

IB Diploma Programme Admission Policy

Rationale

The admission policy and procedures at Don Bosco International School have been drafted so that the students are appropriately placed in an encouraging learning environment and they benefit from our educational programs.

Beliefs

At Don Bosco International School, we believe that:

- The students, regardless of previous educational experience, nationality, race or religion are welcome at DBIS.
- Appropriate assessment is critical to confirming proper student placement while enhancing student opportunity to experience educational success.
- DBIS enrolls learners with learning difficulties. However, to best support our students, it is critical that honest assessment of their learning barriers and our ability to adequately support these needs is determined prior to student acceptance.

Roles and Responsibilities of Admission Team:

IBDP Orientations for the prospective Parents and Students are organised and if required followed by individual counselling.

Responsible Individual(s)	Action
Principal and IBDP Coordinator	IBDP Orientation. Provides enrolment information, eligibility criteria, scholarship options to students along with the IBDP Brochure and Forms.
College Counsellor Ms. Merlyn	Submission of the duly filled admission form along with the required documents . If required a counselling session with the college counsellor can be requested.
Administrative Officer / College Counsellor Ms. Merlyn	Internal students and External students IBDP Diagnostic test (Mathematics :grade 9 syllabus)
College Counsellor Ms. Merlyn	Conveys result to the shortlisted candidates and interview is scheduled

Director and/ Principal & Coordinator	Approves final decision and admission offers are finalised
Administrative Officer/ College Counsellor	Conveys to the shortlisted candidates and the admission letter is emailed. The parents will be notified of the decision by email or telephone by the College Counsellor.

Administrative Officer and Finance Department	Administrative officer will collect the documents as stated in the offer letter. Finance department collects non-refundable fees to block the seat within a week after receiving the offer letter.
--	--

Detailed Admission procedure

Students who wish to enrol in the IB Diploma Programme at Don Bosco International School (DBIS) need to meet the requirements as outlined below:

1.Initial Inquiry

For information regarding the enrolment process, all enrolment enquiries are directed to the college and career counsellor. The School Prospectus is provided to the prospective students/parents.

2.Application and Required Documents

Students who move from other schools /boards (ICSE / SSC / CBSE / IGCSE/MYP) need to provide the following Supporting Documents along with the admission form to complete the Admissions Process

- 6 passport size photographs (should be recent - not older than a month).
- 1 passport size photograph of Mother and Father /guardian of the child.
- Medical Performa (A letter from the paediatrician stating that your child is fit to attend school and there are no medical conditions that need to be reported).
- Address Proof (Photocopy - any one – Telephone Bill, Mobile Bill, Electricity Bill, Passport, Aadhar Card, Rent Agreement).
- Birth Certificate
- Past school report (Photo Copy of Grade 9).
- Photo Copy of Final Grade 10 Transcripts (ICSE / SSC / CBSE / IGCSE/MYP)once the board results are released

- Attested Leaving Certificate from previous school (Original), if applicable.
- Conduct Certificate from the school last attended
- For Roman Catholics – Original baptism certificate and letter from your parish priest
- Any other information parents consider necessary for the school (including special education needs and sufficient level of adequacy in English language for a student to successfully cope with the demands of the programme).

Additional Documents for Overseas Students

- A copy of valid passport
- A copy of student visa – Regular or Provisional

The school will provide the necessary documents to support a student visa once the registration is complete.

3.School Tours

A school visit is highly recommended. Parents and prospective students who visit the school will have a school tour and if required an individual meeting with our IB Diploma Coordinator.

4. Diagnostic tests

All interested students (existing and new) are required to take diagnostic test for Mathematics

The purpose of the test is not to refuse admission to an interested candidate, but to understand which level of the respective subject can the student enrol for and thus counsel accordingly.

