

ADMISSION POLICY

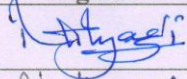
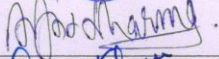

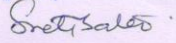
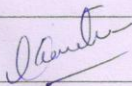
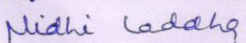
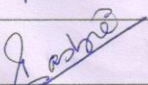
SANGAM SCHOOL OF EXCELLENCE



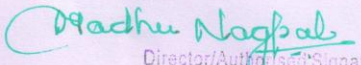
Last Revised on 20th December 2014

ADMISION POLICY STEERING COMMITTEE

Admission Policy Steering Committee Policy

Sl. No.	Name	Group	Signature
1.	Dr. Meenakshi Tyagi	Admin.	
2.	Mr. Arpit Sharma	PLT	
3.	Mr. Pradeep Sharma	PLT	
4.	Mrs. Sweta Batra	PLT	
5.	Mrs. Kavita Chouhan	PLT	
6.	Mrs. Nidhi Laddha	PLT	
7.	Mrs. Rashmi Adhikari	PLT	

For Sangam School of Excellence


Director/Authorised Signatory

SSE MISSION STATEMENT

SSE aims to develop in children the knowledge and skills to enable them achieve their career goals and become caring and open minded leaders who think global and act local.

Education at Sangam is a relentless quest for excellence, for the fullest possible development of a student's personality and potential viz. academic, spiritual, moral, social and physical- are the key endeavours.

Students will be taught in a caring and personalized learning atmosphere that is enhanced through a friendly and constructive partnership with parents. Through the School's programs and activities, the children will learn to respect all cultures and communities, preparing them to become a part of our increasingly multi-cultural world.

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.

COURSES OFFERED

Grades and Courses

Sr. No.	Class	Courses		
1	LKG			CBSE
2	UKG			CBSE
3	Grade 1		CIPP	CBSE
4	Grade 2		CIPP	CBSE
5	Grade 3		CIPP	CBSE
6	Grade 4		CIPP	CBSE
7	Grade 5		CIPP	CBSE
8	Grade 6		CP	CBSE
9	Grade 7		CP	CBSE
10	Grade 8		CP	CBSE
11	Grade 9		IGCSE	CBSE
12	Grade 10		IGCSE	CBSE
13	Grade 11	IBDP	A level	CBSE
14	Grade 12	IBDP	A level	CBSE

PREPARATION

- A. SSE releases admission Notice on the website, the newspapers and also hoardings for the local city.
- B. A core team for publicity and marketing is created and that meets to plan admissions strategy for the year.
- C. Two separate teams are constituted in December– one for hostel and other for Day School.
- D. Marketing plans are formulated, discussed and approved. Marketing starts in January and goes on till April.
- E. Admissions for LKG to IX and XI start from 15th January and go on till 15th August.

PROCEDURE

- a) Inquiry form to be filled
- b) Parents are Attended by respective in-charges
- c) Parents are taken to visit the school
- d) Orientation of the different curricula offered at this stage.
- e) Incharges and Coordinators help/ guide parents select the appropriate curricula for the child. We provide them a comparative between the options and we allow the decision be taken by the parents.
- f) Parents Purchase school prospectus along with admission form.
- g) Registration by duly filled admission form along with the registration fee (in cash/ cheque).
- h) The age of a student entering class LKG should be 4 years as on 1st of April when officially an academic session begins.

ADMISSION CRITERIA

The admission selection is conducted as follows:

- a. For LKG to V (CBSE and CIPP)– Interaction with Academic In-charge and the Principal
- b. VI – VIII (CBSE and CP)– – Interaction with Academic In-charges and with the Principal
- c. IX (CBSE and IGCSE) – - Interaction with Academic In-charges. Aptitude test only in CBSE. Final interaction with the Principal.
- d. Class XI (CBSE) – Admission in particular courses is decided on the basis of the scores in the class X board results. Admission to courses is as per the following cut off marks:

Board	Science	Commerce with maths	Commerce without maths	Humanities
RBSE	Min. 70% in science and math	Aggregate 70% (with at least 70% in math)	Aggregate 60%	Aggregate 55%
CBSE	Min. 8 CGPA	Min 8 CGPA with 8 CGPA in math	Min 6.5 CGPA	Min 6 CGPA
IGCSE	Min. 'B' grade in Science subjects	'C' grade in minimum 3 subjects with a 'B' grade in Math	'C' grade in minimum 3 subjects	'C' grade in minimum 3 subjects

A Provisional admission may be provided in grade 11 on the basis of SA-1 scores (CBSE) or the Predicted Grades of grade 10 (IGCSE).

e. **IBDP YEAR I/ A Level**

At SSE it is a procedure to meet the student in person and interview. The interview is of a generic nature that tries to probe into the student's strengths and his passions. The interview process does not intend to select or reject a student; rather it works to place him/her well in subject/ courses.

f. Direct admission

(i) For Grade 10 and 12 (CBSE) -

For grade 10 or 12 with prior approval from the CBSE Regional office Ajmer.

(ii) For IB DP

A student coming from another IB school having studied the first year may join the second year at SSE provided all credits are duly transferred via Managebac and SSE has the desired subject combination on offer.

(iii) For IGCSE

A student who has studied his sophomore year at another school may chose to study the IGCSE year-2 at SSE provided all credits from the previous school are duly transferred and SSE has the desired subject combination on offer.

