

**Arya Gurukul is a Candidate School\* for the IBCP Program.**

This school is pursuing authorization as an IB World School. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that Arya Gurukul believes is important for our students.

**\*Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme, or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes, visit [www.ibo.org](http://www.ibo.org)**

## INTRODUCTION

Arya Gurukul believes in making learning joyful and meaningful so that education can be used to make the world a better place. We advocate free expressions of feelings, thoughts, and ideas through verbal and non-verbal communication. We believe in education with competence and our approach is holistic and student centred.

The school Admissions Policy ensures a fair and straightforward admissions system that promotes equity and fair access for all. This policy helps parents understand how the admission decisions will be made.

## AIMS AND OBJECTIVES

- To harmonise the objectives of the school with the ambitions and aptitudes of the student.
- Zero tolerance on discrimination with a very transparent admissions process.
- Set a decorum of similar and high standard core values for our students and all stake holders.
- Adherence to local laws.
- This document reinstates the importance of the commitment of the school management to ensure fair, transparent and ethical practices in the implementation of the admissions program.

## ADMISSIONS COMMITTEE

The School Admission Committee consists of one representative of the Administrative Department, the IBCP co-ordinator, the relevant class teacher and if need be, the school counsellor.

The roles of each of these members are defined clearly in this policy document as below

- **Administrative Officer:** ensures that the student applying for admission meets the basic eligibility criteria listed in this document.
- **Programme Coordinators:** conduct the interaction session sometimes along with the class teacher. They ensure that parents understand the school pedagogy and concur with the school philosophy. The programme coordinators also facilitate the understanding of the IB philosophy and core values to parents / guardians and students.

Name of the Student:	Signature of the Parent:
Name of the Parent:	Date:

- **Class Teacher:** conducts the interaction session along with the programme coordinator. They ensure that the parents understand the school pedagogy and assent to the school philosophy as well the IB philosophy.
- **School Counsellor:** participates in the interaction session to assess any Special Education Needs of the student seeking admission. The counsellor also briefs the students on the course curriculum as well as its structure.

## PRE-ADMISSION PROCEDURE (IB career-related programme)

- New admissions are not granted to IBCP year 2 (grade 12<sup>th</sup>) students.
- Parents are required to purchase the Prospectus from the School Reception. Parents /guardians can refer to the school website in reference to the cost of the school prospectus.
- If desired, the parents can have a guided tour of the school.
- A registration form is filled by parents willing to proceed with the admission formalities.
- Admission to IBCP for students of Arya Gurukul is offered through one-on-one counselling sessions with the student and parent. Students interested in the IB career-related program are called for an interview to get an overall view of their interest and aptitude in the field of the chosen CRS programme as well as gauge their ability to meet the demands of the course.
- Interested students and parents undergo a counselling session as part of the onboarding process to acclimatize themselves with the IBCP philosophy, programmes, CRS modules and where applicable, the necessary subject pre-requisites for the corresponding CRS program of choice.
- The parents / guardians would be notified of the outcome via telephone or e-mail, whichever was marked as the parent/ guardian's preferred method of communication at the time of registration.
- All students are eligible for admission if it is believed that the school can provide an educational programme that can meet their particular needs. However, the school holds the rights to grant or refuse admission to any student on the basis of merit and/ or eligibility criteria.
- Arya Gurukul uses various methods such as consultations and review of previous grades to assesses the language proficiency of the student. Where need be, the student is given full support from the school to ensure that the student is comfortable in the language of instruction (English). The support includes online classes and weekly review with the English tutor for any queries
- When a student is transferring from another school to start the programme, every effort must be made to ensure as smooth a transition as possible, including clear and comprehensive communication between the schools, the student and parents.

(Ref- Career-related Programme From principles into practice Document of IB)

Name of the Student:	Signature of the Parent:
Name of the Parent:	Date:

## ADMISSION DOCUMENTATION

1. **Application form** Application forms are available from the school administration office or from the Arya Gurukul website.

