



LADY ANDAL SCHOOL

## **ADMISSIONS POLICY**

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### **Vision Statement of Lady Andal School**

We at Lady Andal School aim to create a holistic individual by providing a happy atmosphere for the child. Focusing on the all-round development of the child with an emphasis on individual academic brilliance and excellence on the field through games and athletics. We help build cultural and social skills among our learning community which foster an environment that is conducive to the teaching and learning process.

### **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.

## 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 analyse 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.

## **Statement of Philosophy**

At Lady Andal School, we firmly believe in the transformative power of education and are committed to fostering an inclusive learning community. Our admission policy embraces diversity, celebrates individuality, and ensures equal opportunities for all students. We recognize the inherent potential of every student, irrespective of their background, abilities, or circumstances. Through a holistic and fair admission process, we seek students who embody the values of the IB program, value intercultural understanding, and demonstrate the motivation to thrive academically, socially, and emotionally. We are dedicated to creating a safe, supportive, and enriching environment where every student can flourish and contribute positively to our diverse global society.

At Lady Andal School, our commitment to the transformative power of education is at the heart of our inclusive admission policy. We firmly believe that education has the potential to shape lives, unlock opportunities, and create a better world. Our philosophy is rooted in fostering an inclusive learning community where diversity is celebrated and every student is valued for their unique qualities, talents, and perspectives.

In line with our core values, our admission policy is designed to provide equal opportunities for all students, regardless of their background, abilities, or circumstances. We firmly believe that every individual possesses inherent potential, and it is our responsibility to nurture and develop that potential through our IB learning journey.

To ensure inclusivity, our admission policy embraces diversity in all its forms. We welcome students from different cultural, socioeconomic, and academic backgrounds, as well as those with special needs. We recognize that a diverse student body enriches the educational experience by fostering intercultural understanding, promoting empathy, and preparing our students to thrive in an interconnected global society.

Our holistic admission process considers multiple dimensions of each applicant's profile. We look for students who demonstrate a genuine commitment to the values and principles of the IB programmes, such as inquiry-based learning, critical thinking, and a desire to make a positive impact in their community and beyond.

We understand that academic excellence is an important aspect of a student's journey, and we strive to provide an intellectually stimulating environment that nurtures academic growth. However, we also recognize that education encompasses more than just grades. Through our admission process, we seek to identify students who exhibit a love for learning, curiosity, creativity, resilience, and a willingness to take on challenges.

At Lady Andal School, we are dedicated to creating a safe, supportive, and enriching environment where every student can flourish. We prioritize the well-being of our students and foster a sense of belonging by promoting positive relationships, providing appropriate support systems, and encouraging student agency and voice. We believe that a nurturing and inclusive educational environment enables students to develop their full potential, build meaningful connections, and thrive academically, socially, and emotionally.

Through our inclusive admission policy, we aim to build a community of lifelong learners who embrace diversity, value collaboration, and are equipped with the knowledge, skills, and attributes necessary to become responsible global citizens. Together, we strive to make a positive difference in the world and create a future that is inclusive, equitable, and sustainable

### **Criteria for Admission**

The admission selection process at our school is based on the submission of a completed enquiry form and all the necessary documentation and information as requested. It is important for applicants to provide a comprehensive set of documents, as without them, the school cannot make a decision on admission.

### **Documentation:**

*The required documents for admission are as follows:*

- Student birth certificate
- Student and Parents Aadhar card
- A transfer certificate issued by the previous school
- Academic records from the previous school
- Medical records (if required)
- Special Educational Needs (SEN) recommendations provided by appropriate professionals, such as doctors, psychologists, or counsellors. (if required)
- 3 passport size photographs of the student
- 1 Family photo (post card size)

These documents help us gain a comprehensive understanding of the student's background, educational history, and any specific needs they may have. In addition to the documentation, the availability of a place in the school is considered, taking into account the capacity and resources of the school. While we strive to accommodate as many qualified applicants as possible, the number of available seats may be limited.

**Age Criteria:**

We adhere to the age criteria set by the Government of India, which determines the appropriate age range for each grade level. The statistical age norm per Grade as on 1st June of the year applied for is as below:

<b>GRADE</b>	<b>AGE CRITERIA</b>
EYP I	4 - 5
EYP II	5 - 6
PYP I	6 - 7
PYP II	7 - 8
PYP III	8 - 9
PYP IV	9 - 10
PYP V	10 - 11
MYP I	11 - 12
MYP II	12 - 13
MYP III	13 - 14
MYP IV	14 - 15

**Application Timeline:**

Lady Andal School welcomes applications for admission to grades EYP 1 to MYP 4 throughout the academic year. Prospective students can submit their applications at any time, and these applications will be considered in accordance with the admission criteria stated in this policy. This allows students to join the school community and embark on their educational journey without having to wait for specific admission periods.