DECLARATION OF ADMISSION STATUS (VIA ADMISSION LETTER);

- A. Selected
- B. Rejected (Stating reasons)
- C. Provisional (Stating reasons)
- D. Pending (Stating reasons and dates of any documents submissions)

PARENTS SUBMIT ALL RELEVANT DOCUMENTS (ANY ATTACHMENTS REQUIRED BY THE FORM) AND DEPOSIT THE FEE.

- A. Original Transfer Certificate/ School leaving certificate
- B. Attested photocopy of Mark sheet of last exam passed
- C. Copy of Attested Birth Certificate
- D. Three passport size photographs of student and one of each parent and of guardian in case of hostel admission.
- E. Transport form duly completed
- F. Original Migration Certificate (in case the student changes the board of studies or the State/ country)
- G. For class IX and above a Character Certificate/ Letter of Reference from the Principal/ Head of the previous school
- H. Student himself/herself writes statement of Purpose (Min. 100 words) stating reasons to join this school.

PARENTS ARE PROVIDED WITH THE FOLLOWING HELPLINE NUMBERS FOR THE HANDY CONTACTS:

- A. Hostel Wardens,
 - B. Transport managers,
 - C. Mess, Uniform,
 - D. Books and Stationery shops,
 - E. Accounts office and
 - F. Academic In charges
-

SCHOOL ORIENTS NEWLY ASSOCIATED PARENTS AND STUDENTS IN A FORMAL SESSION TO LET THEM KNOW THE SCHOOL CLOSELY.

- A. The orientation is primarily an information session that aims to familiarize students and parents with the procedures.
- B. The Orientation helps them make subjects/ courses choices.
- C. It guides them on subject specific requirements of the programme that the students opt for.

SPECIAL DETAILS FOR HOSTEL:

- A. Hostel facility is offered to students of Class IV or above.
- B. Students submit a declaration form attached with the registration form.
- C. Students must submit a medical certificate by an RMP strictly making a mention of any critical ailments.
- D. Students should (preferably) have a local guardian who may be contacted in case the family can't be approached.
- E. Checklist, of articles to be brought, is entailed in the prospectus.

SPECIAL DETAILS FOR FOREIGN ADMISSIONS

- A. Foreign students must procure an appropriate VISA to study in INDIA or the Family VISA.
- B. If the VISA expires anywhere along the year, it will be the family's responsibility to procure extension in a timely manner.
- C. Letter of Admission Confirmation shall be issued only after the school receives the appropriate documents and required school FEE.
- D. A certificate of Medical Fitness and a document of Medical Insurance must be deposited as a mandatory requirement.

SPECIAL DETAILS FOR SEN LEARNERS

- A. Inclusive education constitutes a part of our responsibility to educate all who enter the portals of SSE. In the existing classes, there are a few students who have special education needs that are taken care of especially by our regular staff. School has a qualified counselor.
- B. However, it must be mentioned that the school is not equipped to handle cases of severe learning disabilities and Visual/ Auditory impairment. We only deal with students having mild problems like dyslexia, epilepsy, ADD (Attention Deficit Disorder) or mobility impairment. If it is required that the student needs further medical investigation/ support, the school shall notify the family and expect the family to take the case further for the benefit of the child.
- C. If the family is already aware of any special educational need that their ward has, it is their responsibility to inform school of the latest status and school shall decide how the needs can be best met.

GROUNDS FOR KEEPING ADMISSION PENDING.

- A. If the fee is not paid within the stipulated time.
- B. If the required documents are not submitted

GROUNDS FOR NOT GRANT OF ADMISSIONS OR CANCELLING ADMISSION

- A. An application not supported by necessary documents.
- B. Submission of wrong/ fake information.
- C. If the provisional admission status is not confirmed within the stipulated time.

DECLARATION

- A. We let it be known to one and all that the SSE does not deny admission to any one on basis of caste, colour, creed, race, religion, economic standing or nationality but there are certain grounds on which an application for admission may be rejected (as mentioned above).
- B. 25 % of seats for the LKG class are kept reserved for the students coming under the RTE scheme as per statutory guidelines.
- C. Fee once paid will not be refunded or adjusted under any circumstances.
- D. All disputes related to school matter will be settled under the jurisdiction of Bhilwara District only.

REVIEW OF POLICY---

- This Policy document is reviewed annually in the month of December by the Admission Policy Steering Committee. This revision generally takes into consideration the school's decisions to run new courses, to determine the number of seats available and to advertise the admissions open.
- The review also takes into consideration the steps that need be taken to enhance the school profile as an international school with an aim to provide the learners a multicultural environment.

LINKS WITH OTHER POLICIES

SEN POLICY

The Admission policy takes inputs from the SEN policy. It is guided by the SEN policy on the point that the school is not equipped with expertise and resources required to deal with chronic cases of impairment, but it is only able to handle mild cases.

LANGUAGE POLICY

The Admissions Policy also makes it a point of discussion at the time of admission that the student (seeking admission at SSE) must be well versed with English as it will remain the medium of instruction and assessment.

ACADEMIC HONESTY POLICY

Academic honesty policy has a mention of some consequences which arise due to academic misconduct and which may result in cancellation of admission (expulsion from school).

ASSESSMENT POLICY

Admission policy takes into account the requirement of assessment records. The outcome of assessments are analysed to approve of the admission.