

BIRLA OPEN MINDS INTERNATIONAL SCHOOL

ADMISSIONS POLICY - ACADEMIC YEAR 2023 - 2024

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Table of Contents

Sl. No.	Title	Page No.
i.	Vision Statement	3
ii.	Mission Statement	3
iii.	Philosophy	3
iv.	Values and Ethos	3
v.	Learning Environment	4
vi.	Learning Pathway	4
vii.	Language Options	6
viii.	Aims and Objectives	8
ix.	Admissions Committee	8
x.	Pre - Admission Procedure (Career Related Programme)	10
xi.	Admission Documentation	11
xii.	Admission Eligibility	12
xiii.	Basic Admission guidelines	13
xiv.	Post Admission Procedures	14
xv.	Induction Programme for Parents / Guardians and Students	16
xvi.	Core Components	16
xvii.	Contract	17

Vision Statement

Our vision is to provide a happy, caring and stimulating environment where children and teachers will recognize and achieve their fullest potential, so that they can make their best contribution to society.

Mission Statement

The school strives to be a community of open-minded global learners. All members are the flag bearers of the peaceful world and care about one another, value and respect intercultural and individual differences. Encompassing the learner profile of collaboration and creativity by engaging in challenging skill based competencies, pushing the boundaries to maximize the potential of the learners.

Philosophy

The School, firmly reiterate and restore what Tagore called the hallmark of childhood-'joy of Learning' and the 'Creative Spirit'. Birla Open Minds believes in the uniqueness of each child thereby fostering holistic development through integrated learning opportunities. Our philosophy is based on the constructive approach where the learners are actively involved in their learning in a self-governing environment. Learning experiences are Interactive, student-centered and progress from known to unknown, concrete to abstract and local to global.

The teachers are aware of each student's emotional, social, psychological and physical development as well as their cognitive growth. They provide a motivational framework for each learning opportunity. A learner at Birla Open Minds develops global perspective and life skills to help and excel in his or her desired field and become a life-long learner.

VALUES AND ETHOS

The School provides a nurturing environment wherein young children feel loved, cared, secured, respected and valued.

The schools focus on 4 C's: Care, Co-operation, Collaboration and Courtesy. We believe that today's children are tomorrow's leaders.

Learning Environment

Birla Open Minds International School provides a happy, caring and stimulating learning environment for all students and teachers. We celebrate diversity and all learners enjoy equal opportunities to express themselves and find a purpose for their learning. The scholastic and co-scholastic programmes are designed in a manner to suit all types of learners and they are encouraged to participate in challenging activities to maximize their potential and make best contribution to the society as Global Citizens.

Learning Pathway

The school is affiliated to the following Boards:

- Cambridge Assessment for International Examination, U.K (IN283)
- Central Board of Secondary Education, New Delhi (3630147)

International Baccalaureate Organization, Geneva (Candidate School - Targeting Academic Year 2023 - 24)- IBCP Programme

The four Sections of the Birla Open Minds International School are as follows:

Pre-Primary Section (K1 and K2):

- The curriculum is conceptualized to accentuate the 'early development stages' learning requirements fostering cognitive development, language development, personal awareness, fine motor and gross motor development, social emotional development nurturing individual potential.

● **Primary Section (Grades 1 to 5):**

The student have an option of following the Cambridge International Curriculum from Grade 1 - 5 and the students will appear for the Cambridge Primary Checkpoint Examination in English, Mathematics, Science and Global Perspectives at the end of Grade 5. They also get an

opportunity to study Digital Literacy, Art and Design and two other languages.

The students also can choose to pursue the CBSE Birla Edutech Curriculum which is an integration of the best practices of National and International Curricula. The students study English, Mathematics, Environmental Studies, Art Education, ICT, and two other languages.

Middle Years (Grades 6 - 8)

The Cambridge learners progresses from the Primary to Lower Secondary Programme and the students will appear for the Cambridge Lower Secondary Checkpoint Examination in English, Mathematics, Science and Global Perspectives at the end of Grade 8. They also get an opportunity to study Social Science, Digital Literacy, Art and Design and two languages.

The CBSE Primary Years learners progresses to Middle Years of the CBSE Curriculum for transition to Secondary Curriculum of CBSE Board. The students study English, Mathematics, Science, Social Science at the end of Grade 8. They also get an opportunity to study Social Science, ICT, Art Education and two other languages.

Secondary Section (Grades 9 & 10):

The Cambridge Lower Secondary Programme progresses to Upper Secondary Programme - International General Certificate of Secondary Education (IGCSE) Examination at the end of Grade 10. The students learn three languages, Mathematics, Physics, Chemistry, Biology, and also gets an opportunity to choose subjects like Economics, Business Studies, Global Perspectives, Environmental Management, Digital Literacy, Art and Design,

The CBSE Middle Years Programme progresses to CBSE Grade 10 Board Examination. The students learn three languages, Mathematics, Science, Social Science, Art Education and an option of Skill Subject like Artificial Intelligence and Data Science.

Senior Secondary Section (Grades 11 and 12):

Central Board of Secondary Education (CBSE) - The Senior Secondary

curriculum preparing the students for CBSE Grade 12 Board Examination based on the subjects from all three streams - Commerce, Humanities and Science.

International Baccalaureate Career-related Programme (IBCP) - A unique programme designed to bring the academic rigour and global focus of the IB through career-related courses. The IBCP Programme provides an opportunity for students to integrate the career-focused courses of their choice with selected IBDP subjects.

Language Options available for the students:

Students of all Grades follow English as First Language and any one option out of the 4

Grades	Option 1	Option 2	Option 3	Option 4
Grades 1 - 5 (CBSE Board)	2 nd Language - Telugu 3 rd Language - Hindi	2 ND Language - Hindi 3 rd Language - Telugu	N.A	N.A
Grades 1 - 5 (CAIE Board)	2 ND Language - Hindi 3 rd Language - Telugu	2 nd Language - French 3 rd Language - Telugu	2 nd Language - Spanish 3 rd Language - Telugu	N.A
Grades 6 - 8 (CBSE)	2 ND	2 nd	2 nd	2 nd

Board)	Language - Hindi 3 rd Language - Telugu	Language - French 3 rd Language - Telugu	Language - Spanish 3 rd Language - Telugu	Language - Telugu 3 rd Language - Hindi
Grades 6 - 8 (CAIE Board)	2 ND Language - Hindi 3 rd Language - Telugu	2 nd Language - French 3 rd Language - Telugu	2 nd Language - Spanish 3 rd Language - Telugu	N.A
Grades 9 & 10 (CBSE Board)	2 ND Language - Hindi 3 rd Language - Telugu	2 nd Language - French 3 rd Language - Telugu	2 nd Language - Spanish 3 rd Language - Telugu	Language - Telugu 3 rd Language - Hindi
Grades 9 & 10 (CAIE Board)	2 ND Language - Hindi 3 rd Language - Telugu	2 nd Language - French 3 rd Language - Telugu	2 nd Language - Spanish 3 rd Language - Telugu	N.A
Grades 11 and 12	2 ND	2 nd	2 nd	

(CBSE Board)	Language - N.A	Language - N.A	Language - N.A	
IBCP	Hindi	Spanish	French	Telugu

AIMS AND OBJECTIVES

- i. The Admission Policy is aligned with the school vision and mission.
- ii. It reflects the core values and ethics of the Institution.
- iii. It ensures the psychological safety of the students in a good learning environment.
- iv. Observes zero tolerance for any discrimination regarding gender, race, caste, creed and religion.
- v. Requirement of the State Education Department guidelines and also adhering to the IB Board Guidelines

ADMISSIONS COMMITTEE

The School Admission Committee consists of the following members:

1. Admission Counsellor
2. IBCP Programme Coordinator
3. Student Counsellor
4. Remedial Educator
5. Career Guidance Counsellor
6. Senior Teachers

The role and responsibility of each of these members are defined clearly in this policy document as mentioned below:

- **Admission Counsellor:** To ensure that the student applying for admission is inducted about the IBCP Curriculum Overview, checks that the student meets the basic eligibility criteria listed in this document and maintains record of the documents submitted by the Parent according to the School Admission Policy.