2. **Closing date**

All applications that have been submitted by the closing date will be reviewed by the Admissions committee and short-list suitable applicants based on the eligibility criteria.

3. **Late applications**

Late applications will not be processed until all timely applications have been allocated.

4. **Relevant accompanying documents**

- Signing of a Declaration of understanding of the IBCP school pedagogy and philosophy
- Consent form for sports activities
- Consent form for the Career-related studies
- National identity card copy / passport (mandatory for international applicants)
- Original birth certificate plus one photocopy of the birth certificate (original to be returned to parent / guardian after verification)
- Previous class report cards / records (inclusive of 10<sup>th</sup> grade or equivalent certificate and marksheets). These are also used to assess the eligibility of the student for entry into the CP/DP courses.
- Special academic or psychological evaluation reports (if applicable)
- 1 passport-size photo of student and 1 set of passport-size photos of parent(s) / legal guardian

## POST ADMISSION PROCEDURES

- Parents undergo an orientation programme to acquaint themselves with the IB program. (Please refer to section ORIENTATION FOR PARENTS AND STUDENTS for further information)
- Upon successful selection for admission based on merit and eligibility, the parents/ guardians are required to deposit the corresponding fee (as per fee structure mentioned in the prospectus)
- Parents / guardians are required to submit the following documents.
  1. Original transfer certificate. (For foreign students, the school would require a letter from the previous principal / head of school stating that the student is willing to transfer and that the head of school / principal holds no objection. A report / marks of the last assessment given will also be required)
  2. Photocopies of all achievement certificates in the field of Academics, Sports, Extra-Curricular activities etc.
  3. Photocopy of Passport (if available) or any other national identity card. Passport is mandatory for foreign students.

Name of the Student:	Signature of the Parent:
Name of the Parent:	Date:

4. The admission documentation booklet must be completed and signed by Parent / parents/ guardian. This information would ensure the facilitation of a smooth relationship between the parents / guardian and the school.
  5. Post receiving an Admission Confirmation Letter through courier or E-mail from the school, the parents/ guardians shall pay the corresponding fee and complete any further formalities, if any.
  6. School uniforms and books can be purchased from the Uniform shop and Book shop in the school, respectively. The schoolbook shop has been furnished with the list of books required. Alternatively, the list of books can be requested from the administration block.
- A new student will be allocated his/ her/ their class on their first day of school. The timetable is handed over to him/her/ them by the Class teacher on the same day.
  - Parents/ guardians will need to notify the school in regard to the joining date of their ward to ensure a smooth and seamless transition.
  - Teachers will assist new students with the syllabi covered in the class till date to catch them up to speed if needed.
  - Parents can contact the school admission counsellor in case of any queries.
  - At Arya Gurukul we carry out an 'assessment of educational need' upon entry to the school at the time of admission.

### ORIENTATION FOR PARENTS AND THE STUDENTS

- Bearing in mind that the IB Career- related Program (IBCP) is a new curriculum for many parents/ guardians and students, the school offers an orientation programme for parents/ guardians and students to acquaint them with the IB philosophy.
- The orientation programme includes a presentation detailing the requirements and expectations of the IB Career-related Programme, the IB philosophy and emphasises on the role of parents to the success of the student's learning journey.
- The orientation programme will also emphasise on the importance of international mindedness and outline all the ways that the school will provide support to the students and parents towards this goal.
- The orientation will follow a short question and answer session to clarify doubts.
- Individual counselling, to shed more light on the same, can be arranged post the orientation.

