

RYAN GLOBAL SCHOOL, KHARGHAR



ADMISSION POLICY

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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 programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

IB LEARNER PROFILE

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.

KNOWLEDGEABLE: 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.

THINKERS: We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

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.

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.

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.

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.

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.

BALANCED: We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional to achieve well-being for ourselves and others. We recognize 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.

(REF: academic integrity, IBO.org, October 2019)

OUR PHILOSOPHY

Ryan Global Mission:

The School has a broad interest in the field of quality education and excellence committed to enabling holistic development of young minds. The School empowers the students to raise their academic and personal potential in a dynamic environment that values analysis, dedication and observation. Our School is built to create a 21st century learner who will emerge as a national and global citizen through an innovative learner centred pedagogy delivered by inspiring educators. We aim to create open minded lifelong learners, with intercultural understanding contributing towards a better world as ethical citizens.

Our offering is structured around

- **12-point vision** (Human Resource Development, Art and Culture, Environment, Philanthropy, Values, Education, Sports, Healthy Living, Finance, Entrepreneurship, Media, Leadership)
- **KASSM** approach (Knowledge, Attitude, Skills, Social, Moral Values)

INTRODUCTION

Ryan Global school has a broad interest in quality education and excellence, committed to enable the academic development of young minds. The school offers students the chance to maximise both their academic and personal potential in a vibrant setting that promotes participation, analysis, and observation. We are a community that works with integrity and respects everyone's individuality, and learning together as global citizens. Students thrive in an environment that provides the foundation for healthy development and encourages achievement. The Admission policy ensures a transparent admission procedure that gives equal and fair opportunities to all. It will help parents to understand the process we follow for admission and how decisions are made.

AIM AND OBJECTIVE

- To have a transparent process for admission with inclusion in mind.
- To compile a reference material that acts as a guide for the admission procedure of the School.
- To set a standard across ensuring our students have similar core values.
- To ensure the local laws are adhered to for admission in an education institute.
- To ensure the policy is rooted in IB vision and philosophy.
- This policy will ensure the admission process is transparent.

ADMISSION PANEL

The Admission panel will consist of members: The Principal, Coordinator, Counselor, class teacher, and administrative officer. The role of each of these members is as follows:

Administrative Officer: Will review the documents submitted and inform parents about the interaction date with the Principal. Officers will ensure that basic eligibility criteria are met.

Programme Coordinator: Will have an interactive session to ensure parents understand the school pedagogy and philosophy. Parents will be explained in detail about the IB philosophy and its core values.

Counselor: The school counselor plays an important role in assessing whether the child seeking admission requires special education. The counselor will interview students to support them in choosing the appropriate CRS programme. The counselor will also explain to the parents and students the curriculum structure.

Class teacher: The class teacher and coordinator will have an interactive session with parents to inform them about the IB & school philosophy. The class teacher will consult with the subject teacher regarding the student's performance in the screening test and then, along with the school counselor, decide if any bridge course is required for the student.

Principal: The Principal will also interview students to support him in choosing the appropriate CRS programme. The Principal will decide upon admission after consulting with the coordinator and counselor.

PRE-ADMISSION PROCEDURE

Admission in IBCP year 2 will not be granted.

Parents can tour the School if they want to see the infrastructure and amenities. They can meet the Admission officer for clarity of syllabus, curriculum, school functioning, assessments, fee structure, co-curricular activities etc. Parents have to purchase the Prospectus from the school reception for offline form.

Parents have to fill out the registration form enclosed in the Prospectus and submit it to the school office indicating the subject and CRS choice mentioned in the form. Students and parents will have an interactive session with the Principal /Coordinator.

Along with the form, the following documents has to be submitted:

- Birth Certificate of student- original and a photocopy (original certificates will be returned after verification)
- Report Card/ result of previous class for 3 years

ONLINE PROCEDURE

Admission inquiry: The parents have to fill in student details like year of admission, grade and contact number in the school website. The payment link and admission form will be sent through SMS/email to complete the payment process.

Form Submission: Once the Online Admissions Form is submitted successfully, along with the brochure fee and relevant documents, the Admissions Team will review the documents and inform parents about the date of interaction with the Principal or Coordinator through email/SMS. In case of any discrepancies in the documents, the Admissions Team will inform the missing details through SMS/email.

After submitting the form:

- The student will have to undertake a screening/ standardized test.
- Parents will be informed about the test date and other details.
- The entrance test evaluates the conceptual understanding of the core subjects of grade 10, aptitude, and skills.
- Adequacy in the English language will be determined by a meeting with the parents and through written examination and educational records.
- Submission of the above form is not a guarantee for enrollment in School.
- Interested parents and students will have a one-to-one counseling session to introduce & explain the CRS modules offered by the School and the necessary DP subjects available for the CRS program of choice.

ENROLLMENT PRIORITY LIST

Priority will be given to Ryan Group of Institutions students, siblings of students already enrolled in Ryan Global School, children of school staff and Alumni, and children residing in the same vicinity.

WAITING LIST

Students will be contacted if they clear the admission screening test and requirements, but if the number of passed students is more than the available seats for IBCP, then he/she will be placed on the waiting list. The students will be contacted as per the order they appear on the waiting list.

POST ADMISSION PROCEDURE

Parents will receive an admission confirmation letter through email from the School once the admission team confirms the admission. Parents have to deposit the fees and submit the following documents:

- Original Transfer Certificate (bonafide letter from previous school duly signed by Principal of the last school).
- Photocopy of certificates secured in Academic and co-curricular activities.

