



Admission Policy



Cambridge Assessment
International Education



Ahmedabad International School

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IB 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.

AIS mission statement

We believe that education has the power to help us to 'make ourselves' both the teacher and the taught. For in its true sense, it is the process of 'leading out' - enabling every one of us to blossom to our full potential. This is a continuous life long process that can be achieved only when each one of us is propelled by our inner desires and longings-in today's world.

We are firmly committed to the objective of developing "self learning" which in turn brings about the process of "life long learning".

It is this SWAYAM that we seek.

AIS vision statement

We believe in "SWAYAM". The initiation of the self to seek and celebrate knowledge, raise our own bars of excellence, become lifelong learners and attain the pinnacle of success.

To achieve this we provide a stress-free happy learning environment to become a rational and responsible citizens of tomorrow.

We groom the student to have a resilient mind, help discover the treasure within, scale new global heights and excel in life. Train them to dream and develop the immense potential, on the solid foundation of knowledge, skills and values of life, to adjust and adapt to learning that is dynamic and vibrant. We encourage students to reach the Gateway of the Global platform to make dreams come true.

Admission Policy

Introduction

The goal of the admissions policy of Ahmedabad International School is to attract, enroll and retain at the School the broadest spectrum of students and families representative of the rich diversity existing in the city.

Admission Requirements:

1. The school considers the following as essential for admission:
 - An age-appropriate level of educational aptitude and skills as determined by the interview, examination, and educational records.
 - Physical and mental abilities of the children are also taken into consideration before admitting the child.
2. For entrance into Pre K, 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 K 1, 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 K 2, 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:
 - Students must be five years old by December 31st of the previous year and be promoted from K 2 to grade 1.
 - Students must demonstrate readiness and receive approval from the Head of the school.
6. The previous grade report will be looked at the time of admission.
7. For entrance to the Diploma Programme -Please 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. Parent/grandparent of the child should be a resident of Ahmedabad.
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:
 - Notify the school.
 - Appoint an adult caregiver or guardian.
 - Provide the school with contact information for parents and the caregiver or guardian.
 - Set a date with the Head of the school when the child will leave AIS to join his/her 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 Head'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
3. Online tests will be sent to the existing school head 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 who have experienced a similar pedagogy.
- 2nd priority - Siblings of students already attending AIS
- 3rd priority - Children of AIS Alumni/staff and associates
- 4th priority - Children who have shifted from outside Ahmedabad.

Admission to Pre K 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 Child's ability and age appropriate readiness for school.

The school will not enroll non-English-speaking students above grade 3.

Waiting Lists

If a student has passed the necessary admissions requirements but there is no vacancy 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.

Age criteria:

Parent Toddler	Child should be 9 months old when starting the program
Playgroup 1	Child should be 18 months old by 1st September of the respective academic year
Play Group 2	Child should be 2 years old by June 1st of the respective academic year
K-1	Child should be 4 years old by June 1st of the respective academic year
K-2	Child should be 5 years old by June 1st of the respective academic year
Grade 1	Child should be 6 years old by June 1st of the respective academic year

Admission at Toddler's Den (Early Years Center):

Procedure to be followed for admission:

Advertisement

Admissions Open announcement posts are made on Toddler's Den's various social media handles on platforms like Instagram, Facebook and Twitter. Paid Ads are also made on Google, Instagram and Facebook. These posts also communicate about the Admissions Open Houses and School Tours on campus for prospective parents.

Prospective parents direct their enquiries for admissions, open houses, school tours and fees to the Admissions Team.

Forms

Admissions for the next academic year open in the first week of October of each year. Interested parents are directed to apply for admission by filling the admissions form. The admission form is available on the website (www.todden.com).

Admission Panel

A panel of two or three members will constitute the admission panel. The panel shall consist of Early Years Coordinator, respective grade level coordinators, and admissions manager.

Admission to Toddler's Den, Ahmedabad, is a 3 step process:

1. Parents fill up the online application form and pay the application fee of Rs. 1000/-
2. Parents and the child together are invited for a physical or virtual interaction (zoom or google meet) with the admission panel.
3. The admissions decision is communicated and parents email the required documents and transfer the registration fee to confirm admission.

Note - Admission decisions at Toddler's Den are based solely on personal interaction with parents.

Documents to be brought along for the interaction session:

- A notarised copy of the child's birth certificate
- Wherever a photocopy is submitted, the original document should be made available upon request.

For international applicants:

- All children not carrying an Indian passport are considered international applicants
- For international applicants, the following two additional documents need to be produced at the time of the interaction:
 - Proof of immigration status
 - A copy of the child's passport information page

Tests

No formal tests will be held for admission to Toddler's Den.

AIS Admission:**Procedure to be followed for admission:****Advertisement:**

AIS does not release any advertisement in any newspapers

Forms:

Date of issue of online admissions forms: 4th December of each year – Foundation Day

Applicants are invited for the interaction with both parents. They submit attested copies of the birth certificate and photograph.

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 Grade 1 – Grade 5.

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

New students should:

1. Submit a recent photograph
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 head 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

Eligibility criteria:

In case of candidates who have done their MYP he/she must possess a 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 submit 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 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 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 interact with the admission panel and also the IB Diploma 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 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 the DPC looks at their assessment and 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 (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 running at AIS. 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 AIS students into the DP & for subject allocation, the consolidated report of 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 for the Diploma Programme.

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

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 submit the online application form and submit 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 interact with the admission panel and also the 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 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 (AIS Students)

ADMISSION PROCESS FOR STUDENTS FROM AIS FOR IGCSE

AIS students will automatically be given admission to the IGCSE on completion of the Lower Cambridge Programme. 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)

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

Admission to A level will be at Grade 11 only.

Stage One:

The students will be required to submit the online 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 interact with the admission panel and also the 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 (AIS 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>
Pre K - K2	Interaction only	-
Grade 1-5	Interaction only	
Grade 6-8	Entrance test + Interaction	Direct Admission
Grade 11	Entrance test + Interaction	Direct Admission

Link to Assessment Policy:

An assessment is conducted for the students seeking admission to grade 6 - 11. This is solely to assess their understanding of the previous grade so that remedial classes or a bridge course can be inducted for the student to bring them at par with the students of AIS.

Link to Inclusive Policy:

It is our mission to build a diverse community of young learners, parents, educators, and staff. Hence we do not discriminate on the basis of race, ethnicity, religion, nationality, sexual orientation, gender identity or family composition in the administration of our admissions, recruitment and hiring or any other school-administered programs.

Link to Language policy: While giving admission the student's ability to speak, read and write English is assessed and accordingly the language development programme for the child is planned.