



# Akal Academy, Baru Sahib

## ADMISSION POLICY

### **IB Mission Statement**

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### **Akal Academy Mission Statement**

Akal Academy aims at developing young people who have cultivated mind imbued with a spirit of inquiry, thirst for knowledge, respect for diverse world cultures and a keen desire to serve the community in which they live and work, as well as aspire to serve humanity at large through their spiritual values and knowledge acquired through modern education.

### **Akal Academy Vision**

Our vision is to establish permanent peace in the world through value based education and spiritual rejuvenation, creating good global citizens.

### **IB Rules Regarding access**

Rule 5.8 - It is the practice of the IB to make its programmes available to all students enrolled at IB World Schools. No student will be excluded by the IB on the grounds of race, nationality or national origin, ethnicity, culture, gender, age, sexual orientation, religious affiliation, political beliefs, disability, or any other personal characteristic as prohibited by law. Schools must implement their duties under these rules in a manner that enables this practice to be upheld.

Rule 5.9 - It is the school's responsibility to determine whether it can enroll a candidate with learning support requirements into the programme.

### **Admission Philosophy**

Akal Academy, Baru Sahib (New Campus) admits students for classes Nursery - Grade 5 in February/March. Admission is open to all irrespective of caste, creed, religion, nativity or language spoken. Admission is granted on first come-first serve basis. Students are expected to follow the rules and regulations of the school.

## **Admission Procedure**

The following procedure is in place for admissions to various classes:

### **Nursery :**

Informal interaction is done with EY Mentor to assess very basic comprehension of day-to-day instructions. This involves a conversation with the parent/parents to understand the family background and development of the child thus far. Through play-based activities, student is observed for school-readiness. Students have to be a minimum of 3 years by March 1 of the year of admission.

### **LKG to Grade 5:**

Parents can get the admission form from the school office during the working hours. It can also be downloaded from the School Website. Form can also be sent by post on request. Parents need to submit the filled up form along with supporting documents to the Admission Office.

If the student is found eligible, the school informs the parents about the date and venue of the written test. If successful, the parents are informed about the time and venue of the interview. Both parents and students are interviewed.

Written test assesses students' proficiency along literacy, numeracy and non-academic benchmarks for the last grade that the student has completed. There is also an oral component to the test which is conducted by the Subject mentor/ EY Mentor / PYP Coordinator to assess students' preparedness into the IB program. This also includes a conversation with the parent/guardian to understand the family background and prior educational experience of the child. Parents are required to disclose any background information about the student, including any psycho-educational assessments, recommendations for additional support or extensions etc.

If the student demonstrates a certain level of proficiency, then he/she is considered for admission to the next grade at Akal Academy. If not, then the student is offered admission into a more developmentally appropriate grade level. We welcome SEN children into our school provided that we can make appropriate provision for their needs. Students with Special Educational Needs will be considered for admission on an equal basis with all other children taking into account the suitability of the students to mainstream education and availability of resources and facilities to meet the student's needs.

All students undergo a medical examination and hygiene check. If everything is found satisfactory, the parents are informed to deposit the admission fee (non-refundable) and the first installment of tuition fee and complete all associated paperwork and submit all mandatory documents. The student is now formally admitted and gets the Admission Number from the Administrative Office.

### **Documents required at the time of admission**

- Recent passport size photographs of the child (8 copies)
- Passport size photographs of both parents (2 each)
- Passport size photographs of other family members/guardians who are authorized to visit the student during the academic year (1 each)
- Birth Certificate (Original) issued by Registrar, birth / Municipal committees.
- Transfer Certificate (Original) from the previous school countersigned by appropriate authority.
- Aadhar card of the student ( Photocopy )
- Photocopies of ID cards of the parents (Aadhar card/Voter ID/ Passport/ Driving license)
- Academic Report from the previous school (s) including learning support requirements, if any.
- Medical fitness by authorized medical practitioner with vaccination status (MMR, Typhoid, Chickenpox , Hepatitis B) and other reports (X-ray of chest, Dental report, Urine examination, Eye checkup, Hemoglobin, ENT, Blood group)
- VISA and Passport of the student (only for NRI students)
- Statement of acceptance by parents to abide by the rules and regulations of the school.

## **Admissions and the Learner Profile**

**Principled:** We admit students who we believe will be able to succeed academically and emotionally at our school. We will make decisions that are in the best interest of our students.

**Balanced:** We will ensure that we consider applicants from our entire community without any bias.

**Open-Minded:** We will ensure that we consider applicants equally, regardless of their nationality, race, gender, color, religion, or special needs.