Name of the Student:	Signature of the Parent:
Name of the Parent:	Date:

### CORE COMPONENTS

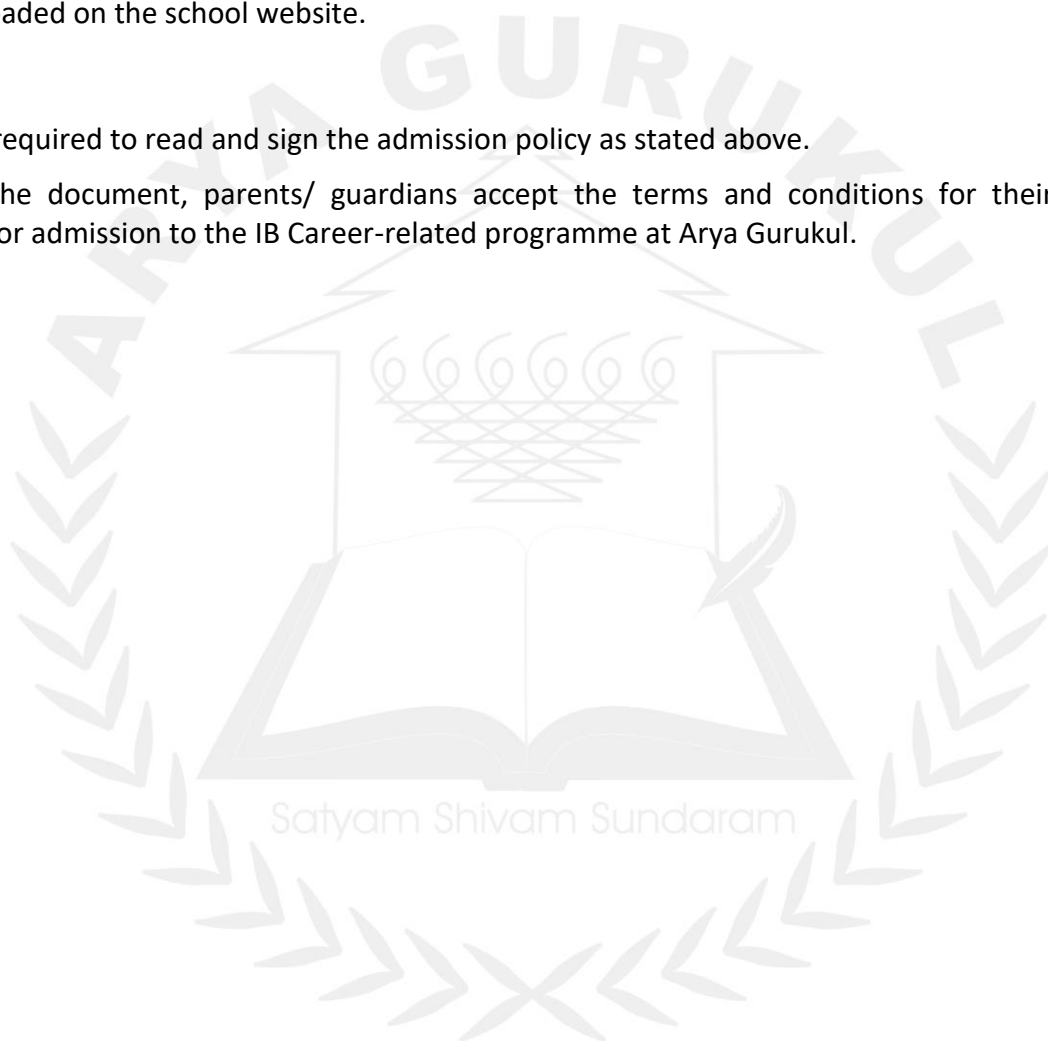
The four core requirements of the IBCP – personal and professional skills, language development, reflective project, and service learning- are compulsory for students following the IB Career- related Programme.

- The admission policy is subject to review annually by the principal / head of school, coordinators, and heads of departments in consultation with subject teachers. -All school policies are communicated to the teachers, students and parents through regular communication and are uploaded on the school website.

### CONTRACT

Parents are required to read and sign the admission policy as stated above.

By signing the document, parents/ guardians accept the terms and conditions for their ward to be considered for admission to the IB Career-related programme at Arya Gurukul.



Name of the Student:	Signature of the Parent:
Name of the Parent:	Date: