



Policy Name	Admission Policy
Policy Date	30th Oct 2020
Policy Review date	26 th March 2022
Review committee members	<ol style="list-style-type: none">1. Academic Director2. Head of School PYP3. Head of Middle & Senior School4. Coordinators5. Teachers – Maitreyee, Thirumal, Swathi, Ranjitha, Kalyani

IB Learner Profiles

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
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.
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.
Knowledge	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
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.
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
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.
Balanced	We understand the importance of balancing different aspects of our lives – intellectual, physical, and emotional – to achieve well-being for others and ourselves. We recognise 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.
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.

School's Vision Statement

Sharanya Narayani International School (SNIS) aims to develop students who think, inquire, act and reflect. Teaching and learning will stimulate analytical, logical, critical, creative, and reflective skills to help students become lifelong learners and responsible global citizens in an ever-changing world. Our student-centric approach and secure, stress-free learning environment will contribute to a continuing sense of wonder and passion for the world around us.

School's Mission Statement

Sharanya Narayani International School nurtures students into successful, responsible and ethical leaders who can brighten the world with compassion, curiosity and creative fire.

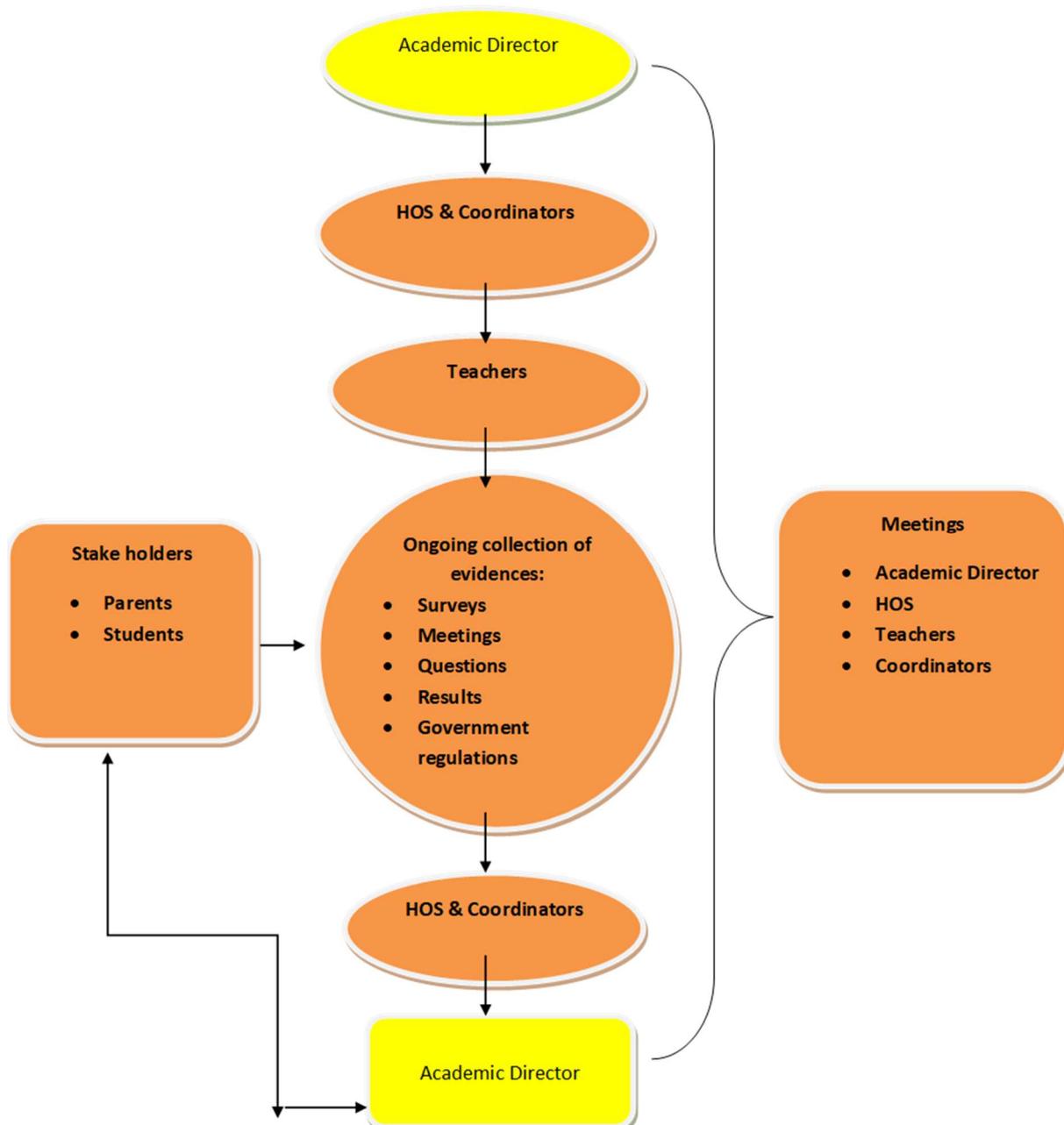
IBO's Mission Statement

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.

Flow Chart of the Review Process for School Policies



Aims & Objectives of the Admissions Department

- To enable the students to achieve their goals and aptitudes in alignment with the goals of the school.
- Have a transparent process without discrimination to any student.
- Setting a yardstick so that all participants with different approaches have similar core values.
- Compliance to local by-laws.

