Interview with the applicant:** A balance is made with the applicant about their experience during his/her play or experience day and their personal, emotional, social and behavioral information is known.
7. **Parent interview:** The parents' interest in enrolling their child (ren) at school is known in depth, the environment and family relationship are also known, the family profile is validated according to the family profile desired by KSI.
8. **Admission Committee:** The admissions committee will review the information collected during the process and make the decision regarding admission.
9. **Response:** the family is informed if the student has been admitted and the corresponding grade.

2.2. Admissions Committee

It is conformed by:

1. Executive Director
2. Academic Director
3. Area Coordinator according to the degree of the applicants.
4. School Counselor or Case Manager
5. Admissions Coordinator

2.3. Submission of KSI application and all required documents

- 1.. Photocopy of the child's birth certificate.
2. Photocopy of the passport and visa for other nationalities (foreign students).
3. Student's transcripts from the last three academic years – For students who come from a Kinder: Preschool report in the format provided by KSI.
5. Letter of employing Company with position, income and since when have you labored for the Company.
6. Independent workers must provide income statement and chamber on comerce certificate.
7. External therapy, please include formal report from the therapist.
8. Family picture with applicant's parents and siblings.
9. Student's color photograph 3x4 size.
10. Previous School- Kindergarten Certification of payment.
11. Photocopy of ID (colombian parents).

2.2 Review of application

The admissions committee will review the application. Admission to KSI Bogotá is based on the following criteria:

1. KSI admits its students based on their academic and intellectual development, social maturity and individual talent, without differences of race, color or ethnic origin.
2. The school reserves the right not to admit that candidate whose family values do not match the philosophy, vision, mission and policies of the Institution.
3. The commitment of parents to the educational process of their children is essential.
4. Honesty and transparency of the documentation and information provided during the admission process.
5. Recognition and identity with the Philosophy, Mission and Vision of the College.



6. Academic: we evaluate each applicant based on his/her school records, admissions exam and interview with the prospect student and his/her family.
7. Language: Preschool and primary students will be able to acquire the necessary level of English during their studies in KSI, however students who apply to secondary school it is essential that they have a high level of English.
8. Special Needs: Students with mild physical, medical, or academic needs can be accepted as long as it is determined that the school can positively serve their special needs. Applications for special needs students must be accompanied by complete evaluation reports from specialists in order to be considered.
9. Economic support that guarantees the permanence of the student in the Institution.

2.3. Admission Decision

The admissions committee will review the information collected during the process and make the decision regarding admission and convey the results to the parent/guardian.

Acceptance: If the applicant is accepted, the Admissions Coordinator will contact the family by email and/or telephone.

The family will receive:

An acceptance and official welcome letter, communicating the decision and welcoming the child(ren) and the family to the KSI community. Information about the enrollment process is provided.

Denial: If an applicant is not accepted for admission, a telephone call and/or email is made by the Admissions Coordinator to communicate the news and explain the decision to the parents.

2.4. Re- Entry or late Registration

KSI students, who have departed voluntarily, may apply for re-entry to the school at a later date; grades from the previous school must be submitted:

Also:

- The school will offer the spot to returning students if their academic/behavioral qualifications meet the schools standards and if there is availability in the grade level which they aspire to enter.
- Students who enroll later may be accepted, but must perform different workshops to level the subjects that were unable to do.

If more than a year has passed since the student's enrollment at KSI, the student must reapply, in accordance with the Admissions Procedures for new students.

3 IMPORTANT POINTS

3.1 KSI Age Guidelines – Student age by August 31st

Grade placement of students is decided after evaluation of the school records submitted by parents/guardians and is provisional until all the candidate's school records have been received. The school reserves the right to change a student's grade placement after reception of these records. Students are placed in a grade compatible with their age, development, and previous school performance. Unless admission placement determines otherwise, projected age at completion of 13th grade must be 18 years of age.

AGE AND GRADE LEVEL EQUIVALENCY CHART

	IB programme	AGE (By 31st Aug. In the year of entry)	U.K. YEARS/ GRADE LEVELS	U.S.A. GRADE LEVELS	COLOMBIAN GRADE LEVELS
PRIMARY SCHOOL ESCUELA PRIMARIA PS	Primary Years Programme (PYP)* Programa en Primaria (PEP)*	3-4	Nursery	Kinder 3	Párvulos
		4-5	Reception	Kinder 4	Pre-Kinder
		5-6	Year 1	Kinder 5	Kinder
		6-7	Year 2	1st Grade	Transición
		7-8	Year 3	2nd Grade	Primero
		8-9	Year 4	3rd Grade	Segundo
		9-10	Year 5	4th Grade	Tercero
MIDDLE SCHOOL ESCUELA MEDIA MS	Middle years Programme (MYP) Programa Años Intermedios (PAI)	10-11	Year 6	5th Grade	Cuarto
		11-12	Year 7	6th Grade	Quinto
		12-13	Year 8	7th Grade	Sexto
HIGH SCHOOL ESCUELA ALTA HS	Diploma Programme (DP)***	13-14	Year 9	8th Grade	Séptimo
		14-15	Year 10	9th Grade	Octavo
		15-16	Year 11	10th Grade	Noveno
		16-17	Year 12	11th Grade	Décimo
		17-18	Year 13	12th Grade	Undécimo

* Certified School/Colegio Certificado

***Certified School/Colegio Certificado

