



THE INDIAN PUBLIC SCHOOL **ADMISSION POLICY**

INTRODUCTION

At TIPS, we embrace a child-centered philosophy that promotes creative thinking and lifelong learning. Our educators are dedicated to inspiring children to achieve the very highest standards in all their endeavors as they progress their educational journey with us. Through partnerships with parents, we strive to make every academic dream a reality.

PHILOSOPHY

The Indian Public School has a comprehensive system to support the student learning in every way, and ensure the well-being of all in the community.

AIM & OBJECTIVE

The school being co-educational and secular in its foundation believes in ***'Right to education for every child'***.

- The school respects all the cultures, and students from all walks of life are welcome to apply for the admission in TIPS group of schools.
- TIPS accepts students without discrimination of gender, race, religion or nationality.
- The student will be granted admission solely on the basis of applicable admission criteria for the applied program.
- Management reserves all the rights to accept or reject the application of the student.
- The School also reserves the right to accommodate a student in an alternative short term Program where a student's admission conflicts with certain critical periods such as: PYP Exhibitions, Examination weeks and exchange programs.
- School adhere to the local laws of the State and Central Government.

PRE- ADMISSION PROCEDURE

The Admission inquiry starts by visiting the school physically/Tele call or checking the website www.tipsglobal.org for the admission criteria for different grades and filling up an online/offline application form.

Admission Team

The School Admission team will check the filled form for the pre-requisite criteria to sought admission in a particular grade. Members of the admission team shall clarify and

guide the parents through the process.

Indian nationals residing in India Members of the admission team shall clarify and support the parents through the process. Admission procedures listed below also shall guide the parents through the process. Parents, after their school tour and admission counselling by coordinators shall Pre-Apply for the child to initiate the process of admission by filling up the appropriate form after paying the applicable pre-application fee.

International Parents/Children shall pre-apply using the downloadable form from the TIPS website www.tipsglobal.org to initiate the process of admission by filling up the appropriate form after paying the applicable pre-application fee (USD 100/-(US Dollars One Hundred Only) through wire transfer to the specified bank account of TIPS or through a demand draft favoring Indian Public School Private Limited

Assignment of Classes to students are assigned to classes primarily on the basis of age. However, factors such as previous records, measured aptitude and achievement, physical and emotional development and other relevant details are also considered. The final decision rests with the Head of School and TIPS Management.

Class Placement Age Criteria School Section Program

1	Pre KG	: 2-3 years Primary (Early childhood) TIPS EY Program
2	KG 1	: 3 ½ -4 ½ years Primary (Early Childhood) IBPYP
3	KG 2	: 4 ½ -5 ½ years Primary (Early Childhood) IBPYP
4	Grade 1	: 6-7 years Primary IBPYP
5	Grade 2	: 7-8 years Primary IBPYP
6	Grade 3	: 8-9 years Primary IBPYP
7	Grade 4	: 9-10 years Primary IBPYP
8	Grade 5	: 10-11 years Primary IBPYP
9	Grade 6	: 11-12 years Secondary
10	Grade 7	: 12-13 years Secondary
11	Grade 8	: 13-14 years Secondary CLSP
12	Grade 9	: 14-15 years Secondary CAIE- IGCSE
13	Grade 10	: 15-16 years Secondary CAIE-IGCSE
14	DP Year 1	: 16-17 years Secondary IBDP
15	DP Year 2	: 17-18 years Secondary IBDP

Class Size

The School reserves the right to postpone admission if a class is full. In this case, the applicant is placed on a waiting list and informed when the vacancy arises.

Class sizes are:

- a. Early Childhood section of Primary
 - i) Pre KG : 14

iii) UKG 20

b. Primary Classes (Grade1 to Grade 5): 23

c. Middle and High School (Grade 6 to Grade 10): 24

d. Diploma Program (DP Year 1 to DP Year 2): 24 maximum, depending on subject availability

Age cut off for all classes

Admission For June 2022-2023		
Grade	Normal-Upto	Cut off - Upto
Pre-KG	31.Dec 2019	31.Mar 2020
LKG	31.Dec 2018	31.Mar2019
UKG	31.Dec.2017	31,Mar 2018
Grade 1	31. Dec. 2016	31.Mar.2017
Grade 2	31. Dec. 2015	31. Mar. 2016
Grade 3	31. Dec. 2014	31. Mar. 2015
Grade 4	31. Dec. 2013	31. Mar. 2014
Grade 5	31. Dec. 2012	31. Mar. 2013
Grade 6	31. Dec. 2011	31. Mar. 2012
Grade 7	31. Dec. 2010	31. Mar. 2011
Grade 8	31. Dec. 2009	31. Mar. 2010
Grade 9	31. Dec. 2008	31. Mar. 2009
Grade 10	31. Dec. 2007	31. Mar. 2008