- **Programme Coordinator:**

To conduct the interaction session with the parents and students to ensure that they understand the school philosophy and the core values.

The Programme Coordinator will also induct the parents of the IB Philosophy and the Learner Profile to set the IBCP learning journey expectations clearly and guide them to choose the right subjects after reviewing the students' academic performance of Grades 8, 9 and 10.

- **Student Counsellor and Special Educator :** To participate in the interaction session to identify any Special Education Needs of the student seeking admission. The student counsellor also briefs the students and parents / guardians regarding the support programme that the school will extend (if required) and inducts about the availability of the access arrangement (if applicable to the student).

- **Career Guidance Counsellor:** To participate in the interaction session to guide the students and parents about the Future Pathways based on the career related studies and DP Subjects. She will also be addressing the queries related to University Recognition in India and Abroad. During the IBCP Course, she will be facilitating to host University Fair for the students and also will coordinate with the

students to fill in the College Application Form and Letter of Recommendations on Cialfo Platform.

- **Teacher:** To conduct the interaction session along with the IBCP Programme Coordinator to co-facilitate understanding of the school pedagogy and assent to the school philosophy as well the IB philosophy. He / She also inducts about the suitable DP and CRS subjects to the students based on their previous academic performances and their areas of interests.

PRE-ADMISSION PROCEDURE (IB Career-Related Programme)

- i. Parents are required to fill in the Admission Enquiry Form by browsing the Admissions Tab on the School Website.
 - ii. Parents and students may seek an appointment of the Admission Counsellor for a guided tour of the school campus.
 - iii. New admissions are not granted in Year 2 of IBCP (for Grade 12 students) unless student studying in another IBCP School with the same subjects that are available in the school.
 - iv. Interested students and parents undergo a counselling session as part of the on boarding process to orient them with the IBCP philosophy, programme overview, CRS modules and if applicable, the necessary subject pre-requisites for the corresponding CRS programme of choice.
- V. After the counselling process if the Parents are willing to seek admission are required to fill in the Admission Form by browsing the Admissions Tab on the School Website and upload all the required documents for completing the Admission Formality.

iv. Admission to IBCP is offered through one-on-one counselling sessions with the student and parent / guardian. Students are called for an interactive session to understand their interest, aptitude and ability to meet the demands of the field (chosen Career Related Studies).

v. The parent / guardian would be informed through email about the outcome of the counselling session.

vi. All students will be offered a seat for admission if the Admissions Committee is confident that the school can provide an educational programme that can meet their particular needs. However, the school holds the rights to grant or refuse admission to any student on basis of merit and/or eligibility criteria.

vii. Birla Open Minds International School reviews the Report Card of the previous Grades to assess the language proficiency of the student. If required, the student will be given appropriate support to ensure that the student is comfortable in the language of instruction (English). The support includes online classes and weekly review with the English Teacher for any queries.

ADMISSION DOCUMENTATION

1. Application form

Application forms are available on the Birla Open Minds International School Website.

2. Closing date

All applications that have been submitted by the closing date will be reviewed by the Admissions Committee to check the eligibility criteria.

3. Late Applications

Late Applications will be kept on hold and will be processed only if a vacant seat is available after offering seats to the applicants who have submitted the Applications on time.

4. Relevant Supporting documents

- Signing of a Declaration of Understanding of the IBCP school pedagogy and philosophy
- Consent form for Sports Activities
- Consent form for the Career-Related Studies
- Aadhar Card copy / Passport (mandatory for International Applicants)
- Original birth certificate and a photocopy of the birth certificate (original to be returned back to parent / guardian after verification)
- Previous Grades Report Cards / Marksheets (inclusive of Grade 10 Board Examination or Equivalent Certificate). These are used to assess the eligibility of the student for entry into the IBCP courses.
- Special academic or psychological evaluation reports (if applicable)
- One passport-size photo of student and one set of passport-size photos of parent(s) / legal guardian

Admission eligibility for IBCP

The IBCP programme is a two-year rigorous pre-university programme, which accepts students in the age group of 16-19 years old and the completion of the diploma is equivalent to grade 11 and 12 in India. For admission to IBDP, a student must complete Grade 10 successfully from

ICSE, CBSE, IGCSE, State Board or other recognized national or international curricula.

