



Admissions policy

Student eligibility shall be determined based on Board policies and in compliance with host country regulations. In addition, the school reserves the right to exclude students or to require special supplementary measures at the parents' expense, if the student's goals or abilities differ significantly from the School's objectives.

Residency

Students enrolled at AISC must temporarily reside with their parents or legal guardians in the country of India. AISC is a school for day students. There are no boarding facilities for students whose parents live and work outside of Chennai.

Non-discrimination

The American International School - Chennai celebrates the diversity in our community. The School ensures that each student is treated with dignity and respect and protected from intimidation, discrimination, physical harm and/or harassment from other students and/or school staff. The School treats all students equally regardless of gender, race, national or ethnic identity, sexual orientation or religion in allowing them access to courses of study, career guidance, preparation and qualifying examinations for further study, athletics and extracurricular activities. School regulations, communications and staff development opportunities shall reinforce these expectations.

No student, who is otherwise eligible (as stated in this policy), shall be denied admission to, the School on the basis of race, colour, gender, religion, national or ethnic origin. Nor shall race, colour, gender, religion, national or ethnic origin affect in any way the treatment, evaluation or any other consideration of the students of the School.

Within the limits defined in Board policy or by host government directive, the School shall accept for admission students with disabilities, provided that such disabilities can be accommodated within available school resources that include physical space, trained faculty and impact of student's enrollment on the learning of other students.

Admissions standards

Admission in all cases is contingent upon a determination by the Admissions Director and/or Head of School that:

- (1) The student will be able to meet the school's academic standards;
- (2) The student has exhibited acceptable behaviour in his/her previous school;
- (3) The school will be able to meet any special needs of the student;
- (4) The student will embrace the school's mission: ***Together we inspire a love of learning, empowering all students with the courage, confidence, creativity and compassion to make their unique contribution in a diverse and dynamic world.***

Priority system

In keeping with its Mission statement, American International School-Chennai will ensure that a seat is available for all Priority Category 1 applicants that satisfy the general eligibility criteria for admissions. As space becomes available, American International School-Chennai will release seats for other eligible students in the order specified by the priority categories listed below, by completed date of application within each category:



- (1) Dependents of U.S. Government employees, dependents of eligible AISC faculty and administration.
- (2) U.S. citizens
- (3) Siblings of students currently attending American International School-Chennai

NOTE: If a sibling requires EAL services and the appropriate services are at capacity the seat will be offered to next eligible applicant. The sibling will maintain his or her position in the wait pool until both a grade level seat and EAL seat are available.

- (4) Non-US and non-Indian passport holders that are native English speakers or have mainstream level proficiency, as demonstrated through academic records and the AISC English language proficiency assessment.
- (5) Non-US and non-Indian passport holders that require English as an Additional Language services (EAL).

NOTE: If the appropriate EAL services are at capacity the seat will be offered to next eligible applicant. The sibling will maintain his or her position in the wait pool until both a grade level seat and appropriate EAL seat are available.

- (6) Eligible citizens of India (See *Indian Applicants* section for eligibility criteria).

Age requirement and grade placement

We understand that enrolling families are coming from and going onto a variety of educational systems that may or may not be similar to the grade name, curriculum and instruction they will encounter at AISC. Some parents initially wonder if age-appropriate grade placement beyond a student’s chronological age might be necessary to insure sufficient to insure adequate academic rigor for their student. In fact, in choosing AISC, you have chosen to enroll your student in a program explicitly committed to providing children with both a challenging academic curriculum and many comprehensive opportunities for social, emotional, musical and athletic development. Regardless of the month of enrollment, the student must have reached the required age for his or her intended entry grade on or before August 31st of the school calendar year.

