

# Sancta Maria International School, Faridabad

## Admission Policy



# IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

## INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

## KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

## THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

## COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

## PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

## OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

## CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

## RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

## BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

## REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

## Admission Policy

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## **Vision**

To unlock the potential of every learner for a better world.

## **Motto**

In Omnia Excellentia-*Excellence in everything*

## **Values**

FAIRNESS | INTEGRITY | RESPECT | EXCELLENCE | HAPPINESS | VALUE CREATION

## **Our Commitment**

- We seek to understand the needs, interests, and motivations of each of our learners so that we can set them up for success in their unique journeys.
- We provide a safe and stimulating learning environment on campus and online where learning happens by design and not by chance.
- We foster a culture of growth mindset and lifelong learning where staff and students are allowed to ask questions, make mistakes and take risks.
- We respect differences and are mindful of our language while speaking about and with students.
- We take concrete measures to promote the physical, emotional, social, and mental well-being of our students and staff.
- We develop an enabling relationship with our parent community where constructive feedback is sought and used for improvement.
- We look after our environment and consume with care.
- We build meaningful partnerships with global organizations for a lasting positive impact.

## **AIMS AND OBJECTIVES OF ADMISSION POLICY:**

- To align the goals and abilities of the applicant with the school's vision.
- To provide equal opportunities to students from diverse backgrounds, nationalities and different learning abilities
- To have a transparent and fair process to catering to the academic, sports and cultural interests of the applicants
- To maintain the established links between home and school
- To identify each applicant's potential with an aim to provide them with opportunities to further develop

## **STRUCTURE OF THE ADMISSIONS DEPARTMENT**

It is the mission of the Admissions department to assess and admit new and eligible applicants to Sancta Maria International School Faridabad in a professional and forthright manner, while maintaining the integrity of the school, the applicants and their families.

The Admissions department comprises of the Head - Admissions & Communications and Admission Managers. Decisions related to new admissions/ re-admissions are made by the Admissions Committee

## **ADMISSIONS POLICY AND PROCEDURES**

Sancta Maria is offering three international Programme- IB PYP, Cambridge & IBDP. We are an inclusive school where diversity is accepted and respected. The school welcomes students of different learning abilities and strives to create a safe and supportive environment, while being sensitive to its capacity to provide appropriate support. (Refer to Learning Diversity and Inclusion Policy). Conscious of our national responsibility, admission is also considered to first generation learners.

### **Admissions Committee**

The Admissions Committee is comprised of the Head of School, Head- Admissions & Communications and the respective Programme Coordinators: Primary, Middle and Senior Leadership. In exceptional periods (such as school holidays), a final decision on an application may be made by two members of the Committee, rather than the three usually required.

## Required Application Materials

All parents need to fill out the online application form and sign the enrollment contract and submit the listed forms and documents before the interaction with the Head of Admissions:

### Forms

- Admission Application Form
- Health Form
- Transport Form (if applicable)
- Consent Form
- FRRO form for International students

### Documents

- Photocopy of Birth Certificate of the prospective student(s)
- Photocopy of Passport of the prospective student(s)
- Photocopy of PIO or OCI
- 2 passport size photographs of the student
- 1 passport size photograph of each parent
- Photocopy of past scholastic records of at least two previous years
- Photocopy of Immunization Card of the student. Blood Group and Medical History (if any)
- Photocopy of Proof of Residence of Parents (whilst in India)
- Photocopy of PAN Card of Parents
- Photocopy of Transfer Certificate from the previous school (to ascertain, there are no dues pending at the previous school post the grant of admission)

## Personal Interviews and School Visits

The Admissions Team is the first point of contact in school for the parents seeking admission. Whenever the interested parents come to school, the admissions team interacts with them, explaining them about the admission process, eligibility criteria, school infrastructure, the curriculum in place and addresses general queries. The Head of Admissions apprises parents about the School's Vision & Mission. Post this a whole school tour is given to the parents to give them an idea about the tangible facilities as well as intangible experiences the students have at Sancta Maria. Each prospective parent is handed over an Admission Kit which contains a set of School Brochure, Curriculum Handout along with the Fee Structure. Thereafter, applications to the IB Primary Years Program / Cambridge Program and Diploma Programme are received by the admissions department.

During the process of admission interaction the Admission Committee carefully reviews the previous scholastic records submitted, to reach an understanding of the curriculum studied by the applicant thus far; work ethics demonstrated by the applicant that would meet with the demands of the IB and Cambridge curriculum and resonate with the ethical core of Sancta Maria.

