



THE PUPIL INTERNATIONAL SCHOOL MYP ADMISSIONS POLICY

The purpose of The Pupil International School's MYP Admissions Policy is to promote a capable and inclusive student body that is ready to engage in the challenges of the IB MYP curriculum, develop holistically as individual learners, and contribute to a supportive learning community.

Admissions Process:

1. Admissions are open throughout the year. Parents or guardians who are interested in enrolling their child can contact the school in-person or through phone/email. The Application Form and other relevant documents such as the fee schedule are available for download on the school website.
2. Parents/guardians submit the following materials to the school admissions office:
 - a. Completed Application Form
 - b. Admissions fee of Rs. 1000 as cheque, DD, or online with proof of payment
 - c. Birth certificate
 - d. National Identity Card (e.g. Aadhaar card)
 - e. Student health form
 - f. Immunization records
 - g. Report cards from previous three years
 - h. 2 Passport size photographs
 - i. Original transfer certificate from previous school
3. After the admissions office receives all the application materials, parents/guardians schedule a time to visit the school with their child. During this visit, the Principal and/or MYP Coordinator engage the child in an informal interaction and administer a diagnostic test that assesses the child's reasoning skills, subject knowledge, and language proficiency in English and chosen second language with respect to the grade level standards of the grade they are seeking admission for.
4. The Admissions Committee comprised of the Director, Principal, MYP Coordinator, and one Admissions Coordinator, reviews all application materials as well as the report from the informal interaction and the diagnostic tests. Admissions decisions are made based on the following criteria:
 - a. Availability of space in the requested grade level.
 - b. The child meets the minimum age requirement of the requested grade level and has successfully completed the previous grade.



- c. The child demonstrates grade level appropriate reasoning skills, subject knowledge, language proficiency in English and chosen second language, and social ability. If there are challenges with respect to any of the above, the school is able to provide the necessary interventions and accommodations to differentiate learning and support the child's needs. If necessary, relevant personnel from the Pupil Assisted Learning Support (PALS) team may be consulted. (please see Inclusion Policy for more details).
 - d. No child is denied admission based on caste, religion, gender, nationality, or any other social identities.
5. Admissions decisions are communicated via email or courier. If the child is accepted, the admissions office sends an Enrollment Contract. The admissions process is complete after the parents/guardians sign the Enrollment Contract and pay the requisite fees.
 6. Parents/guardians are required to attend an Orientation Session to learn about the goals, structures, and expectations of The Pupil's IB MYP.

Policy Review:

The Admission Policy is a working document which will be reviewed annually. The Policy Review Committee will comprise the Head of School, Principal, the MYP Coordinator, and an Admissions Coordinator.

Last Review done in: March 2023

Next Review in: March 2024