



KIS Vision - TO BE A CARING, IMPACTFUL COMMUNITY THAT EXCELS IN LEARNING AND IN LIFE.

KIS Mission - THE **KIS** COMMUNITY NURTURES A GROWTH MINDSET THROUGH A HOLISTIC EDUCATION THAT CONNECTS CULTURES

Diploma Programme Admissions Guidelines

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1. Purpose

Kazakhstan International School (KIS) follows the continuum of IB programmes from the Primary Years Programme (PYP), through the Middle Years Programme (MYP) and on to the Diploma Programme (DP). The DP is a rigorous two-year course for 16- to 19-year-olds. Students study a range of subjects in six subject groups: Language and Literature, Language Acquisition, Individuals and Societies, the Sciences, Mathematics, and the Arts. Learners choose to study three subjects at higher level (240 hours) and three at standard level (150 hours). The purpose of this policy is to standardize the entry requirements for the DP to ensure students are able to access and follow the curriculum successfully.

2. Aims of this policy

Kazakhstan International School (KIS) has a policy of conditional entry designed to support academic success, to ensure that students are placed into courses which are both challenging and manageable, and to allow access to the DP for students coming from other educational systems. The conditions are outlined below.

3. Conditions of entry

Students should only enter the DP at the beginning of the 2 year programme. Exceptions may be made for IBDP transfer students ([see vi.](#)).

A. Academic achievement

a. Internal students

1. A minimum total final achievement score of 32 across the 8 MYP subjects and a minimum score 4 in each of the following subject groups: Language and Literature, Language Acquisition, Individuals and Societies, the Sciences, and Mathematics (an average score will apply if a student is enrolled in multiple subjects within a subject group) ; Grade specific subject requirements for entry to Higher Level (HL) subjects are included in the DP [Subject Choice Form](#).
2. Completion of Personal Project (PP) and Service as Action (SA) requirements.

b. External MYP students

1. A minimum final achievement score of 4 in each of the following subject groups: Language and Literature, Language Acquisition, Individuals and Societies, the Sciences, and Mathematics (an average score will apply if a student is enrolled in multiple subjects within a subject group); Grade specific subject requirements for entry to Higher Level (HL) subjects are included in the DP [Subject Choice Form](#).
2. Completion of Personal Project (PP) and Service as Action (SA) requirements;
3. One teacher recommendation addressing behaviour, attendance and approaches to learning.

c. External non-MYP students

1. CAT 4 Test

2. English
 - a. written test
3. One teacher recommendation from the current school that addresses student behavior, attendance, motivation and self-discipline
4. School transcripts

B. Interview (external students)

All applicants will be interviewed by the DP Coordinator or school principal to determine their level of commitment and ability to take personal responsibility for their learning, as well as their level of oral English fluency. The primary purpose of the interview is to consider the applicant's potential to succeed not only in their individual subjects but also in the core components of Creativity, Action, Service (CAS), Theory of Knowledge (TOK), and the Extended Essay (EE).

C. Writing test

All applicants will produce a short piece of independent writing to determine their writing ability level in English. The test will be assessed by the EAL Coordinator using the EAL entrance exam rubrics.

D. Learning contracts

1. All candidates must sign a learning contract indicating their awareness of the rigorous nature of the programme and constituting their commitment to meeting its academic deadlines;
2. All candidates must sign an *Academic Honesty* contract indicating their commitment to the school's policy of academic honesty;
3. All candidates must sign the *Bring Your Own Laptop (BYOL)* policy contract and Acceptable Use Policy (AUP)..
4. Parents should also sign a contract stating that they will support the programme by attending parent teacher conferences, monitor ManageBac and avoid holidays during term time.

E. Application

Upon admission, external students will be asked to complete an application form which is held by the Admissions Office. The completed form will be given to and kept by the DP Coordinator.

F. Transfer students

1. Students who transfer from other IB schools are welcome. KIS will work closely with parents and other DP coordinators to ensure as smooth a transition as possible;
2. Where an appropriate subject or level is not available at KIS, parents may need to pay the cost of tutoring or an online course.

The criteria outlined above do not, on their own, determine a candidate's eligibility. Individual circumstances and student interest are also taken into account.

The school's Inclusion Policy and Language Policy outline our philosophy on making all IB programmes as accessible as possible given the financial and professional resources available.

In all admissions cases, the Principal of the school makes the final decision.

4. Transition between DP1 to DP2

For student transition from DP1 (first year of DP) to DP2 (second year of DP), the student must show they are committed to the programme. A student will be asked to move onto DP Course* if one of more of the following conditions are not met:

1. A 1500 word Extended Essay (EE) draft had not been submitted.
2. The student has below 90% attendance
3. The student gains an E or below in Theory of Knowledge (TOK)
4. Grade 2 has been awarded three or more times (HL or SL).
5. Grade 3 or below has been awarded four or more times (HL or SL).
6. The student gained fewer than 12 points on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
7. The student gained fewer than 9 points on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).

If there is a bigger concern, the student may be asked to repeat DP1. This decision will be made by the Secondary Principal and ratified by the Head of School.

5. Policy Review

Our DP Admissions Guidelines Policy is designed to be a living document that evolves with our school community's needs and reflects best practices in assessment. To ensure its relevance and effectiveness, the policy will undergo regular reviews and updates. The review process will be transparent, inclusive, and collaborative, involving key stakeholders such as teachers, administrators, students, parents, and external evaluators as appropriate.

The review cycle will be conducted annually. During the review period, feedback and suggestions for improvement will be actively solicited from all stakeholders through surveys, focus groups, and consultation sessions.

The IB Program Coordinators will lead the review process, synthesizing feedback and identifying areas for enhancement or clarification. Proposed revisions will be shared with the school community for further input and discussion.

Following thorough deliberation and consensus-building, the updated version of the DP Admissions Guidelines Policy will be presented to the school leadership team for approval. Once approved, the revised policy will be disseminated to all stakeholders and integrated into the school's ongoing professional development initiatives to ensure understanding and implementation.

*Candidates who study and are assessed for subjects, but choose not to take the entire IB Diploma, are referred to as Diploma Programme Course Candidates ("DP Course Candidates"). The subjects chosen are referred to as DP courses and may include the core requirements of theory of knowledge, the extended essay and/or completion of a CAS programme. DP Course Candidates receive Diploma Programme Course Results (DP Course Results). The grades for theory of knowledge and the extended essay will be recorded on the DP Course Results and the completion of CAS, if appropriate.