The availability of places in each grade is dependent on the capacity of the school. While we strive to accommodate as many qualified applicants as possible, the number of available seats may vary. Therefore, it is recommended for applicants to submit their applications in a timely manner to enhance their chances of securing admission. As and when a place becomes available in the desired grade, the applications will be evaluated and the candidates will be informed about the same.

### **MYP Admission:**

For students seeking admission to the MYP programme, a brief assessment of literacy and numeracy is conducted to determine the student's academic level. While this assessment is an important tool, it is not the sole determining factor in making decisions about the level of the student.

Prospective students should demonstrate a strong academic foundation and readiness to engage in the rigorous MYP curriculum. Previous academic records, standardized test scores and feedback may be considered during the admission process.

### **DP Admission:**

For students seeking admission to the DP programme, the process will consist of three stages

- an interview with the Programme Coordinator and the Career Guidance Counsellor
- a review of Grade 9 and 10 result (any curriculum), conducted by the Coordinator, Counsellor and subject teachers
- a diagnostic assessment in English, Math and Language Acquisition
- Subject levels will be determined with an eye on individual preference and previous record of achievement and proficiency.

Transfer cases: in DP2, the school will accept only transfer admissions, on case to case basis, with thorough consideration of the student's subject choices and levels, English A works studied and Language B options available.

### **Connections to other School Policies**

**Admissions and Inclusion:** Our school is committed to meeting the educational needs of all students, including those with special education needs, as we pride ourselves on being an inclusive educational institution.

During the admission process, we assess whether we can effectively address the specific educational requirements of each student, ensuring that they receive the support and resources necessary for their academic growth and success.

**Admissions and Language:** The medium of instruction in all grades is English (Exception of Language Acquisition classes). Admission to the school is based on the principle that students should be able to effectively engage with the curriculum in English within a reasonable timeframe and thrive in the learning environment. At the time of admission inquiry, parents will complete a form that indicates the child's mother tongue and their most familiar first and second languages.

In case of Language Acquisition, Hindi/German/Spanish, a diagnostic test is conducted for new admittance. Based on the review, students are recommended to beginners' course at language institutes, such as the FIT1 at the Goethe Institute, with whom we actively collaborate, and/or tutored by the teachers from the school.

**Admissions and Assessment:** For students applying to MYP 1-5, if their literacy and numeracy assessment at the time of admission reveals that they have not yet met the grade level

requirements, the data will be used to support the learning requirements of the new admittance.

***(Lady Andal School holds the right to reject admission without furnishing reasons for the same)***

**Admissions and Academic Integrity:** In alignment with the Academic Integrity policy, the admission process requires students and guardians to sign an undertaking and a contract confirming the authenticity of all submitted documents and credentials. Failure to adhere to these requirements, or providing fabricated or inaccurate information, will result in the cancellation of the student's admission.

By enforcing rigorous standards of academic integrity, we support our inclusive approach, guaranteeing that every student is admitted based on genuine achievements and qualifications. This alignment ensures that our commitment to both diversity and fairness is upheld throughout the admissions process.

### **Admission Process**

We welcome applications from students who meet the age and grade level requirements for the desired IB programme. Our admission policy aims to ensure a fair and transparent process while considering the academic potential, personal attributes and diversity of applicants.

The basic outline of the admission process for Lady Andal School is as follows:

- **Expression of interest:** Prospective students must complete the official enquiry form available on the school website. This form collects basic personal information about the student and the family. The enquiry form should be submitted within the specified timeframe.
- **Contact from PRO:** The PR Executive will contact the prospective parents to provide them more information about the school and the IB programmes offered. A school visit can be arranged by fixing a prior appointment with the PR Executive.
- **Discussion with PLT:** Based on the initial review of applications, parents and students will be invited for an interview with the Pedagogical Leadership Team (PLT). The purpose of the interview is to understand the families better and ensure that the educational philosophies are aligned. Furthermore, the schools would like to know more about the student's interests and passions.
- **Assessment:** Depending on the programme, grade level and student needs, applicants may be asked to complete an assessment. These assessments aim to understand the support required by the applicant upon joining the school. This assessment evaluates basic literacy and numeracy skills of the applicant.

- **Confirmation of Admission:** Once the process is complete, applicants will be notified of their admission status. Admitted students will receive an official letter of enrolment. Parents are expected to respond to the letter of enrolment, confirming their acceptance and completing the required documentation.

## Waiting List

In situations where the number of eligible applicants exceeds the available spaces for a specific grade in an academic year, applications may be placed in a waitlist. The waitlist serves as a temporary holding list for applicants until a space becomes available. During this period, we prioritize students who have siblings already studying at our school, giving them priority status within the waitlist.

When placing an application on the waitlist, we strive to provide the candidate and their family with a realistic assessment of their chances for admission and the potential timing for admittance. We understand that waiting for admission can be a challenging and uncertain time for families, and we aim to keep them informed and supported throughout the process. The waiting list is dissolved at the end of the school year and parents need to re-apply if they wish to be considered for enrollment for the following school year.

