



## **ADANI INTERNATIONAL SCHOOL 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.

### **Adani International School Vision & Mission**

#### **Vision Statement**

We are committed to providing state-of-the-art education infrastructure consistent with evolving global educational trends that inspires children to be nation-builders pushing India's global ambitions.

#### **Mission Statement**

To be the leading Indian school that provides a global learning experience with educational application that is future ready.

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## **Admission Policy**

### **1. Purpose:**

This policy is intended to ensure that the admission procedures at the school are fair, open, and consistent, reflect the school's vision, mission, and values, meets regulatory requirements, and supports the school's Curriculum. It also commits Adani School to ensure that all admitted students are able to receive a quality education that will meet their individual needs.

### **2. Aims and objectives of the admission department:**

- To maintain the admission standards.
- Provide appropriate orientation to prospective parents and assisting existing parents.
- To identify the students to match the goals of the school with the goals and aptitudes of the students.
- Have a transparent process and no discrimination to any student.
- Verify all the required documents wherever applicable.
- Abide by local laws and requirements.

### **3. Policy:**

The school will accept students in compliance with regulations and policies, ensuring that all applicants are treated fairly and without selection based upon academic achievement or potential, ethnicity, religion, gender, or any other possible form of discrimination. We will adhere to age- appropriate admissions according to regulations. The school will accept applicants with mild to moderate Special Education Needs (SEN) who, with sufficient targeted support, will have access to the full curriculum within our inclusive learning environment.

**Prospective families** will have an opportunity to visit the school and learn about the Curriculums offered by Adani International School. They will receive an introduction to our quality educational experience and have time for their questions to be answered regarding the school. The procedure for admissions will be explained fully, along with the age of admissions and any other stipulations according to current regulatory requirements.

### **4. Overview of Curriculum offered at Adani International School**

Adani International School is a day school that believes in providing all students an equal opportunity. Adani International School is authorized to offer the International

Baccalaureate's Primary Years Program (PYP) for Nursery to Grade 5. Admission is open from Grade 6 to Grade 10 Cambridge curriculum and Grade 11 and 12.

### **(i) An Overview of the Admissions Process:**

The Admissions Process at Adani International School involves the following:

**(a) Admission Enquiry:** Parents can walk in or call the school or mail to find out the preliminary details. Can refer the school website.

**(b) Application form submission with supporting documents:** Prospective students parents will fill out the online application form the school website. Parents submit the admission form along with the required documents mentioned in the form.

- Self-attested photocopy of birth certificate which has the name of both the parents mentioned on it.
- Self-attested proof of residence (Ration card/Voter ID/Electricity or water bill/Tenant's deed/Aadhaar)
- Two passport size photographs of the student and parent/guardian.
- For grade 9 students-The IGCSE and IBDP Subject Choice Form should be filled in and submitted along with the Application Form.
- Every student joining DP should submit the pre board or the Summative Assessments transcripts of Grade 10.

Admission counsellor verifies the admission form and the submitted documents.

**(c) Schedule interaction dates:** Post verification of the documents, admission counsellor contacts parents to schedule the assessment and interaction dates.

- Nursery -KG2 offline interaction is scheduled between the parents along with child and the section coordinator the principal/vice principal. Online interaction is arranged for the out stationed candidates.
- Grade 1 to 9 and Grade 11/DP1 assessment is scheduled for the student. Post assessment, interaction is scheduled for the students who qualified through assessment. Qualified students along with parents interact with programme coordinator and principal /vice principal.
- If need arises admission for grade 10 and DP2 is considered,

**(d) Admission offer:** After interaction, a confirmation e mail- the admission offer from the admission department will be sent to the parent of successful candidates within 5-7 working days. Parent or guardian provides the acceptance in writing and submits within a given deadline.

The admission is deemed to complete on the payment of fee and submission of listed documents.

**(e) List of documents at the time of admission and post admission:**

- Self-attested Aadhar Card photocopy of the student/applicant.
- Blood group report.
- Medical report/Medical history/vaccination record.
- Attested copies of legal document if the child is being brought up by a single parent.
- Affidavit of guardianship if student lives with a local guardian.

**(f) Additional documents for grades other than Nursery to Grade 1:**

- Conduct Bonafide Certificate.
- Mark sheet/Report card

**(g) Post admission:**

- Original transfer certificate from the last school.