### Criteria for admission

Each application and supporting documents are carefully studied in order to assess suitability for admission. It is the policy of the school not to discriminate in violation of the law based on race, sex, color, religion, national origin, ancestry, or disability which is unrelated to the ability to enjoy the benefits of the school's programme, facilities, or services.

We look for applicants, those who(se):

- Are motivated/determined
- Exhibit academic competence
- Conduct is virtuous and respectful
- Exhibit international-mindedness
- Would benefit from the IB curriculum
- Possess qualities that would enrich the Sancta Maria community and make a positive contribution to it.

Applicants coming from an IB background can be an added advantage but is not a pre-requisite for admission.

### Age Criteria for Grade Placement

In general, students will be placed according to their age as on 1st August of the year applied for. In case of mismatch between the applicant's age and the grade applied for, the applicant is assessed on his/her readiness to meet the grade level expectations.

As per National Education Policy 2020 Age eligibility criteria as on 1st of August of the year applied for is as follows:

GRADE	AGE (YEARS)
NURSERY	3 - 4
EARLY YEARS 1	4- 5
EARLY YEARS 2	5 - 6
GRADE I	6 - 7
GRADE II	7- 8
GRADE III	8 - 9
GRADE IV	9 -10
GRADE V	10 - 11
GRADE VI	11 - 12

GRADE VII	12 - 13
GRADE VIII	13 - 14
GRADE IX	14 - 15
GRADE X	15 - 16
GRADE XI	16 - 17
GRADE XII	17 - 18

### **Requirements for Specific Grades**

In the Early Years (Nursery till Grade 1), the applicants along with parents are invited for interactions with the Admission Committee to assess the milestones achieved as per the grade applied for.

In PYP Grade 2 till Grade 5, the applicants along with parents are invited for interactions with the Admission Committee to share their interest in academics, sports and cultural programs.

Grades 6, 7 and 8, all applicants are required to appear for a written Placement Assessment in English Language and Numeracy followed by an interaction with the Admission Committee.

Grades 9-12, all applicants are required to appear for a written Placement Assessment in English Language, Numeracy and another subject of their interest followed by an interaction with the Programme Coordinator 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 and support/ levels in Cambridge and IBDP. The evaluation is also a means to ascertain Additional Learning Support (ALS) and English support (ES) need that the applicant may have and match it to the school's capacity to provide the same. In such cases, relevant documents or testing from recognized agencies are sought additionally.

### **Applicants with specific needs**

Applicants requiring Additional Learning Support may be offered admission post the learning needs have been established (internal & external assessment) and the school can offer appropriate support to integrate the applicant in the classroom. While reviewing the application with specific needs, the School does take into consideration all students receiving learning support in that respective grade (maximum up to 5% ALS students per grade), with additional consultation from the Learning Support Specialists. As part of this process, the applicant will usually be interviewed, and the school reserves the right to request that a psycho-educational evaluation be conducted before a decision is made, if necessary. In the case where a specific need has not previously been identified, the school reserves the right to review the application in order to assess the appropriateness of the applicant's presence in the school based on the



school's capacity to address the needs. For further details refer to the Sancta Maria Inclusion Policy.

### Post-review procedure

When a decision has been taken on a candidate's application, parents will be notified of the decision by email within 48 hours. Subsequently, the action taken varies depending on the decision taken regarding the applicant:

**Acceptance:** If an applicant is accepted, the admission team sends the congratulatory note via formal email containing the Acceptance Note, Invoice and the Parent - Student Handbook link. The acceptance note also specifies if the applicant has been accepted with any Additional Learning or Language Support. The session commencement dates are mentioned along with the orientation details. There may also be additional Subject Choice Forms to complete, depending on the grade applied for. Admission is granted on first come first served basis and if the offer has not been accepted within 5 days, admission can be offered to another waitlisted student.

**Decline:** If an application is not accepted, the admissions team connects with the parent on reason for non-grant of admission. This is followed by a formal email.

**Waiting list:** If an applicant is accepted but no seat is available in the grade applied for, he/she will be placed on a waiting list. The parents will be informed about the same via email. The waitlisted students will be offered seat once available.

Criteria used to decide which student on the waiting list is offered the place include:

- Academic excellence displayed by the student
- Siblings already attending, accepted in or applying to the school
- The existing gender balance of the class

Induction and Orientation of new parents and students is also conducted by the Admission and Administration Departments to familiarize them with School systems and policies.