DIFFERENT PROGRAM OFFERED & REQUIREMENTS

Primary Years Admissions

We firmly believe that each child has his/ her own strengths and challenges. Especially in PYP consequently, admissions are based on the inclination and aptitude of the student, especially as far as mental organization, ability, ingenuity, creativity and critical thinking are concerned. The following criteria are implemented to offer admission to the candidate in PYP:

- Age criteria
- Availability of space.
- Any learning challenges

DP Year 1

Students wishing to enroll in the IBDP need to have good levels of English. For this reason, these students will be expected to take an admission examination in English to determine whether this course will be of benefit to them. For students whose English language proficiency is insufficient for the demands of the IBDP, TIPS offers an IR

course, which still allows students to gain certificates in IB individual subject courses as well as an alternative of Local Indian Board. All students will be interviewed by the DP Coordinator/ Head of School/ Management representative to determine their suitability for the course and to discuss the subject options available to them.

DP Year 2

TIPS will not accept students into Year 12 unless they have come from another IBDP school and have studied courses compatible to those that we offer.

IB DP Subject selection criteria:

The student would have to produce previous 10th pass certificate, and predicted grades for the last exam year (In case the results are not out). Proficiency in English will be evaluated, if the students' language of instruction has not been English. Each student will be counseled by the Head of School/ DPC for the subject selections based on the parental personal request, specific university selection and country requirements.

Admission would be granted on the following criteria:

- o There are six subject groups and one subject from each of the first 5 groups needs to be selected.
- o Sixth subject could be selected from sixth group or from any one of the first 5 groups.
- o A student may take self- taught first language if chosen language is not available in school.
- o A student may take bilingual diploma.
- o Ab initio language course would be offered to the students who:
 - o Have not studied the language before at least for the past 4 years
 - o Have not been able to secure pass grade in the second language group in the previous year exam.

Students would not be able to change the subjects after the initial 2 months of the IBDP program.

Special Education Program:

TIPS supports and practices the ideal of inclusive education in our endeavor that all students participate and evolve together. We support students with special educational needs with educators from our **Special Educational Needs department**. However, we are not equipped to handle extreme conditions. We have experience of supporting students with mild conditions of Dyslexia, Attention Deficit Disorder, Attention Deficit Hyperactivity Disorder, mobility impairment and borderline functional Autism.

The school does not have the resources to administer a Program for children with severe learning disabilities (e.g. severe speech disability, severe autism, severe physical disability etc). Families with children who are admitted to TIPS with special needs must present a recent psycho-educational assessment which has been conducted by a licensed school-psychologist within the last two years. These results will determine the appropriateness of the child's enrolment in the school.

We require parents to inform us of any previous testing. Previously identified special needs or previously received support must be communicated at the time of application. In some cases, parents may be asked to commit to providing extra support for their child, which may take the

contribution.

If it later transpires that the child had a previously diagnosed condition or that prior testing took place and the parents did not provide the documentation as stated, the family may be asked to withdraw the student. This would be at the recommendation of the Head of School/ Management.

If the need for an educational evaluation and/or the introduction of additional support is identified after enrolment is completed the School will require full parental cooperation in order to provide a Program which is in the best educational interests of the student.

Special learning or behavioral needs

We are able to provide a limited level of support for students with mild learning difficulties. We require that families inform us of any previously identified special needs or previous educational support at the time of application. Students with diagnosed learning or behavioral issues will be evaluated by the school's inclusion coordinator. In some cases, parents may be asked to commit to providing extra support for their child, which may take the form of in-class support or out-of-school provision.

PROCESS OF ADMISSION

Members of the **admission team** shall contact the parents further for the subsequent processes:

- o Pre-application is essential as it helps the school determining the candidature of the child and the further admission processes.
- o Pre-application can be done any time during the year for the succeeding academic year.

Counseling Session (In-Person at School / Online /Tele-call):

- o All Pre-applications received, till end of June will be processed and In-person/telephonic/ online/ skype interviews for the parents shall be called for, during the month of July for the following academic year.
- o Admissions for grade 2 and above shall be required to undergo a written evaluation for the child after the initial interview with the parents. Performance of the child in the written evaluation shall also be considered while determining the candidature of the child for admission
- o All applications received till 15 June for the Diploma Program will be processed as per the guidelines for DP admissions.
- o Similarly all pre-applications submitted from July to October will be processed and telephonic/ online/ skype interview for the parents shall be called during the month of November for the following academic year.
- o Incomplete pre-applications with missing information will not be processed for admission.
- o Pre-applying candidates need to send clearly scanned soft copies of the following documents via email to admissions@theashraf.net

1. Birth Certificate of the child.
 2. Passport copy of the child.
 3. Previous two years academic reports/ exam certificate of the child.
 4. Photograph of the child.
 5. Completed Pre-application form.
 6. Business Cards of the parents.
- o Upon completion of the telephonic/ online/ skype interview with the parents, candidates who are shortlisted for admission shall be notified with an admission letter within a week's time through an email. Candidates who have received the notification shall acknowledge the same via return email as soon as they see the mail as an acknowledgement of receipt.
 - o Notified candidates shall send the NRI application processing fee and refundable security deposit through wire transfer to the specified bank account of TIPS or through a demand draft favoring Indian Public School Private Limited within 10 calendar days of notification to confirm and secure their admission.
 - o After interviews, the selected candidates shall be informed in writing to process the applications.
 - o Members of the admission team shall call and inform as well.