**(h)** Post admission, the school facilitates smooth transition of the student and the family by arranging orientation sessions.

At least one orientation and information day will be provided for prospective parents and students in the autumn term, and one held for admitted students and parents in March/April, at the start of the school year.

All enrolling students and parents will be welcomed by a leadership team member or assigned grade teacher. Subject selection session with the coordinators /Vice Principal/ college counselor is arranged for all existing and admitted students for grade 9 and DP1 along with the parents. A personalized session is arranged if required by appointment.

**(i)** Enrolment Register: An electronic register will be maintained with the following information of all students on the school's official register:

- Student's name and address
- Proof of the child's age and nationality (passport, birth certificate) and a copy of parents' ID and residency permit
- Proof of resident address
- English and local language fluency levels.
- Birth date, gender, country of birth, citizenship.
- Parent or care-givers details.
- Date the student enrolled and in what class.
- Date the student leaves the school.

As required, the register of enrolment will be retained for a minimum period of 5 years before archiving.

**5. Procedures for Admission:**

- Sufficient seats must be available for the student to be enrolled in their appropriate grade level

- All required documentation to be received, including an Adani School family questionnaire, the medical records, and previous school records including reports for the previous three grades as applicable, and any other documentation as relevant, such as a transfer certificate from another school
- The student will be given priority for an available seat if any of the following conditions apply:  
the child of an educator employed in the school, a sibling of that child is accepted to the school and is attending – then the offer of a place is first-come-first-served for available seats, and proximity to the school is considered.

## 6. Candidates with diverse needs:

The school will accept applicants with mild to moderate Special Education Needs (SEN) who, with sufficient targeted support, will have access to the full curriculum within our inclusive learning environment.

All students who, upon enrolment, have documented evidence of an existing SEN are automatically supported in their learning by the school with an “*Individualized Education Plan*” (IEP). These will be written for the student with reference to prior school reports, medical reports and IEPs if provided, updated using current baseline testing, providing clear and achievable targets and expectations aligned to their needs, strengths, and capabilities.

Students who are identified — through records, subsequent testing results, observations, and input from teachers and parents — as “Gifted and Talented” (G&T) will receive enrichment support, greater opportunities for choice in various aspects of their program, including options for extending and deepening their learning beyond the regular curriculum. Their needs will be assessed and guided through the articulation of an “Advanced Learning Plan” (ALP) with input from a Learning Support Team of relevant teachers led by the Special Needs Coordinator (SENCO) along with input from parents and a member of the Leadership Team. The aim is to design an appropriate program to challenge highly able students to optimize their whole development.

## 7. Criteria for admission:

### (i) Early years: Nursery to KG2:

Students entering nursery should, ideally, start at the age of 3. KG 1- 4 years and KG2 -5 years.

(Please note that should a child enrolling in our school have attended a previous school with a different set of age deadlines, or should a parent wish their child to enter the Early Years program slightly older than other children, they will need to first seek advice from the school. Admission to the child who is younger than the approved cut-off dates prescribed by the authorities is discouraged.)

Applicants will have interaction with section head and principal/vice principal.

## **(ii) Junior School: Primary Years Programme (PYP):**

- Students entering PYP 1 should, ideally, start at the age of 6. Ideally, have completed three years of pre schooling/kindergarten.
- Students must demonstrate age-appropriate competency in literacy and numeracy.
- Each applicant from PYP 1-5 sit for an assessment in English and Math.
- Qualified students along with parents interact with programme coordinator.
- **No admissions into Grade 5 unless the student migrates from a PYP school.**

## **(iii) Middle School (Grade 6-10) & senior school (Grade 11&12):**

- Students entering Grade 6 should, ideally, start at the age of 11. All students are expected to demonstrate keen interest in various activities, high scholastic achievement.
- Each applicant from Grade 6 to 9 and Grade 11 sit for an assessment in English, Math, and Sciences.
- Students share previous grade report and certificates of achievements.
- Qualified students along with parents interact with programme coordinator and principal /vice principal.
- **Mid term admissions are not permitted in Grades 8 to 11.**
- **The school strictly does not accept admissions in Grade 10**
- **Admission into Grade 12 is strictly contingent upon our ability to provide the exact combination of courses completed in Grade 11.**

## **(iv) IGCSE criteria (Grade 9&10):**

**ICE (International Certificate of Education)** is a group award of IGCSE and requires the study of subjects drawn from the five different IGCSE subject groups.