### SCHOOL FEE

General Information-Composite School Fee:

The school fee can be paid annually or in the following quarter-wise instalments of that academic session:

Instalments	Bill Generation date	Period	Due Date
1 <sup>st</sup> Quarter	10 <sup>th</sup> June	July to September	30 <sup>th</sup> of June
2 <sup>nd</sup> Quarter	10 <sup>th</sup> September	Oct to December	30 <sup>th</sup> of September
3 <sup>rd</sup> Quarter	10 <sup>th</sup> December	Jan to March	31 <sup>st</sup> of December
4 <sup>th</sup> Quarter	10 <sup>th</sup> March	April to June	31 <sup>st</sup> of March

- The Composite School fee is applicable for the school academic year.
- The Composite School fee covers all the teaching and other expenses such as food, the standard stationery kit, labs and library, co-curricular activities, sports etc. for the academic year.
- Boarding Students who opt for boarding facility need to pay the Boarding fee quarterly along with the Composite School Fee.
- However, the Composite School fee does not include uniforms, text books, annual camps, additional subject support/individual activity tuition (if applicable), off campus sports activities, college applications, specialized individual projects in Design and Technology/Visual Arts/Sciences, Pocket Money, Insurance, field trips and excursions, external examination fee, transportation, etc.

#### Pre-Term Programme-April onwards

- Pre-term Fee: Students opting for the pre-term session (April to July) shall have to additionally pay the Pre-Term fee equivalent to one instalment of the Composite School fee. In addition, IT Fee is also payable as prescribed.
- Information Technology Fee - Every student is required to pay a nominal annual fee towards IT, which also includes enrolment of the student in the Campus Agreement that the school enjoys with major software providers for licensed use of various software. These facilities are otherwise available at a very high cost. Information Technology fee is payable in full on the prescribed date of payment of the first installment of the fees.

#### Additional Learning Support

- Support Program Fee - English Support (ES) and Additional Learning Support (ALS) is charged twice a year on a semester-wise basis. These are payable along with the Composite School fee. The support program is provided need based and as per the annual academic calendar – from August to May. Since enrolment to these programs is vital and necessary for certain student's academic progress, school's assessment and recommendation for a student's enrolment to such program shall be final and binding.

#### Transportation Fee

- Students who opt for daily school transport need to pay the 'Transport fee' as prescribed from time to time. This is payable semester-wise along with the Composite School Fee.

### Fee Rebate

#### SIBLING DISCOUNT

The school offers a waiver of 50% on admission fee and caution deposit for admitting a sibling of an existing student. No other discounts or waivers are offered. The Management reserves the right to change the fee discount policies as it deems fit.

## Scholarship

Policy for Existing Sancta Maria students:

- Scholarship offerings to existing Sancta Maria students shall be based on their Merit alone.
- Scholarship offerings are available to students entering any Grade between PYP to IBDP 2 and are awarded for a one-year academic period. The school reserves the right to withdraw a scholarship during its tenure if a student's performance or behavior does not meet the expectations of the school.

Scholarship Offerings (New Applicants):

The Sancta Maria Scholarship Programme aims to award scholarships to exceptional, highly motivated and deserving students in the areas of Academics, Sports or The Arts. Such students must show great potential to further excel in their chosen disciplines thereby bringing laurels to their parents and the school.

- Academic: For students who have shown a sustained level of outstanding academic achievement as reflected in their School Record Sheets.
- Sports: For students who have consistently shown outstanding merit and achievement at national and International level sporting events & tournaments.

## WITHDRAWALS:

It is our desire and hope that every student will find Sancta Maria a very conducive center of learning and personal growth and complete his/her schooling. However, we do understand that a student may have to leave for various reasons. Such exits should ideally coincide with the end of semesters. Students leaving in the middle of a semester shall have to pay the fee for the complete semester.

In the case of withdrawal, Parents or Guardians are required to notify the Head of School via email or in writing. A copy of the same should be marked to Programme Coordinator, Head of Admissions and Finance Controller. The deadlines for Sancta Maria making such requests as follows:

End of 1st semester 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 30 April of the same year.
- Pre-term students withdrawing in the year of entry should submit withdrawal letters by 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 dead lines 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 two instalments of the Composite School Fee applicable for the semester shall be charged.

- Refunds for pass outs/ withdrawals/ transfers (including middle of semester withdrawals) shall be processed within 60 days of the student's exit date after adjusting unpaid dues, if any, including notice period fee in lieu of insufficient notice, if applicable

#### **PRE – TERM ADMISSIONS:**

We start with the Pre - Term Session in the month of April, students joining the program get a chance to be a part of the 'Immersion Program' for a period of two months; April and May. This program helps the students transiting from a traditional system of education to experience the IB and Cambridge Program in a better way. Students joining in the Pre-Term Programme are able to bridge the gap before they enter the New Academic Year in August.