



THE PUPIL INTERNATIONAL SCHOOL **ADMISSIONS POLICY**

The Pupil offers the Primary Years Programme (PYP), the Middle Years Programme (MYP), and the Diploma Programme (DP). In accordance with the IB's mission, the implementation of these programmes is aimed at '*developing inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect*'.

The Pupil's vision, mission, and values are aligned with the IB mission statement and the principles of international-mindedness, holistic education, and lifelong learning.

The Pupil's Vision:

To manifest a vibrant transformational space to create fully blossomed souls who have the skills, compassion, and the wisdom to make a positive impact on the world.

The Pupil's Mission:

- To create a new generation of world citizens who transcend the boundaries of ego, religion, and nation, in their quest for equitable and sustainable development of Mother Earth.
- To help children develop to the fullest extent their physical, emotional, mental, social, and spiritual dimensions of their being, so that they can pursue their chosen path with confidence and success.
- To create future world leaders rooted in universal ethical values, who can adopt the best from wisdom, traditions, and modern technology, passionate to make a positive difference to the world.

At The Pupil, we believe in creating an environment where every student has the opportunity to access and belong, reflecting our unwavering commitment to educational excellence and equity.



The aim of The Pupil's admission policy is to:

- ❖ Ensure a fair, transparent, and consistent process of admission for all applicants.
- ❖ Provide clear and accurate information about the school's programmes, expectations, and procedures to prospective students and parents.
- ❖ Assess the suitability and readiness of applicants for the school's programmes and offer appropriate guidance and support.
- ❖ Maintain a balanced and diverse student body that reflects the school's vision, mission, and values.
- ❖ Comply with the IB standards and practices and the relevant national and local regulations and policies.

The admission policy applies to all applicants who wish to enroll in the school's programmes, and to the current students who wish to continue their education at the school.

The policy aims at promoting a capable and inclusive student body that is ready to engage in the challenges of the IB curriculum, develop holistically as individual learners, and contribute to a supportive learning community.

Admissions Process:

1. Applications for admissions are open throughout the year. Parents or guardians who are interested in enrolling their ward(s) can contact the school in-person or through phone/email. The Application Form and other relevant information are available on the school website.
2. Parents/guardians should submit the following materials to the school admissions office:
 - a. Completed Application Form
 - b. Admissions fee of Rs. 1000 as cheque, DD, or online with proof of payment
 - c. Birth certificate
 - d. National Identity Card (e.g. Aadhaar card)
 - e. Student health form
 - f. Immunization records
 - g. Report cards from previous three years
 - h. 2 Passport size photographs



- i. Original transfer certificate from previous school
3. The application can also be processed online via the school website. The steps for the same are updated on the online portal.
4. After the admissions office receives the application form and related documents, parents/guardians schedule a time to visit the school with their ward(s). During this visit, the Head of School and/or the Programme Coordinator engages the child in an informal interaction and administers a diagnostic test that assesses the child's reasoning skills, subject knowledge, and language proficiency in English and chosen second language with respect to the grade level standards of the grade they are seeking admission for.
5. The Admissions Committee comprised of the Head of School, Programme Coordinator, and one Admissions Coordinator, reviews all application materials as well as the report from the informal interaction and the diagnostic tests. Admissions decisions are made based on the following criteria:
 - a. Availability of space in the requested grade level.
 - b. The child meets the minimum age requirement of the requested grade level and has successfully completed the previous grade.
 - c. The child demonstrates grade level appropriate reasoning skills, subject knowledge, language proficiency in English and chosen second language, and social ability. If there are challenges with respect to any of the above, the school is able to provide the necessary interventions and accommodations to differentiate learning and support the child's needs. If necessary, relevant personnel from the Pupil Assisted Learning Support (PALS) team may be consulted. (please read the school's **inclusion policy** for more details).
- ❖ No child is denied admission based on caste, religion, gender, nationality, or any other social identities.
6. Admission decisions are communicated via email or courier. If the child is accepted, the admissions office sends an Enrollment Contract. The admissions process is complete after the parents/guardians sign the Enrollment Contract and pay the requisite fees.
7. Parents/guardians are required to attend an Orientation Session to learn about the goals, structures, and expectations of The Pupil's IB programmes.