The minimum age requirements for School enrollment are as follows:

| For Child Enrolling In: | Age Guidelines | On or Before * |
|--------------------------------|-----------------------|-----------------------|
| Pre-School 3* | 3 years | August 31st |
| Pre-School 4 | 4 years | August 31st |
| Kindergarten | 5 years | August 31st |
| Grade 1 | 6 years | August 31st |

*To enter the Pre-School program, a child must not only meet the minimum age requirement above but also be toilet trained and not reliant upon a feeding bottle throughout the day.

The criteria for enrollment into all other grades shall be based not only on age, but also on school records, academic achievement, grade level completion and sequential studies in an American-based curriculum school. High School placement shall be determined by both the student’s age at the time of enrollment, and the number of high school credits that may have been previously earned. Students, whose age at high school graduation would exceed by two years the normal age for graduation, would not normally be enrolled in the School.



Applicants applying from schools using calendar year school years, from January/February until November/December (as in Australia, New Zealand, South Africa, South America, Singapore, Japan, Korea), need to apply to the grade level that extends their current school year. In other words, applicants applying for August enrollment should apply for the grade level they are currently attending; applicants applying for January enrollment should apply to join the grade level they have just completed.

All exceptions to the minimum age requirements above shall be decided by the Principal, based on a recommendation from the counselor. In all cases, the final decision regarding admission and placement rests with the Administration.

English as Additional Language Admissions Policy

AISC supports English language acquisition consistent with our demographic situation through, but not limited to, human resources and the highest ratio of credentialed EAL teachers to students in the NESR region. EAL specialists and classroom teachers work together to support additional language acquisition and academic achievement as part of the mainstream environment.

AISC is a multi-cultural institution with an education program based on an American curriculum. English is the primary language of instruction and communication. AISC serves the educational needs of the expatriate population in Chennai.

- The head of school is responsible for establishing benchmarks of English language proficiency for use in admissions and class placement throughout the school.
- English language proficiency is measured as part of the admission process for students entering grades 9 – 12.
- In order for students to be adequately prepared for the academic rigor of the 11th and 12th grades, they should be independent of EAL support before entering 11th grade.
- In order to ensure students' success in a demanding academic environment, EAL students are accepted in grades 9-12 depending upon their level of academic English and their academic records. Grade 9 applicants must demonstrate English language proficiency at the intermediate level or above in order to be considered for admission. Grade 10 applicants must demonstrate English language proficiency at the advanced level in order to be considered for admission.
- For students entering grade 1 through grade 8, their English language proficiency is measured once they have been admitted to the school. This data is used in a variety of ways, dependent upon the division the student is entering.

Indian applicants

American International School- Chennai is authorized by the Ministry of External Affairs (MEA) as an American Embassy School in India. With reference to Indian nationals, the school's admissions policy is required to enforce regulations issued by the Ministry of External Affairs (MEA) of the Government of India. An Indian national applicant/passport holder seeking admission to AISC must meet all three of the following criteria, as set forth by the MEA, to be eligible to apply for admission:

1. The student should have come from an American/international system of education and has to return to the American/international system of education,



AND

2. The parents of the student are likely to stay in India for a period of only two or three years,

AND

3. The student is in a critical stage of education and studying at AISC is important for the student's education. AISC's intent is not to restrict admission, but to assure that we are working appropriately within regulatory expectations. We expect that parents' of all Indian applicants provide a signed corporate letter indicating duration of their stay in Chennai for a period of 2-3 years, and a signed AISC Indian National Declaration validating all three MEA criteria. We will periodically review the transient status of Indian parents whenever it is deemed necessary.



FAQs

Q. When should I submit an application for admission?

There is not set admissions deadline. However, in any case that there is a possibility of relocating to Chennai, parents are encouraged to submit all required application documents and payments as soon as possible.

Q. Can I enroll my child in AISC now?

Yes. AISC has a rolling admissions policy. Students are accepted continuously until the first week of May.

Q. When does the admission of students for the coming school year start?

We start enrolling student from January-February for an August start.

Q. What is the maximum number of students in a classroom?

The maximum number of students in a classroom is twenty (20) and it varies anywhere between 15 and 20, depending on a grade level.