## Readmission:

Occasionally there may be students who seek re-admission after initially withdrawing from the school. The Correspondent shall authorize all re-admissions. Students seeking re-admission need to go through the entire admission process unless waived by the Correspondent.

## FAQs

### *What curriculum does Lady Andal School offer?*

Lady Andal School offers the IB (International Baccalaureate) programme.

Currently we are offering the Primary Years Programme (age group - 4 to 11 years old), Middle Years Programme (age group - 12 - 16)\*

*\*Lady Andal School is a candidate school for the MYP. This school is pursuing authorization as an IB World School. IB World Schools share a common philosophy - a commitment to high-quality, challenging, international education- that we believe is important for our students.*

*\*Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), or the Careerrelated Programme (CP). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes visit <http://www.ibo.org>.*

### *What are the school timings?*

The school timings for:

- LKG and UKG are between 8:30 a.m. and 12:30 p.m.
- Grade 1 to 5 are between 7:40 a.m. and 2:10 p.m.
- Grades 6 to 8 are between 7:40 a.m. and 2:00 p.m.\*
- Grade 9 between 7:40 a.m. and 2:40 p.m.\*



\*Timings are subject to change due to extra classes

*What is the average class size?*

The average class ratio:

PYP - 1:6

MYP - 1:4

*What does the School's academic year look like?*

The new Academic Year begins mid-June for all classes. The end of the academic year will differ for the programmes:

- Early Years Programme (LKG/UKG) - April end
- Primary Years Programme (Grade 1 - 5) - May First Week
- Middles Years Programme (Grade 6 – 8) - May First Week
- Grade 9 - Mid May

*Is my child required to bring any electronic device?*

Students from grades 3 and above are required to bring Tablets/Laptops for their ongoing inquiries in their learning experience.

*What are the languages offered at Lady Andal School?*

At Lady Andal School, besides English being the medium of Instruction, we offer the options of Hindi, German and Spanish as options. As an acknowledgement to the state language, Tamil is mandatory for all classes.

*What does Assessment look like at Lady Andal School?*

Assessments in the PYP has four dimensions: monitoring, documenting, measuring and reporting on learning. Assessments are designed to produce data and/or evidence of learning and teaching. In the PYP, Assessment can be categorized under Formative, Summative and at appropriate points of the inquiry, provision to gauge student knowledge, development of conceptual understandings and skills.

At the end of the fifth year in the PYP, students will display their cumulative and collaborative learning experience in the form of the PYP exhibition.

MYP assessment require teachers to assess the prescribed subject - group objectives using the assessment criteria for each subject group in each year of the programme. These internal Assessments include tasks, strategies and tools that are designed, developed and applied. Summative Assessment is part of every MYP Unit.

An important milestone to keep in mind: All MYP students in the fifth year of the programme demonstrate consolidation of their learning through the completion of a Personal Project. The students of Lady Andal School, at the end of the fifth year, will undertake the MYP eAssessment, which is an online examination conducted for IB - validated grades.

eAssessment comprises of:

**eportfolios** - Arts, Design, Language Acquisition and Physical and Health Education

**On-Screen Examinations** - Language and Literature, Language Acquisition, Individuals and Societies (Social Studies), Sciences, Mathematics, and Interdisciplinary learning.

**Personal Project** - This is a mandatory requirement where students consolidate their learning throughout the programme.

*Are there any extracurricular activities offered at Lady Andal School?*

We believe that holistic education is truly achieved when we scaffold all areas of learning besides academics. At Lady Andal School, we offer a different kind of co - curricular and extra - curricular engagements.

**These are, namely:**

Junior Heritage Club (Kreeda), Literacy Club, Dance Club, Chess Club and Crochet Club – (PYP)

For the co - curriculars, students explore: Swimming, Archery, Football, Basketball, Yoga, Gym – (PYP/MYP)

*Does Lady Andal School have a functional cafeteria? What is the food offered?*

Yes, Lady Andal School has a fully functional cafeteria. The food sold is vegetarian and nutritious.

*What are the kinds of field trips offered at the school?*

There are a few field trips and excursions planned every year for all grades.

- EYP 1 - PYP 3: Day trips to places of significance.
- PYP 4 and 5: Overnight trips to places close to Chennai
- MYP 1 - 4: A 5-day excursion (Domestic/International)

Besides these, there are day/half day trips planned to places that will help facilitate learning and enhances their inquiry into the specific unit.

*How should I begin the application process to the school?*

Admission is open through the academic year. One can visit the school for further information regarding admission or one can visit our homepage of our website [www.ladyandalschool.edu.in](http://www.ladyandalschool.edu.in) for further details.

*How old must my child be in order to apply to a particular grade?*

For a student joining us at EYP 1 level (LKG) the age is 4 years old on or before 1st June.

*Does Lady Andal School offer support for students with special needs?*

Lady Andal School has a SEN educator and a Counsellor who support the teaching and learning process.

*What is the fee structure at Lady Andal School?*

Parents will need to reach out to the Admin Manager for details regarding the fees.

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