



# AKAL ACADEMY BARU SAHIB

## ADMISSION POLICY

Akal Academy admits students for classes Nursery-Grade 9 in February/March and for Grade 11 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 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. Students have to be a minimum of 3.5 years (for local admissions) or 4 years of age (residential students) by March 1 of the year of admission.

#### LKG to Grade 5 -

Parents can get the admission form from the school 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.

If the student is found eligible, the school informs the parents about the date and venue of written test. If found 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 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