At Adani International School, we encourage all existing and new students to take the ICE (International Certificate of Education) program and hence select subjects from the groups as mentioned below.

1. Two compulsory languages to be opted for from group I.
2. Minimum one subject from each of the groups II, III, IV and V.
3. The other 2 desired subjects can be taken from any of the five subject groups i.e.: Grp II, III, IV, V.

| Group I (Compulsory two) | Group II | Group III | Group IV | Group V |
|--------------------------|----------|-----------|----------|---------|
|                          |          |           |          |         |

|  |  |  |   |  |
|--|--|--|---|--|
| 1. First Language English<br>2. Second Language (Hindi/French) | 1. Economics<br>2. EVM<br>3. History<br>4. Geography | 1. Biology<br>2. Physics<br>3. Chemistry<br>4. EVM | 1. Mathematics<br>2. Additional Mathematics | 1. Accounting<br>2. Art & Design<br>3. Business Studies<br>4. Computer Science |
|--|--|--|---|--|

Subjects offered are aimed at giving the benefit of continuing further learning journey with the desired interest and curriculum they want to pursue.

Language offered strengthening their skills and support students to gain required foundation to choose Group 1 and 2 in IBDP.



## (v) IB Diploma Criteria:

At Adani International School students commence the full IB Diploma programme after successful completion of Grade 10 in any curricula (IGCSE/Grade 10 in state board/C B S E / ICSE/MYP/any approved equivalent level).

Each external applicant for DP admission sits for an assessment in English and Math.

- IGCSE passes at Grade C or above in a minimum of 5 subjects including English and Mathematics.
- Minimum B grade at IGCSE is essential to opt for Higher Level in the related subject or any other subject.
- Students with IGCSE core mathematics will not be offered Higher level Math Application and Analysis.

## (Vi) DP Subject choice

- As a requirement of DP curriculum, every student learns two languages. Every student is offered English -Language and literature at Higher level or Standard level under group 1.
- In language acquisition under group 2, students may choose either of French B/abinitio or Hindi B.

French ab initio SL: This course is for beginners who have little or no previous experience of learning the chosen language.

French B SL: This course is offered to the students who have had some previous experience of learning.

Hindi B SL: This course is offered to the students who have had some previous experience of learning.

- Students must choose one subject from each of the 6 groups listed in the table below). Visual Arts is offered under group 6. In case students do not wish to peruse Visual arts, they can choose another subject from group 3 or Group 4.
- Students must choose three subjects at standard level (SL) and three subjects at higher level (HL).

The IBDP subjects currently offered at Adani International School are as follows:

| <b>Group 1</b><br>Studies in<br>Language and<br>literature              | <b>Group 2</b><br>Language<br>Acquisition.                                 | <b>Group 3</b><br>Individuals<br>and societies.  | <b>Group 4</b><br>Sciences   | <b>Group 5</b><br>Mathematics                           | <b>Group 6.</b><br>Arts        |
|---|--|--|--|---|--------------------------------|
| 1. English -<br>Language<br>& Literature HL<br>and Standard<br>Level SL | 1.Hindi B (SL)<br><br>2. French-ab<br>initio- (SL)<br><br>3. French-B (SL) | 1.Business<br>Management -<br>HL and SL<br><br>2. Economics<br>HL and SL<br><br>3. History<br>HL and SL, | 1.Biology HL<br>and SL<br>2. Chemistry<br>HL and SL,<br>3. Computer<br>Science HL<br>and SL.<br>4. Physics HL<br>and SL. | 1.Math AA -<br>HL and SL.<br>2. Math AI -<br>HL and SL. | 1. Visual<br>Arts.HL<br>and SL |

## 8 Admission Cancellation:

The school reserves the rights to cancel any admission under following circumstances:

- When wrong information is provided by the student/parent at the time of admission.
- When students violate the set rules by school.
- Found guilty of malpractice or involved in academic dishonesty.

In the event of a student's withdrawal from the school due to any of the above reasons, tuition fee is not refunded.