- Photocopy of Aadhar card (for Indian students).
- Photocopy of passport (for NRI students).
- 5 passport-size recent photographs of students.
- 1 passport-size photo of parent(s)/ legal guardian.
- Original Migration certificate.
- Parents must sign a declaration of understanding of IBCP school pedagogy and philosophy.
- Consent form for sports activity.
- Consent form for Career-related studies.
- Special academic or psychological evaluation reports (if applicable)

The office collects further details of parents (contact number, address, place of work, email address, emergency contact, etc.) to facilitate smooth communication in the future.

Student details are fed into the database, allotted a unique General Register: GR number, and given a user id and password for the myclassboard website.

Parents will be provided with the book list, and uniform details and informed about the joining date.

Parents will have to inform the date of joining of the student if the child cannot join on the reopening day of the new academic year.

Class allocation of a new student will be done on the first day of School.

The class teacher will share the student's timetable/academic calendar/syllabus. All learners admitted to the School will take part in the total school programme - academic, sporting, social and cultural.

Orientation dates will be shared with students and parents. All details of IBCP: DP & core subjects, as well as CRS, will be explained in detail by the in-charge person. All school policies are communicated to the teachers, students, and parents through regular communication and will be made available on the school myclassboard portal(MCB) and the school website.

The school Counselor will be available for any queries about IBCP.

ADMISSION DURING MID-TERM

Parents have to inform the School about the joining date of their ward in case of Mid-term admission. Staff needs to be informed about the new student joining the class and prepare accordingly.

Teachers will be assisting new students with the syllabi covered in the class till date.

For any further queries, parents can contact the school counselor.

All school policies are communicated to the teachers, students, and parents through regular communication.

No admission will be allowed after November.

TRANSFER STUDENTS

The School accepts students who started the Career Programme at other IB schools, depending on the same subjects they studied in previous School and available in our School. However, students need to submit reports and/or a letter from their previous School which confirms that he/she was pursuing the IB Career Programme.

INTERNAL STUDENTS ADMISSION

Internal Students will be admitted to IBCP depending on their results of IGCSE assessment, the consolidated report of the class teacher of grade 10th and the recommendations of the subject teachers.

SCREENING /STANDARDIZED TEST

Evaluation of student aptitude & ability will be essential criteria in deciding an appropriate learning or behavioral support, this will be accomplished through a screening test in the DP subject chosen and English language. It also allows the school to assess the student's learning goal, level of understanding, ability and whether he can handle the Ryan Global School methodology.

The standardized test involves written evaluation, face-to-face interviews, and reports from the previous School.

Depending on the evaluation process results, a student may be required to attend a bridge course in English, Mathematics, Science, Economics, Business Studies, and Project Work offered by the School from the beginning of April to the end of May.

It should be clearly noted that Ryan Global School offers the IB Career Programme subject to fulfillment of the evaluation process criteria and counselors' feedback

ORIENTATION FOR PARENTS AND STUDENTS

Since IBCP is a new curriculum, the School will conduct an orientation for parents/guardians and students to introduce them to IB philosophy. The orientation programme will include a presentation on school policies and understanding of the IBCP program, organized by the IBCP Coordinator and Principal.

Orientation will aim to effectively communicate the requirements and expectations of the IB Career-related Programme and clearly state the role of the School, CRS provider, and parents in students' learning progress.

Learners' profiles will be explained, emphasizing the importance of international mindedness and outline how the School will support the students and parents towards this goal.

This will be followed by a question and answer session.

For further information, one-to-one counseling sessions can be arranged.

SUBJECT CHOICES

Orientation about CRS offered, and the DP courses available will be conducted to ensure parents and students understand the IBCP program thoroughly. The coordinator/counselor will be available to guide any further queries. Students registered for IBCP will have to state their subject preferences by completing the Subject Selection Form. Students will be guided to choose HL and SL for DP subjects.

DP subjects will be allotted only according to the CRS chosen by the student.

CORE COMPONENTS

The core requirements of the CP – PPS (Personal & Professional Skills), Language Development, Reflective project, Social Learning - are compulsory for students following the IB Career Programme.

ADMISSION & INCLUSION

To ensure diversity among students, each class in School will balance heritage, diverse background, and special educational needs class, ensuring inclusion.

The counselor will help students with special educational needs and learning disabilities. Parents have to submit a certificate from a recognized authority giving proof of learning disability. This will be scrutinized by the school counselor and accordingly, plans to provide support to the student will be shared with the parents. Regular evaluation and monitoring by the school counselor and the coordinator will be done to ensure the student's education is progressing well/ is on track.

For physically disabled students, a lift service to access the higher floor will be provided.

Appropriate access arrangements and realistic amendments will be made to parents' information and medical certificates. Relevant support materials and resources will be made available to enable student progress.

A bridge course will be provided to students depending on their test scores.

ADMISSION & LANGUAGE

Students should demonstrate an adequate level of language proficiency to understand the course material and complete IBCP.

If the student is not up to the level (if the student's second language is English), he/she may have to attend the bridge course (the English Language instructor and counselor will take a decision). More details are provided in the Language policy.

ADMISSION & ASSESSMENT

Parents will be explained about the formative and summative assessments, project submission, and evaluation. Orientation will include details about how many papers a student will appear for, their weightage, duration, etc. The school ensures that the student understands the importance of academic honesty.

ADVERTISEMENT

An orientation programme for students and parents of other Ryan schools (grades 9 & 10) in Navi Mumbai will be conducted to introduce them to IBCP.

After the authorization, the School will release advertisements on school websites, newspapers, and social media.

REVIEW AND IMPLEMENTATION OF ADMISSION POLICY

The admission policy will be reviewed every year by the Principal, coordinators, counselor, and subject teachers. All school policies will be available on the school webpage and communicated to the various stakeholders.

Any information collected during an admission process will be confidential and safely stored and will be made available only to the professionals in charge of the admission process.

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