



Children's Academy

International School

Admission Policy

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. (International Baccalaureate Organization, 2014)

Children's Academy Group of Schools Mission and Vision

Children's Academy Group of Schools aims at providing a progressive learning environment that leads to joyful learning along with holistic development. Our primary endeavour is to create passionate students who are lifelong learners, capable of accepting the dynamic challenges of the new world order.

We aim to provide quality education which is rooted in tradition while remaining futuristic in vision. (Children's Academy Group of Schools, n.d.)

IB Learner Profile

As per the IB Programme Standards and Practices, (International Baccalaureate Organization, 2014), the IB aims to develop learners who are:

- Inquirers
- Knowledgeable



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- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

Aims and Objectives

- The aim of the Admission Policy document is to ensure parity in terms of admissions into Children's Academy International School.
- To lay out clear guidelines of admission into IBCP of students belonging to:
 - The Children's Academy Group of Schools
 - All other K-10 schools
- To elaborate the various methods to generate interest as well as gauge interest in Children's Academy International School's IBCP Programme
- To lay out clear criteria for admission
- To lay out activities to be undertaken in the pre-admission, and post-admission phase
- To understand all admission documentation requirements for staff and prospective parents and students
- To adhere to local laws
- The policy will be shared with the parents and students and will be uploaded on the school website

Career Pathways

- Pathway from CISCE to different IBCP Accounts
- IBCP Accounts and finance
- IBCP Business Administration



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Admission committee

- The Admission committee of the Children's Academy International School will include the Head of School, the CP-Coordinator, the Admission Clerk. The trustees shall not be part of the selection process of the students but will be kept apprised.

Pre-admission procedure

- General
 - The school is welcoming to all students but at the same time, the school makes clear the limitations it has when it comes to providing the essential support to students facing certain disabilities.
 - Admission will not be given to any student into year 2 of the IBCP programme
 - The School will accept admission forms for students who have completed Grade 10 on or before 31 May of the academic year in which the admission is sought.
 - Admission will only be granted on successful completion of Grade 10. Until such time, any admission given is provisional.
 - The school's right to admit or refuse admission
 - The Branding and Communication Manager (BCM) will put up Flex banners a month in advance to the beginning of the admission procedure in a prominent place in the school premises. He/She will coordinate with the Principals of the Children's Academy Group of Schools for an announcement to be made via the public announcement system in the School.
 - As many students as can be accommodated in an IBCP classroom shall be accommodated on a first-come-first-serve basis. When possible, the school will try to increase the number of classes or divisions available to increase the number of students who can be accommodated.
 - The class will be divided by CRS



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- Confirmed admission to higher classes will be given on producing Original leaving certificate and Original mark sheet.
- In case of admission from other city or state, the Original Leaving Certificate /Transfer Certificate will have to be countersigned by the Education Inspector of the area from where the student has been transferred.
- In case of admission from any other country, Original leaving certificate /Transfer certificate has to be countersigned by the Education / Board / Embassy officials.
- Prospective students belonging to the Children's Academy Group of Schools
 - In the first month of a new Academic Year, an introductory session will be held by the Head of School and CP Co-ordinator for all the students of Grades 9 and 10 in the Children's Academy Group of Schools
 - Students will be introduced to the IB Philosophy as well as to the details of the IBCP programme including the various Career Related Subjects being offered.
 - Special consideration will be given to IB Learner Profiles and the focus on Skills in the IBCP programme
 - Post the introductory session, a Google Form will be sent to all parents and students of Grades 9 and 10 to gauge their interest. A PDF providing details regarding the IBCP programme and the Career Related Subject shall also be sent to the parents.
 - The HOS/CP Co-ordinator will meet with parents and students who fill the form in a one-on-one basis to provide further information and clarifications if any
 - Special emphasis will be given to further details regarding the core subjects and the DP subjects in the student's interested CRS at this point of time



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- Since we already have access to and an understanding of the Academic standards of all students of Children's Academy Group of Schools, there will be no entrance tests required
- Since the IBCP programme focuses on skills and the career path of a student, an aptitude test to be administered by CIALFO will be recommended but will not be a requirement
- A career Admission counsellor will meet with the prospective parents and students post the Diwali vacations to lay out a plan for the student's education and/or career prospects post graduation from the IBCP programme
 - This meeting will focus on general post-graduation opportunities.
 - More bespoke career counselling will be provided post-admission throughout the course of the student's educational career at Children's Academy International School
- Throughout the Academic Year, the Head of School and CP Co-ordinator will meet with the parents and students during the Open Houses and Parents-Teachers Meeting.
- The faculty of Children's Academy International School as well as the staff of Children's Academy Group of Schools will ensure all students of Grade 9 and 10 are informed about and participative in certain IB activities to ensure ease of transition from CISCE K-10 to IBCP K-12
 - During free periods, teachers of the Academy will talk about the IB Learner profiles and other aspects of IB education
 - There will be an attempt at incorporating more IB approaches to learning in the K-10 classrooms which will include but not be limited to debates, dotmocracy, think-pair share etc.
 - Students already in IBCP at Children's Academy International School will be required to make presentations regarding some of their learnings or include students of Grade 9 and 10 in their project work. This will be mutually beneficial to all involved.