It is the mission of the Admissions Department to enroll, apprise and admit new, eligible students to Sharanya Narayani International School in a proficient and straightforward manner, while upholding the values of the school, the students, their families and members of the community.

We aim to confirm that potential families understand the SNIS mission and philosophy. We also strive to give them preliminary information of the programs offered at SNIS. The Admissions department comprises the Admissions Manager and Parent Relations Executive who report to the Managing Director. Decisions on admissions are made by the Admissions Panel.

Conditions & Procedures for Participating in Programmes offered at School

1. General

Applications for admission are accepted throughout the year. No official decision on an application is given until all the **relevant documents** have been submitted. Parents seeking admission for their child(ren) are advised to apply as early as possible as certain classes fill up quickly. All are encouraged to visit the school's website to learn more about the Primary or Secondary School, and to download all admission materials.

2. Admissions Panel and Decision-Making Process

- a. The Admissions Panel has the Managing Director, Admissions Manager, Head- Marketing, Academic Director and the Heads of Primary, Middle and High school. Additional members of staff will also be consulted. Application files are reviewed by each member and

comments/recommendations are circulated on paper or by email. In cases where it is deemed necessary, the Panel will meet to discuss issues relating to the application in question. From the time an application is completed, the Admissions Panel aims to return a decision within ten days, pending any further follow-up that may be required. It is mandatory that all students must have a legal guardian who resides in and around Bangalore and any expat applicant must provide proof of visa, and other relevant documents, before an admission can be offered. The final decision on all applications rests with the respective heads of school and the academic director.

b. Admission – Application process for Student Enrolment:

Admission forms are available online as well as at the School office. The following process needs to be completed if online:

- Fill up the Online Enquiry Form on the website.
- Fill in the Application Form available online
- Online Registration Fee of INR 3500/- (per child)
- Scan and Email the last 2 years academic reports - School report cards, transcripts, exam results.
- Scan and Email us the proof of date of birth – Birth certificate and Passport copy (in case of foreign nationals).

3. Required application materials

Before a student may be admitted to SNIS, all of the following must be submitted:

- Application fee (non-refundable).
- Student Application Form. This should be completed and signed by the parent or approved local guardian and accompanied by one passport-sized photograph.
- Two full years of school transcripts or reports. These should cover two complete years (the most recently completed academic year and the previous one) as well as the year in progress, if applicable.
- School reports/transcripts must be in English.

- A photocopy of the applicant's passport –for expat applicant: It is the parents' responsibility to ensure that their child(ren) have the appropriate visa(s) to allow them to study at SNIS
- Medical Form to be completed by the parents (includes the Learning Support Form).
- For students with specific needs the Admissions Panel in consultation with the Inclusive Education department, will make a collective decision as to whether or not they have sufficient information and documents to make an informed decision on the candidate's admission.
- SNIS staff members wishing to enrol their children at the school must follow the usual application procedure. Further information, including details of fee arrangements for staff members, can be found in the ***Staff Handbook***.

4. Personal Interviews and School Visits

The school reserves the right to request to meet in person any applicant in cases where this is considered necessary (for instance, if the candidate has never attended school before, has had a lengthy absence etc.). Furthermore, a compulsory interview may be required in cases where it is deemed necessary to discuss a candidate's application in more depth in order for a decision to be made.

5. Criteria for Admission

Each candidate's application materials are carefully checked in order to evaluate appropriateness for admission. We look for candidates:

- Who are motivated/determined
- Whose academic performance is average to excellent
- Whose conduct is good overall, and who are respectful to others
- Who are, and whose parents are, committed to the SNIS vision, mission and philosophy
- Who are internationally-minded
- Previous experience with the IB programs can also be an advantage, but is not a pre-requisite for admission

- Physical and mental abilities of the children are also taken into consideration before admitting the child.
- An age-appropriate level of educational aptitude and skills as determined by the interview, assessments and educational records.
- **Primary school:** Students will be assessed to check the level of their reading, writing and numeracy skills for the teachers to feed forward.

6. Middle & Senior School Entry Level assessment

- Prospective candidates are required to appear for an Entry Level assessment in Math, Reading Comprehension, Guided Writing and Grade Level Science to join any grade in the middle and senior school
- Students who do not meet the grade level admission criteria are advised to repeat the same grade as the entry level grade and build a strong foundation before moving to the next level.
- For admissions to grade 9 and 11 , students and their parents are advised about the subject choices available and counselled to choose the subjects keeping in mind their interests, abilities and career aspirations

7. Follow-up procedures

There will be a special Curriculum Road Map day for all students in the first week of the academic year. The respective Heads of School and the subject heads will introduce the students to the school, its rules and regulations, and the curriculum, and will orient the students to life at SNIS in order to prepare them for a smooth transition into their new school.

8. Candidates with Diverse Learning Needs

SNIS has a very strong students support services / inclusive education department with a well-articulated inclusive education policy, which guides the admission of all students, the details of which are mentioned in the **inclusion policy**.

9. For new students joining during the course of the year

- a. Admissions may be taken for grade 10 and Grade 12 if the student comes from the same curriculum and meets the subject requirement offered at SNIS.
- b. The Admissions department informs the primary or secondary team as appropriate, as well as all administrative staff, of the arrival of new students with an e-mail providing the student's grade, entry date and any relevant background details.

Primary School Students

There is no specific induction program for new Primary School students arriving mid-year. Rather, each classroom teacher ensures a smooth transition for all new children.

Middle and senior School students

New students who arrive during the year will be given an orientation by the Head of School, and the relevant Program coordinators