Selected candidates for admission shall be required:

- o To be present on the day specified in the call letter along with the necessary documents and the admission call letter.
- o To pay the application processing fee and the security deposit within the stipulated time as communicated in the admission letter to secure the admission.

Candidates who:

- o May not be able to appear on the day specified in the call letter for reasons whatsoever shall inform the admissions team in advance requesting for a revised date for the admission process. The admissions team shall decide whether to revise the date or forgo the admission. Decision of the admissions team shall be deemed final and the same shall be informed to the parents.
- o Fail to appear on the day as specified in the call letter for reasons whatsoever shall contact the admissions team who in turn shall decide whether to pursue with the candidature or not depending on the vacancy at that point of time.
- o All fees paid are neither re-fundable nor transferable. Security deposit collected at the time of admission shall be refunded without interest during withdrawal/transfer from the school after the deduction of any outstanding dues to the school.
- o All the applications for the Diploma Program would be accepted till 15th April.

Acceptance of an Offer

Once an offer of a place is made, it is confirmed at the moment the student's family duly sign the official Registration Contract and the school accepts payment for the school fees. The final decision is made by the Head of School/ TIPS Management.

Conditional Offers

In some circumstances, a conditional acceptance may be offered. In this case, the conditions of acceptance will be clearly stated. In cases when it is not clear whether entry into TIPS would be in the best interests of a student, provision may be made for a trial admission period. In these cases, there will be a written agreement between the school and the parents, outlining the terms of the trial, including targets, success criteria and time frames.

POST ADMISSION PROCEDURE

Criteria for Placement in a Grade

We usually place students in the grade appropriate to their age, seeking to differentiate for their individual needs within this context. However, transfer from another school system may also take into consideration previous educational records. For instance, students transferring from another international or English-medium school who have effectively satisfied the criteria for grade promotion in their previous school will be admitted for the subsequent grade applicable at TIPS. Internal assessment using TIPS grade level standards may be used to help reach decisions that in all cases aims to be in the best interests of each student.

The number of years that the student has spent in formal education is not usually used as an indicator for placement or admissions. Similarly, it is not a common practice to ask students to repeat a grade level purely on the basis of their ability to use the English language. The final decision rests with the Management/ Head of School, usually after consultation with the respective coordinators.

Admission during second semester

Parents of students who are admitted in the second semester must understand that, it might be possible for their child to retake the year. This would depend on arrival time, academic performance, social and emotional well-being, English language development or a combination of these factors. Parents will be advised in advance if this is being considered. It is possible that students arriving in the second semester may not receive a full written report but will receive an interim report.

Language Profile

At TIPS the language of instruction is English. In Primary, students study an additional language from the age of three (i.e. from Pre KG and upwards). These students study their mother tongue language, where a high level of proficiency appropriate to the age phase is expected or Hindi at beginner or intermediate level, where the mother tongue language is not offered. Students are strongly encouraged to be enrolled in their mother tongue classes if available, since a strong foundation in the mother tongue supports further language learning. If their mother tongue is not provided, students are encouraged to take Hindi as the national language.

In the middle school, students study English as their language of instruction, Hindi, Tamil or French as a Second language. At IB Diploma level (IBDP) students choose a Literature based course (usually in their language of instruction) and a language based course (this may be a previously studied language or a new language), with an option to study a mother tongue as a self-study course as group 1 or group 2 subjects.

Language Requirements:

English Language Learner:

International students transferring to India will be admitted regardless of their ability in English up to Year 9 and ESL provision will be made available by the school.

All prospective students with a non-English language background in Years 1-9 will be accepted based on the agreement with parents that the student will be given ESL support according to the student's level of English proficiency. The administration reserves the right to allow for provisional admission of a student with limited English proficiency in Years 9 and 10 who has outstanding previous school records of achievement.

THE POLICY AS A WORKING DOCUMENT

The TIPS Admissions Policy is to be considered a working document that is reviewed and revised at least every five years in conjunction with the school's IB self-study review cycle, or more frequently if changes in the school's student population, state or federal laws, or IB course offerings and/or sequencing dictate review and revision.

COMMUNICATING THE ADMISSIONS POLICY TO ALL STAKEHOLDERS

The TIPS IB Admissions Policy is available to all current and prospective students and families as part of the comprehensive TIPS essential documents; this document serves as the "Handbook" for potential and current students. These policies are also communicated to students and parents through admission team, Class teachers, Counsellors, and the Coordinators at the start of each academic year as a part of formal orientation.

References:

- A Handbook for procedures for Diploma Program: IB Publication The Indian Public School,
- The Indian Public School, Chennai : Application Kit