## 9. Conditional /provisional admission:

The school reserves the rights to convert any admission to provisional /conditional under following circumstances:

- When the readiness of the student is not as per grade level requirement. This offer gives the opportunity to student for self-help and prove themselves. Students are given required support to bridge the learning gaps and the progress is reviewed periodically, feedback is given, and parents are updated status. In case of improvement, admission status will become regular. If the team do not see any progress, parents will be given options as seeking additional help/provided with teaching learning techniques to be followed, recommended a place for better learning.
- No fee refund for tuition fee or already paid fees for the term in case of mid -term withdrawal on conditional admission.

## 10. RESPONSIBILITIES:

The school will:

- Ensure that all enrolment information is clearly communicated, and regulations are followed throughout the admissions process, including fees charged.
- Determine the enrolment numbers per grade and oversee the admissions procedures and the communication with parents regarding acceptance and the admission offer.
- A **Learning Profile** will be established for each student, indicating academic progress expectations or particular needs, and any relevant behavioural or medical information, to help the teachers provide immediate differentiation, support, and due care, in order to meet the needs of the child. At the time of admission, the information about language demography is collected in terms of the mother tongue, language spoken by student and the languages understood by student.
- Results of the **baseline assessment** will be shared with parents (upon request) and relevant teachers, in order to fulfil the school's responsibility to keep parents well informed.

- Upon enrolment, parents will be clearly informed of the **detailed expectations** of the school (policies, expectations) to enable the school to provide the best possible education of their child, including exemplary student attendance, punctuality, effort, attitude, and behaviour parent(s) informing the school by phone or email, in a timely manner, of *any* absence or extreme lateness.
- parent signatures on a User Agreement permitting students to have access to ICT tools and Internet

### Parents will:

- Enroll their age-appropriate child and provide all required documentation and the stipulated fee payments within the applicable due dates.
- Ensure that their child applicant is present for baseline testing and possible interviews at the established appointment time.
- Provide the school with pertinent information to ensure their child is able to be understood, well cared for and make optimal progress.
- Take responsibility to ensure their children attend school daily, and avoid taking unnecessary absences beyond the designated dates for holidays.
- parent signature(s) or a message acknowledging receipt of a report and/or other important school communications, as indicated.
  - attendance at Parent-Teacher Conferences and other scheduled meetings
  - upholding school rules applicable to student behaviour, uniforms, punctuality, and conduct keeping up to date by accessing information posted on the school website
  - a signature on a permission form indicating their wishes regarding photographs
  - providing encouraging oversight of homework as assigned, without doing the work *or* having someone else do the work for their child, as learning takes practice and often needs review.
  - encouraging their child to read quality books for enjoyment at home.
  - monitoring and guiding their child's recreational TV and computer use to ensure healthy development
  - encouraging and expecting their child to be *active* physically, socially, and in optional activities
  - providing only healthy food, refreshments, and snacks as per guidance from the school and the local health authority

### 11.Link with other Policies:

The admission policy works in tandem with the other policies of the school.

**The Language Policy:** As a result of assessments feedback is given to the student and parent. This promotes devising strategies for future learning. Home and Family. The languages policy is linked with the Adani International School admission policy as the English language proficiency of external students are judged at the time of admission to PYP, CAIE and DP. The school offers study of languages opted under required guidelines of curriculum offered second language to select from Grade 1.

**The Academic Integrity Policy:** Admission policy is closely linked to Academic Integrity policy. The cancellation of the admission is based on the principles of Academic Integrity

policy. Students/ guardians are expected to sign a declaration form authenticating the originality of their documents and credentials submitted. Furthermore, under breach of regulation of academic honesty, an admission of a student can be cancelled if the student/ parent is found guilty of providing fabricated or inaccurate information.

**The Inclusion Policy:** For the students with Special needs the school has a team of inclusion specialists. The assessments of these students are in consonance of the student's requirement of learning needs. To support students, "*Individualized Education Plan*" (IEP) and Advanced learning Plan (ALP) are in place.

**Assessment Policy:** Admission policy is closely linked with assessment policy. The main objective of assessment policy is to diagnose the learning needs of the student. Result analysis is carried out by teachers, these findings are used as tools to support the required needs of students.

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**Review by:** Head of School; Vice Principal; Diploma Programme Coordinator; Section Heads; and members from admission team

**Next review: June 2025.**