



AKAL ACADEMY BARU SAHIB

Admission Policy

Akal Academy admits students for classes Nursery-Grade 9 in February/March and for Grade XI in March/April. Admission is open to all irrespective of caste, creed, religion, nativity or language spoken. Admission is granted on first come-first serve basis. Students are expected to follow the rules and regulations of the school.

Admission Procedure

The following procedure is in place for admissions:

Nursery -

Informal interaction with Floor Coordinators is done to assess very basic comprehension of day-to-day instructions. This involves a conversation with the parent/parents to understand the family background and development of the child thus far. Through play-based activities, student is observed for school-readiness.

Student must have completed 3 years as on April 1 for admission to Nursery. Original birth certificate must be provided in order to initiate admission process.

LKG

A student is eligible for admission to LKG class only if he/she has completed Nursery class/course at the time of admission and the entry level age is 4 Years as on April 01.

UKG

A student is eligible for admission to UKG class only if he/she has completed LKG class/course at the time of admission and the entry level age is 5 Years as on April 01.

General Instructions (LKG to Grade V)

Parents can get the admission form from the school admission office during the working hours. Form can also be sent by post on request.

Parents need to submit the filled up form along with supporting documents to the Admission Office.

A student is eligible for admission to the next class only if he/she has completed the previous class/course at the time of admission.

If the student is found eligible, the school informs the parents about the date and venue of written test. If successful, the parents are informed about the time and venue of interview. Both parents and students are interviewed.

Written test assesses students' proficiency along literacy, numeracy and non-academic benchmarks for the last grade that the student has completed.

There is also an oral component to the test which is conducted by PYP Coordinator/Floor Coordinators to assess students' preparedness into the IB program. This also includes a conversation with the parent/parents to understand the family background and prior educational experience of the child. Parents are required to disclose any background information about the student, including any psycho-educational assessments, recommendations for additional support or extensions etc.

If the student demonstrates a certain level of proficiency, then he/she is considered for admission to the next grade at Akal Academy. If not, then the student is offered admission into a more developmentally appropriate Grade level. The student also has to undergo a medical examination and hygiene check.

If all found satisfactory, the parents are asked to deposit the admission fee (non-refundable) and the first installment of tuition fee and complete all associated paperwork and submit all mandatory documents.

The student is now formally admitted and gets the Admission Number from the Administrative Office.

Documents Required

Recent photographs of the child (6)

Photographs of both parents (1 each)

Photographs of other family members/guardians who would visit the student in future (1 each)

Birth Certificate (Original and a photocopy)

Passport of the Student (in the case of NRI students)

Transfer Certificate or Certificate issued from the Head of School last attended from the previous school

Report card (of at least 3 years) from the previous school(s)

Previous Registration Number/Admit Card in the case of Grade XI

Acceleration/Double Promotion

As such, no provision is available for double promotion / class jump in the early years as these are the formative years. Acceleration is granted in the early years only when the learning is evidently more than teaching.

Advancement of gifted children at a rate that places them ahead helps a child to complete the KG in one year if he/she satisfies the academic requirements needed for promotion to the next Grade. In order to clear the backlog or year loss, class jump/ double promotion can be allowed after Grade 2 (to Grade 4) and after the completion of Grade 3 (to Grade 5), provided the student clears DP test in English and Mathematics/Science and Prior Assessment in Core subjects & language (English/Punjabi/Hindi) communication skills satisfactorily.

Reviewed annually by: Head of School, PYP Coordinator and all PYP Teachers