**Caring:** We will treat all students with kindness and consideration, ensuring clear and timely communication and feedback, safe and appropriate environments etc.

## **Admissions Rights and Responsibilities**

**Students:** Based on the “Right to Education” policy of the Government of India, students have the right to quality education and continuation of their learning. They deserve to be treated with dignity.

**Parents:** The parents have the right to get timely responses, receive all guidelines and necessary information, treated with dignity and respect. It’s their responsibility to equip the school with all required information to enable timely responses and adequate preparation to ensure continuity of learning and inclusion.

**Teachers:** Welcome and include new students to their class community and work tirelessly for the all-round development of each child.

**The School:** It reserves the right to receive complete and accurate information from the families about the student. It ensures access to IB education to the broadest possible range of students. The school is accessible to the whole school community.

**School Leadership:** Communicates with families in a timely manner and provides opportunities for a dialogue; Communicates and provides all guidelines and information about processes and procedures; Listens to the voices of all learners, their parents and caregivers, support staff and non-teaching staff.

## **Connections to other Policies**

### **Admissions and Language**

At Akal Academy, a student’s language profile is assessed based on his/her prior academic performance. In order to be admitted, students are expected to demonstrate age appropriate literacy and proficiency in a language. A student’s level of language proficiency will be assessed as part of the admission process for LKG to Grade V.

If students are not found capable of accessing information and expressing themselves at an appropriate level, they may be admitted at a lower level with consent from parents.

Language teachers will place the newly admitted students into appropriate language group within two weeks after the enrollment. We aim to balance the levels of language proficiency, while considering our resources and class make up, to ensure diversity among our students.

### **Admissions and Inclusion**

We aim to balance the levels of academic abilities, identities and heritage to ensure diversity among our students. We expect the parents/Guardians to share information that helps us to determine the services to offer to students, in terms of inclusive access arrangements and reasonable adjustments. We expect our applicants to take admissions tests, be it at school or remotely, from LKG to Grade V. Through admissions tests in English and Mathematics, the school becomes informed about the student levels and can begin preparing to welcome students based on their needs.

### **Admissions and Academic Integrity**

If students cannot come to the school to take entrance exams, a representative from the associate schools or admission cell will invigilate on our behalf. Students are expected to be fair while giving the test within the Campus / outside or from home virtually.

## **Admissions and Assessment**

Grade LKG –V, we assess students based on the academic report from the previous school(s) and any other relevant documents produced from the School. Applicants have to take an entrance test for English and Mathematics and an interview with the Subject mentor / EY Mentor/ PYP Coordinator, face-to-face or virtual.

## **IB Standards and Practices for Admissions**

### **Culture 1: The school secures access to an IB education for the broadest possible range of students. (0301-01)**

Culture 1.1: The school implements and reviews an access and/or admissions policy that clearly describes the conditions for participation in the school's programme(s). (0301-01-0100)

Culture 1.2: The school provides relevant support materials, resources and structures to promote access to the school's programme(s) for as many students as reasonable. (0301-01-0200)

Culture 1.3: The school provides opportunities to access the programme(s) for the broadest possible range of students. (0301-01-0300)

### **Culture 6: The school implements, communicates, and regularly reviews its IB mandated policies to ensure they are cohesive and reflect IB philosophy. (0301-06)**

Culture 6.1: The school implements processes with consideration of the relationship between its IB mandated policies. (0301-06-0100)

Culture 6.2: The school documents its IB-mandated policies and communicates them to the school community. (0301-06-0200)

Culture 6.3: The school considers physical and virtual spaces in all of its IB-mandated policies. (0301-06-0300)

Culture 6.4: The school articulates a planned integration of human, natural, built, or virtual resources in all of its IB-mandated policies. (0301-06-0400)

Culture 6.5: The school considers the learner profile in all of its IB-mandated policies. (0301-06-0500)

Culture 6.6: The school considers international-mindedness in all of its IB-mandated policies. (0301-06-0600)

Culture 6.7: The pedagogical leadership team uses the school's IB-mandated policies in decision-making and curriculum development. (0301-06-0700)

## **Review Cycle**

Following a full review by Teachers, Parent representatives, Mentors and the Pedagogical Leadership Team, this policy was first adopted in 2013; reviewed and updated annually in February / March with updates wherever required.

## **References**

- Rules for IB World Schools 2020
- The IB Guide to inclusive education document
- Admission/Access policies available on internet sources
- IB Learner profile booklet
- IB Standards and Practices document 2020