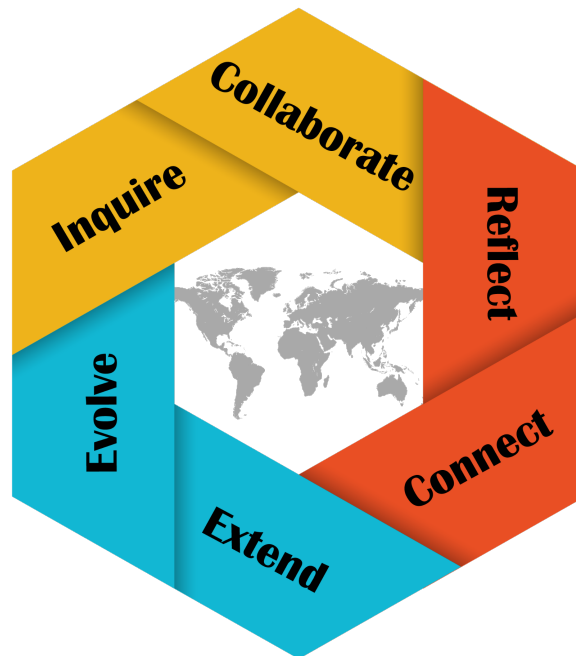




Manav Rachna International School (MRIS) **(IB World School for Diploma Programme)** **(IB candidate school for MYP & PYP) ***



ADMISSIONS POLICY

*Manav Rachna International School (MRIS) is a Candidate School for the Primary Years Programme (PYP) and Middle Years Programme (MYP). The school is authorized as an IB World School for the Diploma Programme. These are schools that share a common philosophy—a commitment to high-quality, challenging, international education that MRIS 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



MRIS Vision

MRIS aspires to empower learners to become ethically responsible global agents of change.

MRIS Mission

MRIS is committed to provide a safe, inclusive, dynamic learning environment to foster an internationally minded community of compassionate, reflective, and thriving lifelong learners. *(Reviewed July 02, 2023)*

International Baccalaureate 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.”



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Aims and Objectives of Admission Policy

Manav Rachna International School is an inclusive School, and it welcomes students throughout the academic year in all the programs it offers (except MYP 5 and DP 2) unless the student is transferring from an IB School and there is a subject match.

The school has chosen to offer dynamic and rigorous academic preparation through the IB PYP, MYP, and DP curricula. Students must possess a high level of enthusiasm, motivation, and perseverance to succeed in such programmes. The school welcomes students of different learning abilities and thrives to create a safe and supportive environment while being sensitive to its capacity to provide appropriate support. School is open to welcoming students from different backgrounds, cultures, needs, and ethnicities.

- Ensure that applicants align with the school's educational philosophy and values.
- Promote equal opportunities and inclusion by considering a diverse range of applicants.
- Implement a transparent and fair admission process
- Identify and nurture each applicant's potential to contribute to the school's growth and community.
- Create an environment where students have the opportunity to thrive and develop to their fullest potential.

Admission Committee:

The structure of the Admissions department at MRIS is designed with a singular focus on professionalism and transparency. Our mission is to assess and admit new, eligible applicants to the school while upholding the integrity of our institution and respecting the aspirations of the applicants and their families. This department is led by the Head of Admissions and outreach and supported by Admission Managers along with the Admissions Advisor, who ensures that the admission process is carried out with utmost dedication and commitment to our school's values. To maintain fairness and objectivity, crucial decisions regarding new admissions and readmissions are entrusted to the Admissions Committee which comprises the admission team, Programme Coordinators, Student Support Services Department (SSS), and Head of School, a body established to uphold the standards and principles that define MRIS. The need-based intervention of other faculty members may be required.

Application documents:

Parents have to fill out an online application with all details about the family and they also have to submit some documents listed below before their interaction with the Director and Head of School:

- Birth certificate
- Aadhaar card copy of both the parents and student.
- Address proof
- A recent Passport size photograph of the student
- Recent Passport size photographs of both parents
- Past 2 years scholastic reports of students
- Photocopy of immunization card of students, blood group and medical history if any
- Photocopy of Proof of residence for both parents

- Transfer Certificate (If applicable)

Interactions:

The Admissions Team serves as the initial point of contact for parents interested in enrolling at our school. They provide information on the admission process, eligibility criteria, school facilities, and curriculum while addressing questions. The Head of Admissions shares the school's vision and mission, highlighting adherence to the Child Protection Policy. Subsequently, the admissions department accepts applications for the respective IB programme and carefully evaluates scholastic records to gauge curriculum alignment and work ethics in line with MRIS' values. This is followed by further interactions with the members of the admissions committee. These interactions may vary from case to case.

Prospective students may have to go through an entrance test as a crucial component of the admission process. This in-house examination, tailored to their age group, delves into skills, mental acuity, mathematical aptitude, and language proficiency. The assessment not only gauges their capabilities but also aids the school in strategizing the academic trajectory, especially for those transitioning from non-IB backgrounds. This comprehensive evaluation ensures a personalized and effective learning journey for each student.

Age Criteria:

Students are placed in the grades as per the age criteria listed below; their age is calculated on the 1st of August of their year of admission. If the student does not show age-appropriate competence, then we may consider a grade lower than the age-appropriate grade.