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- A special training workshop regarding the APA Referencing standard will be held for all students in Grade 9 and 10 of the Children's Academy Group of Schools.
 - Students of Grade 9 and 10 will have to work on at least one project that follows the referencing guidelines taught during the workshop
 - Trial IB-style Classes will be conducted with students of Grades 8 and 9 to develop interest and to benefit the students and get them accustomed the IB methodology of teaching-learning
- Prospective students of Children's Academy International School will be required to attend a more extensive workshop regarding APA Referencing standard which will also include research methods and skill
- Ex-student/Sibling/Staff policy
- Students not from Children's Academy Group of Schools
 - Admission into Children's Academy International School will be open to all students and not just for students of Children's Academy Group of Schools
 - Social Media posts will be made on the Children's Academy Group of Schools social media pages throughout the year informing the general public about Children's Academy International School and the IBCP programme
 - A link to a registration form will be added to the Children's Academy website at a prominent location where prospective students and parents can fill in their details
 - On filling the details, the parents and students will be contacted by the Head of School or CP Co-ordinator and a meeting can be arranged to answer any questions
 - Literature regarding the IBCP programme at Children's Academy International School will be made available to the parents and students



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- Admission counsellor with other staff will make tie up with prospective schools and make presentation in schools which have classes till grade 10 (where children may be ready to shift to IB)
- Since this would be a new admission, we would require the Academic transcripts of the past year of the prospective student will be required to gauge the Academic standards
- A baseline test will be conducted by the school. This test doesn't act as a barrier but provides a baseline and a better understanding of the student's learning level
- Since the IBCP programme focuses on skills and the career path of a student, an aptitude test to be administered by CIALFO will be recommended but will not be a requirement
- Parents and students can be provided with a guided tour of the school if required

Admission procedure and documentation

- The Clerk in-charge meets parents, issues them the fee circular and informs them about the date and time of fee payment. (Annexure VI - Format of fee circular) and
- The following documents will be required for confirmation of admission:
 - Grade 10 certificates
 - Aadhar Card copy
 - Date of birth certificate
 - Transfer Certificate
 - Migration Certificate
 - Any other required document.
- Parents are also given the Undertaking Document. They are instructed that both need to sign and hand over this document along with the payment of fee. (Annexure VII - Format of Undertaking Document)



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- A circular giving information about CA - mobile app is given to parents guiding them on future communication from school and fee payment. (Annexure VIII – Mobile App Circular Format)
- A Children's Academy Google ID is created for all CAIS students and the students will be added to their respective Google Classrooms
- After the students have been selected and dates of payment of fees have been finalised, a week before the payment of fees, the Admission Clerk admits the selected students in CAGS ERP system. UID will be generated automatically.
- Admission clerk will send an SMS through the ERP system to the parent to download the EDUSPRINT + app.
- Parents will download the app and through the app generate CIN before they come to pay the fees.
- Data of the selected students will be converted to excel (.xls) format and given to the I-Card service provider to prepare the escort cards. The escort cards will be handed over to parents on the date of payment of fees.
- Data for I-Card of IBCP students is given to vendor along with data of students of remaining classes grade (nursery- grade 10 of **ICSE Board**)
- School essentials like uniforms and books will be handed over to the student

Post-admission procedure

- The student is provided with their official school email id and is added to their respective Google Classroom. The school timetable and other relevant information is constantly updated on the Google Classroom.
- An orientation meeting will be held in the month of May for all the students and parents who will be joining Children's Academy International for the upcoming Academic Year
 - The students and parents will be introduced to the faculty of the Academy
 - The Head of School will introduce the IBCP programme to the parents and students and elucidate on the requirements and expectations of an IBCP student



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- Each faculty member will introduce themselves and their subject- Core subjects, DP subjects, and CRS subjects
- A Q&A session will be held following the orientation
- This will be followed by an informal meet and greet where the students and the faculty will begin to know each other
- A refresher workshop for the APA Referencing standard will be held for students from the Children's Academy Group of Schools
- Special mention will be made to be honest in all communication and that plagiarism of any kind will not be tolerated
- The Academic Honesty Policy will be shared in particular with all students and staff of CAIS to be read before the start of each school year.
- A special intensive training workshop regarding the APA Referencing standard will be held for all students who join from outside the Children's Academy Group of Schools
- If a student joins the school post the official starting date of the Academic Year, a 'bridge test' is administered to check which concepts the student needs work on most.
 - Accordingly, a short course can be worked out to ensure the student is up to par with the rest of the class

Policy review section

The Admission Policy will be reviewed annually. The Head of School, Admission Clerks, School Administrator, Staff of CAIS, Counsellor, CP Coordinator will be part of the discussion. The students and the parents will be kept informed in case of any revision.



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References

Children's Academy Group of Schools. (n.d.). Children's Academy: Top ICSE Schools in Kandivali, Malad, Mumbai. Retrieved September 11, 2022, from <https://www.childrens-academy.in/>

International Baccalaureate Organization. (2014, January 1). *Programme standards and practices*. International Baccalaureate. Retrieved September 11, 2022, from <https://www.ibo.org/globalassets/new-structure/become-an-ib-school/pdfs/programme-standards-and-practices-en.pdf>