Enrolment for Students from Non-English speaking backgrounds

Admission to the Diploma Programme may be denied if admission committee believes that new candidate cannot cope with the requirements of the programme due to poor personal and learning skills or if a candidate's English language level is considered insufficient for the student to successfully cope with the demands of the programme and if the school cannot adequately support these needs.

The diagnostic papers are assessed by the admission team

Enrolment for Students with Special Needs

DBIS, enrolls learners with learning difficulties. However, before a student with learning barrier/s is enrolled, scanned copies of their clinical assessments should be submitted to the Administrative Officer /Career and college counsellor along with the admission form.

Based on the input from the Learning Support Department, a series of meetings are scheduled with the parents and student so as to assess the child as well as the school's ability to provide adequate services to the students.

5. Meeting

Students will be chosen by the Admissions Committee comprising of the Principal, IBDP Coordinator, Career and College Counsellor and Learning Support Department (if required).

DBIS requires all prospective IB DP students to interact with the Director and the Principal.

Once the application is submitted with all the relevant and supporting documents along with the result of the diagnostic test to the Administrative Officer/College and Career counsellor, it will be reviewed by the Coordinator and Admissions Committee who will make a recommendation to the Director and the Principal for the final decision.

This is an opportunity for the student to present his/her educational background and explain the reason on why he/she wants to enrol in the IB Diploma Programme. All placement offers remain provisional until the Director and /the Principal's approval.

We endeavour to maintain maximum class-size limits (25 students) as per our School Policy.

6. Post-review procedure

When a decision has been taken on a candidate's application, parents will be notified of the decision by email or telephone by the college counsellor. Subsequently, the action taken varies depending on the decision taken regarding the student:

- Acceptance

If an applicant is accepted, this will be followed by a formal email of acceptance accompanied by admission offer letter. The parents have to block the seat by paying the fees within five working days of the receipt of the admission offer letter.

- Conditional Offer

The applicant is accepted with certain grade conditions being met after the release of the board result.

- Denial

If an applicant is denied a place, a formal email is sent to confirm this.

- Waiting list

If an applicant is accepted but no space is available in the appropriate class, he/she will be placed on a waiting list, and the parents will be sent a letter or email to confirm this.

The Admission Committee reserves its rights on issues regarding admission.

7. Choice of programme

The admission committee confirms the candidates whom they believe are fit for the program and who can benefit from the educational opportunity the IB Diploma Program provides.

The IBDP coordinator and the college counsellor interacts with student and parent and recommends an appropriate program keeping the test result, interaction and student's career interest in mind.

Students will be admitted only to the full Diploma Program (as we do not offer IB certificate course).

8. Core compulsory components

The three core requirements of the IBDP are compulsory for the students - Creativity, Activity, Service (CAS), Theory of Knowledge (TOK) and Extended Essay (EE).

9. Terms and Conditions

Parents are requested to read the admission policy as stated above.

The school reserves the right to reject the application for admission, if the information provided is as stated below

- Application Form has false or inaccurate information
- Any document/grade report card is manipulated
- Conduct/character certificate indicates that applicant's conduct does not align with our school's core values.

The school management's decision is final .

IN RELATION TO OTHER POLICIES

Language and Assessment Policy

As English is the form of instruction, communication and assessment, hence Admission to the Diploma Programme may be denied to a student, if admission committee believes that a new candidate cannot cope with the requirements of the programme due to a candidate's poor English language level and if the school cannot adequately support these needs.

Inclusive Arrangements Policy

DBIS, enrolls learners with learning difficulties or physical challenges. However, to best support our students, it is critical that honest assessment of special learning needs and our ability to adequately support these needs is determined prior to student acceptance.

Reference

The Admissions policy for the IBDP has been formulated on the basis of the guidelines given in the document mentioned below:

“The Diploma Programme: From principles into practice”, International Baccalaureate Organization, April 2009.

Note

The Admission Policy is a working document and will be reviewed annually by Pedagogical leadership team.

It is inadvisable for candidates to change schools in their final Year (IBDP Year 2).