Q. Can my child leave the school campus during the day?

AISC operates as a closed campus. If your child needs to leave the campus for any reason during the school day please advise the Main reception.

Q. Are meals provided by the school?

Yes. The school cafeteria is open throughout the school day. The cafeteria provides full meals and a la carte lunch options along with drinks and snacks. A la carte items may also be purchased at the Student Store near the pool. Payment for food is made using a prepaid card.

Q. Does AISC offer transportation for students?

Yes, AISC offers a bus service route which, due to geographical challenges in Chennai, may be restricted only to certain neighbourhoods. The cost of this service is USD 1,250 per child for the entire year. We will provide door to door pick up service of students, provided that they live in the scheduled bus route.

Q. Do you have boarding facilities?

No. AISC is a school for day students. There are no boarding facilities or provisions for students whose parents/guardians live and work outside of Chennai.

Q. What are the school hours?

School starts at 8:30 a.m and ends at 3:30 p.m.

Q. Are there school uniforms?

No. Students are expected to be clean and neat while at school or at school sponsored events. Appropriate standards of dress must take into account the many nationalities and cultures that are represented in the school. Students should be dressed in a manner that is not offensive to general opinion or disruptive to the educational environment. Students are only required to wear a uniform when representing the school while travelling and participating in athletic tournaments, when a uniform is provided.



Q: Is it possible for my child to receive native language instruction during the school day if I am not a native English speaker?

We have nearly 30 nationalities and are not in a position to provide or facilitate native language instruction in any language other than English during school hours, 8:30 a.m. - 3:30 p.m. All instruction is in English. As part of our program, we offer French and Spanish as additional languages only. There are other native language programs delivered on campus, before and after school and on Saturdays, that are not administered by AISC. If your child requires native language instruction from home country educational institutions or government agencies, please inquire with our Admissions Director.



Application Checklist

For an application to be complete and ready for consideration, parents must fill the online application and submit the following documents.

| | Preschool | Elementary | Middle School | High School | Download Form |
|---|-----------|------------|---------------|-------------|-----------------|
| Documents | | | | | |
| All Applicants | | | | | |
| Application Fee (Non-refundable, \$400 or INR 30000) | ✓ | ✓ | ✓ | ✓ | - |
| Online Application (https://aisc.openapply.com/) | ✓ | ✓ | ✓ | ✓ | - |
| Passport copies for parents and student(s) | ✓ | ✓ | ✓ | ✓ | - |
| Student's and parent's photo (.jpg file, taken within the last 6 months) | ✓ | ✓ | ✓ | ✓ | - |
| Copies of the past 3 years of school reports (in English) | - | ✓ | ✓ | ✓ | - |
| Recommendation Letter from the teacher/counselor | N/A | ✓ | ✓ | ✓ | - |
| High School Transcripts (in English) | N/A | N/A | N/A | ✓ | - |
| Employment letter | ✓ | ✓ | ✓ | ✓ | - |
| Health Form | ✓ | ✓ | ✓ | ✓ | Download |
| Physical Examination Form | ✓ | ✓ | ✓ | ✓ | Download |
| Vaccination Record | ✓ | ✓ | ✓ | ✓ | - |



| | | | | | |
|--|-----|-----|-----|-----|--------------------------|
| Copy of student's Indian visa | ✓ | ✓ | ✓ | ✓ | - |
| Elective Course Selection Form (G6~G8, 2019-20) | N/A | N/A | ✓ | N/A | Download |
| Course Selection (G9, 2019-20) | N/A | N/A | N/A | ✓ | Download |
| Course Selection (G10, 2019-20) | N/A | N/A | N/A | ✓ | Download |
| Course Selection (G11, 2019-20) | N/A | N/A | N/A | ✓ | Download |
| Course Selection (G12, 2019-20) | N/A | N/A | N/A | ✓ | Download |