

# IB Diploma Programme Admission Policy

## 2021-22

### Rationale

The admission policy and procedures at Don Bosco International School have been drafted so that the students are appropriately placed in an encouraging learning environment and they benefit from our educational programs.

### Beliefs

At Don Bosco International School, we believe that:

- The students, regardless of previous educational experience, nationality, race or religion are welcome at DBIS.
- Appropriate assessment is critical to confirming proper student placement while enhancing student opportunity to experience educational success.
- DBIS enrolls learners with learning difficulties. However, to best support our students, it is critical that honest assessment of their learning barriers and our ability to adequately support these needs is determined prior to student acceptance.

### Roles and Responsibilities of Admission Team

IBDP Orientation for the prospective Parents and Students is organised for prospective students and if required followed by individual counselling.

### Prospective Students

Responsible Individual(s)	Timeline/Date	Action
Principal and IBDP Coordinator	5 <sup>th</sup> September	<p>IBDP Orientation.</p> <p>Provides enrolment information, eligibility criteria, scholarship options to students along with the IBDP Brochure and Forms.</p> <p>***IBDP admission form may also be downloaded from our website.</p> <p>If required a meeting may be set up /communication may be channelled with our College and Career Counsellor</p>
Administrative Officer Ms. Michelle	30 <sup>th</sup> September	Collects the duly filled admission form along with the required documents and records.
Administrative Officer Ms. Michelle	1 <sup>st</sup> October- 2020	<p>Conveys to the shortlisted candidates, the interview details with the Director and the Principal.</p> <p>If required a meeting may be set up with IBDP Coordinator.</p>
Director and Principal	2 <sup>nd</sup> October- 10 <sup>th</sup> October 2020	Approves final decision after an interaction with the student.
Administrative Officer	10 <sup>th</sup> October 2020	Conveys to the shortlisted candidates. The parents will be notified of the decision by email or telephone by the Administrative Officer.

Senior Administrator	10th October- 20th October	For Internal Students:  Parents may submit an undertaking related to the part adjustment of the Security Deposit to block the IBDP seat at DBIS.  This undertaking will be treated as in lieu of non-refundable fees to block the IBDP seat at DBIS.
Finance Officer	10 <sup>th</sup> October- 20 <sup>th</sup> October	For External Students:  Provides bills & collects non-refundable fees to block the seat.  (After an approval, the information of acceptance is passed by the Administrative Officer).
Section Coordinator, Career & College Counsellor and Mathematics Department	April 2021	Diagnostic test for Mathematics HL /SL
Section Coordinator and Career & College Counsellor	April 2021	Interacts with student and parent and recommends an appropriate program.

### **Detailed Admission procedure**

Students who wish to enrol in the IB Diploma Programme at Don Bosco International School (DBIS) need to meet the requirements as outlined below:

#### **1.Initial Inquiry**

For information regarding the enrolment process, all enrolment enquiries are directed to the Administrative Officer/s. The School Prospectus is provided to the prospective students/parents.

## **2.Application, Required Documents and Eligibility Criteria**

Students who move from other schools (ICSE / SSC / CBSE / IGCSE) need to provide the following Supporting Documents along with the admission form to complete the Admissions Process

- 6 passport size photographs (should be recent - not older than a month).
- 1 passport size photograph of Mother and Father of the child.
- Medical Performa (A letter from the paediatrician stating that your child is fit to attend school and there are no medical conditions that need to be reported).
- Address Proof (Photocopy - any one – Telephone Bill, Mobile Bill, Electricity Bill, Passport, Aadhar Card, Rent Agreement).
- Birth Certificate (Original).
- Past school report (Photo Copy of Grade 9).
- Photo Copy of Final Grade 10 Transcripts (ICSE / SSC / CBSE / IGCSE)\*\*Mock results of grade 10,if final results are not available.
- Attested Leaving Certificate from previous school (Original), if applicable.
- Conduct Certificate from the school last attended
- For Roman Catholics – Original baptism certificate and letter from your parish priest
- Any other information parents consider necessary for the school (including special education needs and sufficient level of adequacy in English language for a student to successfully cope with the demands of the programme).

### **Additional Documents for Overseas Students**

- A copy of valid passport
- A copy of student visa – Regular or Provisional

The school will provide the necessary documents to support a student visa once the registration is complete.

### **Eligibility Criteria**

**Internal Students:** Minimum C or above in English as a first Language and Mathematics in Grade 9 Report Card.

**External Students ( ICSE / SSC / CBSE / IGCSE):** Minimum 75% aggregate in Grade 9 Final Report card.

### **3.School Tours**

Post Pandemic or if permitted as per State Government guidelines, school visit is highly recommended. Parents and prospective students who visit the school will have a school tour.

### **4. Diagnostic test**

All students interested in Mathematics HL will (existing and new) be required to take diagnostic test for Mathematics HL.

The purpose of test is to understand which level of the respective subject can the student enrol for and thus counsel him/her accordingly.

### **Enrolment for Students from Non-English speaking backgrounds:**

Admission to the Diploma Programme may be denied if admission committee believes that new candidate cannot cope with the requirements of the programme due to poor personal and learning skills or if a candidate's English language level is considered insufficient for the student to successfully cope with the demands of the programme and if the school cannot adequately support these needs.

### **Enrolment for Students with Special Needs:**

DBIS, enrolls learners with learning difficulties. However, before a student with learning barrier/s is enrolled, scanned copies of their clinical assessments should be sent to the Administrative Officer.

Based on the input from the Learning Support Department, a series of meetings are scheduled with the parents and student so as to assess the child as well as the school's ability to provide adequate services to the students.

## **5. Meeting**

Students will be chosen by the Admissions Committee comprising of the Director, the Principal, Administrative Officer, IBDP Coordinator, and Learning Support Department (if required).

DBIS requires all prospective IB DP students to interact with the Director and the Principal.

Once the application is submitted with all the relevant and supporting documents, it will be reviewed by the Coordinator and Admissions Committee who will make a recommendation to the Principal and the Director for the final decision.

Then the Principal and the Director will meet the student along with the Parents.

This is an opportunity for the student to present his/her educational background and explain the reason on why he/she wants to enrol in the IB Diploma Programme. All placement offers remain provisional until the Principal and the Director approves.

We endeavour to maintain maximum class-size limits (25 students) as per our School Policy.

## **6. Post-review procedure**

When a decision has been taken on a candidate's application, parents will be notified of the decision by email or telephone by the Administrative Officer. Subsequently, the action taken varies depending on the decision taken regarding the student:

- Acceptance:

If an applicant is accepted, this will be followed by a formal email of acceptance accompanied by admission offer letter. The parents have to block the seat by paying the fees within seven days of the receipt of the admission offer letter.

- Denial:

If an applicant is denied a place, a formal email is sent to confirm this.

- Waiting lists

If an applicant is accepted but no space is available in the appropriate class, he/she will be placed on a waiting list, and the parents will be sent a letter or email to confirm this.

The Admission Committee reserves its rights on issues regarding admission.

## **7.Scholarship Options**

Scholarships may be presented in the three percentages of the annual school fee: 25%, 50% or 75%, depending upon the evaluated 'need' of an applicant. The scholarship will be awarded only on the tuition fees, it will not be applicable to Examination fees, CAS trip, Books, Lap top, Calculator and other expenses incurred during the two years of the IBDP programme.

Please refer to DBIS Scholarship Policy for further details.

## **8.Choice of programme**

The admission committee confirms the candidates whom they believe are fit for the program and who can benefit from the educational opportunity the IB Diploma Program provides.

The DPC and the Career & College Counsellor then interacts with student and parent and recommends an appropriate program keeping the test result, interaction and student's career interest in mind.

Students will be admitted only to the full Diploma Program (as we do not offer certificates).

## **9. Core compulsory components**

The three core requirements of the IBDP are compulsory for the students - Creativity, Activity, Service (CAS), Theory of Knowledge (TOK) and Extended Essay (EE).

## **10. Terms and Conditions**

Parents are required to read and sign the admission policy as stated above. By signing the document, parents indicate that they accept the terms and conditions for their child to be considered for admission to the Diploma Programme at DBIS.

If any information provided in the form is false or inaccurate, the school reserves the right to reject the application.

## **IN RELATION TO OTHER POLICIES**

### **Language and Assessment Policy**

As English is the form of instruction, communication and assessment, hence Admission to the Diploma Programme may be denied to a student, if admission committee believes that a new candidate cannot cope with the requirements of the programme due to a candidate's poor English language level and if the school cannot adequately support these needs.

### **Inclusive Arrangements Policy**

DBIS, enrolls learners with learning difficulties or physical challenges. However, to best support our students, it is critical that honest assessment of special learning needs and our ability to adequately support these needs is determined prior to student acceptance.

### **Reference:**

The Admissions policy for the IBDP has been formulated on the basis of the guidelines given in the document mentioned below:

“The Diploma Programme: From principles into practice”, International Baccalaureate Organization, April 2009.”



**Note:**

The Admission Policy is a working document and will be reviewed annually by Pedagogical leadership team.

It is inadvisable for candidates to change schools in their final Year (IBDP Year 2).

DBIS