The age criteria:

Grade	Age in years
Pre-Nursery	3 - 4 Years
Nursery	4 - 5 Years
Kindergarten	5-6 Years
PYP 1	6-7 Years
PYP 2	7-8 Years
PYP 3	8-9 Years
Grade 4	9-10 Years
Grade 5	10-11 Years
Grade 6	11-12 Years

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Grade 7	12-13 Years
Grade 8	13-14 Years
Grade 9	14-15 Years
Grade 10	15-16 Years
Grade 11	16-18 Years
Grade 12	17-19 Years

Admission criteria:

1. There must be seats in the applicable grade before admission
2. All applicants must provide report cards and/or transcripts from their previous schools from at least past two academic years.
3. Equal criteria and consideration apply to all ethnicities, religions, cultures, and genders.
4. Students with **special needs**- Special needs applicant's cases are evaluated and accepted or rejected based on available resources required to service the student. Any form of developmental or academic difficulties must be shared with Manav Rachna at the time of admission. Student work samples must be readied at the request of teachers during orientation.
5. Students with a record of behavior problems may be accepted on a provisional basis only (contract required) if they are deemed capable of succeeding at Manav Rachna without detriment to the school programs and/or other students.

All applications are responded to and evaluated for admission suitability and match.

Grade placement criteria:

EY1-PYP5 Applicants

- A complete application
- Share relevant documents, passports, etc. as per the checklist provided
- Share 2 years of school report cards
- Current school provides Transfer Certificate
- EY1-EY3 children will be called for an interview with HOS and/ or PYP Coordinator
- PYP1-PYP5 children may be invited for an interview and more assessment as needed.
- The decision is made in consultation with the Head of School, PYP Coordinator, and other staff as needed.

- The decision of Manav Rachna takes priority. Students are placed primarily according to age. Extraordinary considerations can be taken into account in a placement decision, including:
 - a. Incomplete school experiences
 - b. Level of English ability
 - c. Significant differences in child's maturity vis-a-vis their age-appropriate grade.
 - d. Completion of higher grades in another school.

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MYP1- DP1 applicants

- A complete application
- Upload documents, passports, etc.
- Upload 2 years of school report cards
- Current school provides Transfer Certificate
- Applicants are invited for assessment and an interview with the HOS and/or MYP/DP Coordinator.
- Students take screening assessment tasks including four sections on reading comprehension, writing, visual interpretation, Science and mathematical aptitude.
- This is followed by a personal interaction with the Programme coordinators or/and Head of school.
- These assessments are used as a tool to understand the applicant's aptitude and academic gaps to enable the school to recommend appropriate subject choices/ foreign language/ , Full IB Diploma / Only Selected Certificates from selected courses and support/ levels in the IB MYP/DP.
- The decision is made in consultation with the Head of School, MYP/DP Coordinator, EAL Coordinator, and, in some cases, the Students Support Coordinator.
- The evaluation is also a means to ascertain Additional Learning Support (ALS) and English support (ESL) needs that the applicant may have and match them to the school's capacity to provide the same. In such cases, relevant documents or testing from recognized agencies are sought additionally.

New admissions are not considered in MYP 5, and DP 2 if the student is not from the same curriculum. Such admission requests are considered only after conducting a subject match and successful assessment and interaction with the Head of School.

The IBDP is a rigorous academic program requiring the ability to communicate clearly in English and have a high level of written academic English. Grade 11-12 students will be taking DP courses and can either complete the full Diploma Programme or selected certificates. While the completion of the full Diploma is generally encouraged, an individual plan for each student will be developed in consultation with the student, parents, and DP Coordinator.

While students are highly encouraged to complete the full Diploma Programme, students will have the option to complete course certificates only after consultation with the DP Coordinator. All students coming from Non-IB background applying for Grade 11 will be required to sit an entrance test as designed internally by the school and will have to undergo further interactions with the members of admissions committee.

Inclusivity:

MRIS is an inclusive school, and it invites students from diverse academic and social backgrounds. We do not discriminate based on caste or religion; we accept students for who they are and we help them with their learning needs. We endeavor to provide a conducive learning environment to all our students; all students are provided equal opportunity to become the best versions of themselves. The inclusive environment supports students intellectually, emotionally, and academically. All students are respected and cared for by the educators to rise to their full academic potential.

While inclusive and celebratory of differentiation throughout its programmes, the school has chosen to offer a dynamic and intense academic preparation through the IB PYP, MYP and DP curricula. Such programmes

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demand a high level of enthusiasm, motivation, and perseverance from students. Depending on certain factors, but especially in later grades where a student may be changing from a different education model or language of instruction, the school reserves the right to refuse admission should it be determined that a student's needs will not be adequately supported throughout their time at MRIS. Refer to the school inclusion policy for further details.

Applicants with Special Learning needs (Additional Learning Support):

Applicants in need of Special Educational Needs may be considered for admission once their learning requirements have been assessed (internally and externally), and the school can provide appropriate classroom integration support. In assessing these applications, the Admissions Committee takes into account all students receiving learning support within the relevant grade, not exceeding 5% of SEN students per grade, and collaborates with Learning Support Specialists. Typically, the applicant undergoes an interview, and the Admission Committee may request an external evaluation as needed. In cases where a specific need hasn't been previously identified, the school retains the right to review the application to evaluate its appropriateness based on the school's capacity to address these needs. For further information, please consult the MRIS Inclusion Policy.

Connection with other policies

A cohesive admissions policy is integral to Language, inclusion, and assessment policies, fostering equitable opportunities. It ensures fair evaluation, supports diverse learners, and promotes an inclusive educational environment, facilitating effective communication and understanding. **(For further details refer to the Inclusion, Language, and Assessment Policy available on Toddle)**

Review Process

The admissions Policy is a working document and is reviewed annually by the Pedagogical Leadership and Faculty. The next review will be conducted in July 2025.