



APEEJAY SCHOOL
INTERNATIONAL
South Delhi

APEEJAY SCHOOL INTERNATIONAL, SOUTH DELHI

ADMISSION POLICY

(Primary Years, Middle Years & Diploma Programme(s))

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OBJECTIVE

Our objective is to help decision-makers towards making thoughtful admission decisions that are in line with our school's mission and vision. We welcome children from all cultures, nationalities and religions. Our aim is to develop a diverse student body that will enrich the school community and work constructively to develop their full potential.

The purpose of the admission policy and processes is to:

- To outline fair and transparent criteria for the selection of the candidate.
- Ensure fairness and equitable access to our programs.
- Continually improve the quality and responsiveness of our admissions process/es
- Streamline the admissions process with more responsive and customer-oriented services.
- Ensure that the school's policies are managed effectively through consistent and appropriate admissions processes.

ENROLMENT CRITERIA

ASI is an inclusive, day school. The school wishes to accept all eligible applicants and shall make every effort to provide facilities needed for the optimal growth of each of its students. Admission is open to from Grade 1 to 5 in IB PYP (Primary Years Programme), Grade 6 to Grade 10 in IB MYP (Middle Years Programme) and Grade 11 and Grade 12 in IBDP (Diploma Programme). Admission is open to students of the local and international community regardless of race, religion, gender, or country of origin. Admissions are open throughout the year.

The school considers the following as essential for admission

- Availability of seats.
- Age-appropriateness.
- Level of educational aptitude and skills as determined by the interaction with the child and or written assessment (Grade 3 onwards), and educational records of the previous school. Admission assessment is a tool to understand the current level of knowledge, understanding and skills. The assessment data helps to identify the student's needs and to develop IEP (individualized education program) accordingly.
- Students with special educational needs are admitted considering the school's capacity to student's educational needs. An extra fee for the same may be charged as per the fee policy. (Read in conjunction with Inclusion and Fee Policy)

Age Criteria

Student's age should be as mentioned below; as on 1st July of the relevant academic year. Any relaxation in age if found necessary and justified may be considered and is at the sole discretion of the Principal.

Grade	Age(Years)
Grade 1/ PYP 1	5 to 6
Grade2/PYP 2	6 to 7
Grade3/PYP 3	7 to 8
Grade4/PYP 4	8 to 9
Grade 5/PYP 5	9 to 10
Grade6/MYP 1	10 to 11
Grade7/MYP 2	11 to 12
Grade8/MYP 3	12 to 13
Grade9/MYP 4	13 to 14
Grade10/MYP 5	14 to 15
Grade 11/ DP 1	15 to 16
Grade 12/DP 2	16 to 17

ADMISSION PROCESS

For admissions, parents can apply online through the school website <https://intl.apeejay.edu> or visit the **Admissions Office** at the school.

FEE POLICY

The fee structure of the school is available with the Admissions Office. The fee structure is reviewed annually and amendments, reflected in the revised policy. These changes will be available at the Admissions Office well before the new academic year begins. On receiving Acceptance Letter, parents are required to pay the Admission fee (non-refundable) and the Security Deposit (refundable) along with the school fee as applicable.

RE-ADMISSION

Occasionally there may be a student who seeks re-admission after initially withdrawing from the school. The School Principal shall authorize all re-admissions. Students seeking re-admission need to go through the entire admission process unless waived by the Principal. (This is to be read in conjunction with the Fee Policy)

WITHDRAWALS

1. Students leaving in the middle of a **term** shall have to pay the fee for the complete term.
2. In the case of withdrawal, Parents or Guardians are required to notify the School Principal in the prescribed format (Annexure 1) by mail or in writing.
3. The deadlines for making such requests are as follows:
 - End of 1st-term withdrawals should be notified in writing not later than the 30th of November of the same year
 - End of academic year withdrawals should be notified in writing not later than the 30th of April of the same year.
 - Pre-term students withdrawing in the year of entry should submit withdrawal letters by the 30th of June of the year of entry.
 - For Grade 10 students and detainees not willing to continue, the withdrawal should be advised in writing to the school within 15 days of the official announcement of results. The deadlines of 30th April and 30th November shall not apply in such cases.

In the absence of such withdrawal requests in writing duly acknowledged by the School, 'Notice Period Fee' equivalent to one instalment (One quarter) of the School Fee shall be charged.

Withdrawal and Refund Procedure:

All students, whether graduating or withdrawing from the school are required to obtain the 'withdrawal form' from the Admissions Office and complete all the information and requirements stipulated therein that also includes the return of all school property in good condition to various departments.

ALIGNMENT WITH OTHER POLICIES (DIPLOMA PROGRAMME SPECIFIC)

ALIGNMENT WITH LANGUAGE POLICY

Languages are offered both in Group 1 and Group 2 in MYP and the Diploma Programme. For Group 1- English proficiency is tested of a child seeking admission in the programme, based on which the level is finalized.

Languages available in Group 2 have different mechanisms to be opted for. For selecting the appropriate language for a child, prior knowledge is checked. This is done by verifying the previous grade mark sheets. Language B will be offered to only those who have acquired the linguistic skills of a particular language in the previous two to four consecutive years. Hindi, French & Spanish will be offered as Language B at Standard level whereas French/Spanish will also be offered to beginners as Ab initio (Standard level) at the School. Baseline assessment will also be conducted to verify the linguistic skills of the student in case they wish to opt for Language B as their Language Acquisition subject.

ALIGNMENT WITH INCLUSION & LEARNING SUPPORT POLICY

Admission Policy is linked with the Inclusion & Learning Support Policy at School. This includes providing the child's information regarding learning support, followed by an assessment in case of any indication at the time of admission. Please refer to the Inclusion and Learning Support Policy for further details.

ALIGNMENT WITH ASSESSMENT POLICY

Admission Policy is aligned with the Assessment Policy, as admission to grades 3 and above involves prior knowledge testing for proficiency in English as well as in Mathematics. For DP, based on the marks obtained by the child seeking admission, subject choices are finalized in consultation with the subject experts as well as DPC. This exercise helps the child in opting for the right subjects as per his/her knowledge and interest, resulting in achieving desired learning outcomes.

ASI COMMUNITY INVOLVEMENT

School's management, admission team, and facilitators are well versed with the School's Admission Policy. The contributors of the steering committee for the Admission Policy comprise of Management, School Principal, Head Outreach, Asst. Head Outreach, DPC, MYPC & PYPC. They all work in tandem for the ongoing development of the Admissions Policy at School and ensures the objectives laid down in the policy are taken care of at all times.

COMMUNICATION OF THE POLICY

ASI believes in strong communication between all its stakeholders. All Policies at School are shared with governing body, administrators, staff, students and parents on a regular basis. Updates if any that take place after the review cycle are approved by the governing body and are released to the entire community thereafter for their consumption.

POLICY REVIEW TIMELINE

All Policies at ASI are reviewed on an annual basis. The timeline for the same is as follows:

Admission Policy	Timeline
Policy Framed	December 2019
Policy Review due in the month of	July 2020