

Kongsberg International School Admissions Policy

Kongsberg International School (KIS) is open to everyone who meets the requirements for admission to state schools in Norway, with reference to “friskolelova” (the Independent Schools Act) §3-1 and “opplæringslova” (the Education Act) § 2-1. Applications will be automatically accepted on a first-come, first-served basis in cases where there is a place available and there are no further applicants for that place.

Considering the size of current school facilities and the quality of education KIS strives to offer, maximum class sizes have been set as **20 students per class**.

In cases where the number of applicants for admission exceeds the above limits, KIS will put students on waiting lists per the priority list below.

When a space is available, admissions will be handled on a rolling basis - no deadline for applications is applicable and students on the waiting list will be prioritised according to the criteria set out below. KIS does not hold places. Therefore, applicants who are offered a space must commit to starting at the school within 1 month of the date of the offer unless special circumstances dictate otherwise and this is agreed with the school.

Admissions for the coming academic year will start on 1 May of each year. Admissions will continue after the first round of admissions is complete if there are still available spaces. In cases of over-subscription, in subsequent rounds of admission, applicants who applied after the application deadline will be prioritised in the same way as those who applied before the application deadline.

The deadline for applications for admission for Grade 1 for the following academic year will be 1 December.* Admissions will continue after the first round of admissions is complete if there are still available spaces. In cases of over-subscription, in subsequent rounds of admission, applicants who applied after the application deadline will be prioritised in the same way as those who applied before the application deadline.

The deadline for answering an offer of a school place is 1 week. If no answer is received, the offer will be seen as having been declined.

Applicants who decline an offer of admission can ask to remain on the waiting list. However, they will then have considered to have submitted a new application and will therefore go to the bottom of their priority group per the KIS waiting list priority criteria (see below).

There is no fee for applying for a school place. However, if a place is accepted, a non-refundable administration fee will be charged covering the school’s average costs for the admissions process. This amount will then be deducted from the first month’s school fees when the student starts at the school. If the fee is not paid within a stated deadline (of not less than two weeks) admission will be cancelled.

** This is done to ensure that KIS runs an admission process in advance of that of state schools in Kongsberg Kommune. KIS thereby informs parents whether their child has a place at KIS before they must accept or reject a place at a state school.*

Kongsberg International School Priority Criteria

KIS withholds the right to prioritize students in cases where the number of applicants exceeds the number of available places in the following order (with the criteria at the top being evaluated first):

1. Children of KIS staff
2. International students who do not have a suitable educational alternative in the local area. Emphasis is placed on the student's ability to communicate in Norwegian.
3. Siblings (Students who already have a sister/brother enrolled at KIS)
4. Other international students
*Factors that determine whether a student is international:
Nationality of student and/or parents, student's academic language, whether the student has lived abroad for a significant amount of time.*
5. Previous IB or other international schooling (including schooling at Kongsberg International Preschool)
6. Students living in Kongsberg Kommune
7. Date of registered application (first-come, first-served)

Where there are several students within the same category, in the case of international students, students will be ranked as to how "international" they are per the factors mentioned in the above criteria. If students are deemed to be equal in their criteria group, other criteria above will be considered in the same priority order. If they are still considered equal, they will be ranked per the date of the registered application on a first-come, first-served basis.

The Principal has the authority to make decisions on admissions per this policy. Decisions on admissions are decisions that affect a person's individual statutory rights (*enkeltvedtak*), see the Public Administration Act (*forvaltningslova*) § 2, and can be appealed to Fylkesmannen i Buskerud.

This admissions policy has been created with reference to "Rundskriv Udir-5-2010 Om inntak av elever til private skoler med rett til statstilskudd – privatskoleloven §3-1" and «Sjekkliste – krav til inntaksreglement», Udir.

Approved at KIS Board meeting 23/11/2017