Admission Pre-requisites:

- Children entering into the PYP, MYP, and DP must have also completed their previous academic year successfully in order to qualify for admission.



- **Age Requirements:**

The candidate must meet the following age requirements in the academic year in which they are seeking admission.

Grade	Age
PYP	
Form 1	5 and ½ years
Form 2	6 and ½ years
Form 3	7 and ½ years
Form 4	8 and ½ years
Form 5	9 and ½ years
MYP	
Form 6	10 and ½ years
Form 7	11 and ½ years
Form 8	12 and ½ years
Form 9	13 and ½ years
Form 10	14 and ½ years
DP	
Form 11	15 and ½ years
Form 12	16 and ½ years

School tour:

Applicants can visit the school with their parents/guardians for a campus tour or attend the orientation session with prior appointment. During this period, they can also request an appointment with the Head of School and/or the Programme Coordinator to discuss their queries and concerns, if any.

Conduct and Integrity:

The Pupil firmly believes and ensures in providing equal opportunities and accessibility for all those who wish to be a part of the school community. At the same time, it is important that the fundamental values of integrity and conduct are adhered to in order to ensure alignment with the school's philosophy. Hence, while granting admissions, the student's previous record will be



reviewed so as to ensure that they have not been involved in any form of academic dishonesty or misconduct.

The school's **academic integrity policy**, which is available for the students via the google classroom and for all prospective candidates via the school website. This provides information on code of conduct in the school as well the information and protocols followed to maintain integrity as well as the measures taken during misconduct.

Subjects for MYP & DP:

Every student enrolled in the MYP pursues the following eight subject groups namely: Arts, Design, Individuals & Societies, Language Acquisition, Language & Literature, Mathematics, Physical & Health Education, and Sciences. Apart from these subjects, students of MYP year 3 (Form 8) carry out the community project and students of MYP year 5 (Form 10) carry out the personal project.

Students who enroll for DP are required to undertake three mandatory core components, namely:

1. CAS programme: It is important that students undertaking the diploma engage in the CAS (creativity, activity, service) component. It is done on a weekly basis spanning at least 18 months with a reasonable balance between the three aspects.
2. Extended Essay: The student must complete a 4000-word essay based on independent research on an individually developed research question. This process will occupy approximately 40 hours under the supervision of a facilitator.
3. Theory of Knowledge: This course requires a two-year period of study, and for assessment, the student will create a display for an exhibition and complete an essay with a maximum length of 1600 words.

Apart from the core components, students are required to choose one subject from each of the six subject groups given below and if any student has a requirement to opt for additional subject in any group, then they will be allowed to drop the group six after the discussion with the Diploma Programme Coordinator. These subjects are then studied at the Standard Level (SL) or the Higher Level (HL). Students are required to choose 3 HL subjects and 3 SL subjects; the choice will be based on their future aspirations/ prerequisites for college courses.



The DP subject offerings at The Pupil:

IB DP SUBJECT GROUPS	SUBJECT CHOICES
Group 1: Studies in language and literature	English A: Language and Literature
Group 2: Language acquisition	French ab initio
	French B
Group 3: Individuals and societies	Business management
	Psychology
	Economics
Group 4: Sciences	Physics
	Chemistry
	Biology
Group 5: Mathematics	Analysis and approaches
Group 6: The Arts (optional)	Visual arts

In the case of a student opting to apply for the Indian medical entrance examination to go the medical professional route, the student can apply for the “non-regular Diploma track” wherein they choose Physics, Chemistry and Biology From Group 4 only after receiving the approval from IB.

Students can also pursue all three Sciences along with the core subjects where one of the group 4 subjects is taken as an additional subject and thus the total subjects come to 7 in this case. This is a very rare case and thus this path is discouraged, yet if we have such a case the Head of School will have a conversation with the parents along with the student and after seeing their past academic records the student will be advised accordingly, ensuring to make them understand the academic rigor of the Diploma Programme along with certainty of pursuing medicine.



Information regarding the assessment and evaluation of subjects, including criteria for evaluation and reporting process are provided in the **assessment policy**. The same is available on the google classroom portals and the website.

Policy Review:

The Admission Policy is a working document which will be reviewed annually. The Policy Review Committee will comprise the Head of School, the Programme Coordinators, and an Admissions Coordinator.

Last Review done in: January 2024

Next Review in: March 2025