

Admissions Policy

INTRODUCTION

AHLCON PUBLIC school 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.

- 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 12th) 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 AHLCON PUBLIC school 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 basis of merit and/ or eligibility criteria.

- AHLCON PUBLIC school 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.

ADMISSION DOCUMENTATION

1. Application form

Application forms are available from the school administration office or from the AHLCON PUBLIC school 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 on basis of 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 back to parent / guardian after verification)

- Previous class report cards / records (inclusive of 10th 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.
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 uniform and books can be purchased from the Uniform shop and Book shop in the School respectively. The school book 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 time table is handed over to him/her/ them by the Class teacher on the same day.
 - Parents/ guardians will need to notify the school in regards to the joining date of their ward so as 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 AHLCON PUBLIC school, 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.

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 AHLCON PUBLIC School.

Name of the Student:

Name of the Parent:

Date:

Signature of the Parent: