

AHMEDABAD INTERNATIONAL SCHOOL

ADMISSION POLICY

INCLUDES POLICY FOR,IGCSE, IBDP,A LEVELS

ADMISSION POLICIES

Admission Requirements

1. The school considers the following as essential for admission:
 - a. Adequacy in the English language as determined by a meeting with the parents, examination, and/or educational records in parents and sometimes the children.
 - b. An age-appropriate level of educational aptitude and skills as determined by the interview, examination, and educational records.
 - c. Physical and mental abilities of the children are also taken into consideration before admitting the child.
2. For entrance into Nursery Kindergarten, students must be two years old by December 31st of the previous year they wish to enroll and demonstrate readiness to begin school. Regardless of age, a child may be refused admittance if evaluated as not ready.
3. For entrance into Junior Kindergarten, students must be three years old by December 31st of the previous year they wish to enroll and demonstrate readiness to begin school. Regardless of age, a child may be refused admittance if evaluated as not ready.
4. For entrance into Senior Kindergarten, students must be four years old by December 31st of the previous year they wish to enroll and demonstrate readiness. Regardless of age, a child may be refused admission if evaluated as not falling under the requirement guidelines
5. For entrance into grade one, students must meet one of the following requirements:
 - a. Student must be five years old by December 31st of the previous year and be promoted from kindergarten in Ahmedabad International School, or
 - b. Student must be of the five years old by December 31st & demonstrate readiness and receive approval from the principal.
6. For entrance to all grades above grade one the previous grade report will be looked at.
7. For entrance to the Diploma Programme –PI refer to the separate Policy outlining the Admissions to Diploma Program.
8. Before entrance into the school, all forms and paperwork must be completed.

The registration fee and academic fee must be paid before students are placed on the class roster.

Parental Presence in Ahmedabad

We believe that parents are ultimately responsible for the education of their children. Cooperation between the school and the home is necessary to ensure that students reach their fullest potential. As a result, and in the best interest of the student, AIS has established the following guidelines concerning residency of parents:

1. Ahmedabad must be the primary domicile of at least one parent/grandparent of the child.
2. If both parents need to leave the country and a student enrolled at AIS is placed in the care of an individual who is not a parent, then the parent must:
 - a. Notify the school.
 - b. Appoint an adult caregiver or guardian.
 - c. Provide the school with contact information for parents and the caregiver or guardian.
 - d. Set a date with the principal when the child will leave AIS to join their family.

Grade Placement

Students are ordinarily placed in the appropriate grade indicated by their previous schooling. If a question regarding placement arises, the following factors are considered in parent/school discussions:

1. School records
2. Chronological age
3. Evidence of maturity
4. Results of entrance test or standardized tests

The school does not practice acceleration of students (skipping a grade) in cases of high achievement. New students who are not ready may be placed at a lower grade level at the principal's discretion.

Students will not be placed in a certain grade, class, or level based on the parent's preference for a certain teacher.

Admission policy for students residing in countries other than India

Students who are residing in countries other than India and wish to apply for admission to AIS have to follow the following procedure:

1. Complete the Admission form with relevant attachments
2. Appear for the Entrance tests either on campus or online(extra charges)
3. Online tests will be sent to the existing school Principal who will supervise the test.
4. Both parents with the child will have to have an interactive session with the Head of school as and when they are in the country.

Enrollment Priority Policy

Ahmedabad International School adheres to the following enrollment priority policy:

Priority Enrollment Description

- 1st priority Children enrolled with TODDEN (the parent body of AIS)
- 2nd priority Brothers and sisters of students already attending AIS
- 3rd priority Children of AIS Alumni/staff and associates
- 4th priority Children who speak English fluently

Admission to Nursery will depend entirely at the discretion of the admission panel. Some factors generally taken into account for granting admission other than the priority list is

- a. Parents educational background
 - b. Fluency in the English Language
- Childs ability and age appropriate readiness for school

The school will not enroll non-English-speaking students above the third grade.

Waiting Lists

If a student has passed the necessary admissions requirements but there is no space available, he/she may be placed on a waiting list. Students will be added to this list according to the enrollment priority policy. The waiting list is dissolved at the end of the school year and parents need to re-apply if they wish to be considered for enrollment for the following school year. AIS encourages parents to look for other educational options while their child is on the waiting list.

Procedure to be followed for admission

Advertisement

AIS does not release any advertisement in any newspapers

Forms

Date of Issue of admissions forms: 4th Dec of each year – Foundation Day

Attested copies of the birth certificate and photograph to be attached to the form

Age criteria

Nursery	Completed 2 years on or before December 31 st
Junior Kindergarten	Completed 3 years on or before December 31 st
Senior Kindergarten	Completed 4 years on or before December 31 st
Grade 1	Completed 5 years on or before December 31 st

Admission forms will be issued only if they fall in the age Criteria

Admission Panel

A panel of three or four members will constitute the admission panel

The panel shall consist of trustee, Director, Head of school, Administrative head and in some cases the Section head.

Interaction

For admission to all grades an interactive session of the parents and child will be held with the admission panel.

Tests

No formal tests will be held for admission to Nursery –Grade 5.

A written test for Grade 6 and above will be taken to assess the child educational aptitude and skills and evaluate readiness of that grade level

New students should:

1. Submit a signed, completed application form
2. Complete all necessary testing
3. Submit a completed health information form
4. Submit a transcript or copy of school report cards for the previous two school years
5. Submit a copy of the student's passport and green card
6. Undergo an admissions interview with the principal or designated school official
7. Submit the Admissions accepted form
8. Pay registration and academic Fees

Important Forms:
Admission form (A1)
Offer letter (A2)
Admission acceptance letter (A3)
Fee Schedule

IB DIPLOMA ADMISSION POLICY **(External Students)**

ADMISSION PROCESS FOR STUDENTS FROM OTHER SCHOOLS FOR THE IB DIPLOMA PROGRAM

Ahmedabad International School will be following the following procedure in selecting external students who are seeking admission to the International Baccalaureate Diploma Program.

Eligibility criteria:

In case of candidates who have done their MYP he/she must possess certificate of completion of MYP (issued from their respective school).

All candidates who have done their Grade X from an Indian Board (CBSE, ICSE & State Boards) or have done IGCSE must show evidence that they have completed appropriate courses to a Grade 10 level in a previous school. This is usually done by providing a school report of the first semester of Grade 10 (or the second semester of Grade 10 if applying in the summer prior to Grade 11) or IGCSE or equivalent examination results.

The following will be the procedure:

Stage One:

The students will be required to complete the online **application form** and attach the relevant documents as specified in the form

Stage Two:

All candidates who have done their Grade X from an Indian Board (CBSE, ICSE & State Boards) or have done IGCSE or MYP have to appear for an entrance test. The entrance test will comprise of the following subject papers. The tests will be on Science, Math & English

Stage Three:

The student must obtain a minimum of 60% marks in the entrances tests taken at AIS for admission to the international curriculum. He/She will be allowed to appear for a personal interaction where he/she will interacting with a team comprising of Head of the school, Diploma Coordinator, IBDP Curriculum Coordinator to understand his aptitude for the Diploma Program. After the interaction with the student a final decision on his/her admission will be taken.

Stage Four :

Provisional Offer letter of admission of the student is given to the parents

Stage Five:

After receiving the final passed result of Grade 10 of IGCSE, GSEB or MYP the fees are to be paid after submitting the Admission acceptance form.

Stage Six: Charting own IBDP time table

He/She will then meet with the subject teachers to decide on the subject choices for IB DP. After attending a common session (about 3-4 weeks) for all subject levels, the teacher along with DPC looks at their assessment will help the student decide on the subject level choices. The assessments of the teacher will be based on the IBDP given criteria. TOK and EE informative sessions are conducted to brief them on the core components of the program.

IB DIPLOMA ADMISSION POLICY (Internal AIS Students)

ADMISSION PROCESS FOR STUDENTS SEEKING ADMISSION TO IBDP AT AIS

AIS students will automatically be given admission to the IBDP on completion of Grade 10 from any board. They will not have to go through the regular admission procedure of assessments or interviews to seek admission in the IB Diploma Program at AIS.

There will be no assessment for internal students. For admitting internal students in to the DP & for subject allocation, the Consolidated report on each student is prepared by the school and the recommendation of concerned subject teachers (based on the internal assessment conducted in Grade IX and X) will be taken as a basis for final decision.

Based on the recommendations students will be offered admission as a full fledge Diploma Programme student. Also in some cases based on the needs of the students, the school may counsel the student to explore other options available outside the school for various reasons.

IGCSE ADMISSION POLICY (External Students)

ADMISSION PROCESS FOR STUDENTS FROM OTHER SCHOOLS FOR THE IGCSE/A LEVEL

Ahmedabad International School will be following the following procedure in selecting students who are seeking admission to the Cambridge International Qualifications. The following will be the procedure:

Admission to IGCSE will be at Grade 8 only.

Stage One:

The students will be required to complete the **application form** and attach the relevant documents as specified in the form

Stage Two:

There will be an **entrance test** for the students. The tests will be on Science, Math & English

Stage Three:

The student must obtain a minimum of 60% marks in the entrance tests taken at AIS for admission to the international curriculum. He/She will be allowed to appear for a personal interaction where he/she will be interacting with a team comprising of Head of the school, CIE Coordinator, to understand his aptitude for the Program. After the interaction with the student a final decision on his/her admission will be taken.

Stage Four :

Provisional Offer letter of admission of the student is given to the parents

Stage Five:

After receiving the final passed result of Grade 7 for IGCSE and the school leaving certificate the fees are to be paid with the Admission acceptance form.

IGCSE ADMISSION POLICY (Internal Students)

ADMISSION PROCESS FOR STUDENTS FROM AIS FOR IGCSE

AIS students will automatically be given admission to the IGCSE on completion of the Primary Years Programme (PYP) at Grade 7. They will not have to go through the regular admission procedure of entrance exams or interviews to seek admission in the IGCSE program at AIS.

A LEVEL ADMISSION POLICY (External Students)

Ahmedabad International School will be following the following procedure in selecting students who are seeking admission to the A level Cambridge International Qualifications. The following will be the procedure:

Admission to A level will be at Grade 11 only.

Stage One:

The students will be required to complete the **application form** and attach the relevant documents as specified in the form

Stage Two:

There will be an **entrance test** for the students. The tests will be on Science, Math & English

Stage Three:

The student must obtain a minimum of 60% marks in the entrance tests taken at AIS for admission to the international curriculum. He/She will be allowed to appear for a personal interaction where he/she will be interacting with a team comprising of Head of the school, CIE Coordinator, to understand his aptitude for the Program. After the interaction with the student a final decision on his/her admission will be taken.

Stage Four :

Provisional Offer letter of admission of the student is given to the parents

Stage Five:

After receiving the final passed result of Grade 10 in IGCSE ,MYP,CBSE,ICSE ,GSEB or any other qualifying board and the school leaving certificate the fees are to be paid with the Admission acceptance form.

A LEVEL ADMISSION POLICY (Internal Students)

ADMISSION PROCESS FOR STUDENTS SEEKING ADMISSION TO A levels AT AIS

AIS students will automatically be given admission to the A Levels on completion of Grade 10. They will not have to go through the regular admission procedure of entrance exams or interviews to seek admission in the Cambridge A levels program at AIS.

PATHWAYS TO ADMISSIONS AT AIS

<u>Grade</u>	<u>External Students</u>	<u>Internal Students</u>
Nursery	Interaction only	-
Grade 1-5	Interaction only	
Grade 6-8	Entrance test + Interaction	Direct Admission
Grade 11	Entrance test + Interaction	Direct Admission