Transfer candidates from other IB schools are accepted subject to the following:-

- i. the student's combination of subjects match with the subjects and levels offered at the school
- ii. the student chooses subjects offered by and available in the school.
- iii. In case of Transfer of candidates, admission test is conducted for Mathematics and English to ascertain the level. A letter of reference is required for transfer candidates to understand the social and emotional aspects of the learner.

Basic Admission Guidelines

- I. Applicants are required to submit academic records of grades 8, 9 and 10.
- II. The subjects chosen at HL level are rigorous in content and assessments; hence a consistent evidence of good understanding and ability to apply their knowledge in the prerequisite subjects is required.
- III. All prospective students, getting 80% and above, coming from an external school will be required to take a Diagnostic Assessment in English and Mathematics to ascertain their prior knowledge, understanding and skills.
- IV. A diagnostic assessment along with the previous academic year's performance helps the IBCP Coordinator to guide the students in choosing the correct subjects at the appropriate level.
- V. However, students scoring less than 80% in subjects like Mathematics, Physics, Chemistry but wishes to take up the DP Subject at a Higher Level are required to take a Competency Test to evaluate their conceptual understanding to match the expectations of the subject knowledge.
- VI. An exception is made in case the student is found to be meeting the other criteria of enrolment such as obtaining an overall score of 80% in the other subjects but scored less than 80% only in that particular

subject, may be considered on a condition to continue with the subject at a Higher Level depending on the student's performance in that subject during the First Progression Examination.

POST ADMISSION PROCEDURES

- Parents / Guardians and students will attend the induction programme to acquaint themselves with the IBCP programme (please refer to section INDUCTION PROGRAMME FOR PARENTS AND STUDENTS for further information).
- The parent / guardian needs to make the fee payment (as per fee structure mentioned in the Admission Form) once the seat is offered to the student after due review of the Admissions Committee based on the student's merit and eligibility.
- Parents / guardians are required to submit the following documents.
 1. Original transfer certificate. (For foreign students the school would require a letter from the previous Principal / Head Of School stating that the student is willing to transfer and that the Head Of School / Principal holds no objection. A report / marks of the last assessment attempted will also be required.
 2. Photocopies of all achievement certificates in the field of Academics, Sports, Extra-Curricular activities etc.
 3. Photocopy of Aadhar Card / Passport (if available). Passport is mandatory for foreign students.
 4. The Admission Form must be duly filled in and duly signed by the Parent /Guardian. This information would ensure the facilitation of a smooth relationship between the parents / guardian and the school.

- Post receiving an email regarding confirmation of the seat offered by the school, the parents/ guardians shall pay the corresponding fee and complete the further formalities, if any within the due date.
- The books can be purchased from the School. Alternatively, the list of books can be collected from School Administrative Office and parent / guardian may procure on their own.
- School uniform can be purchased from the Uniform Vendor. The school will share the school uniform guidelines and uniform vendor's contact details to procure the uniform.
- A new student will be handed over the student Identity Card, Parent Identity Card (s), Student Handbook, Consent Form for availing Transport Facility, Consent for School Food Facility, School Timetable on the day of Induction Programme.
- A Welcome Email will be sent to all the parents / guardians regarding the commencement date of the academic year / joining date of the student (after commencement of the academic year) along with other guidelines to ensure a smooth and seamless transition.
- Teachers will assist new students with the portion covered in the class till date to cope up with the missed concepts.
- Parents may contact the school admission counsellor in case of any queries.

INDUCTION PROGRAMME FOR PARENTS / GUARDIANS AND THE STUDENTS

- Birla Open Minds International School organizes an Induction Programme for the parents/ guardians and students to acquaint them with the IB philosophy and IB Career - related Programme (IBCP).
- Keeping in mind that IB Career - related Programme (IBCP) is a new curriculum, the induction programme will include a presentation detailing the requirements and expectations of the IB Career-related Programme, the IB philosophy and emphasizing the role of parents in the success of the student's learning journey.
- The induction programme will also focus on the importance of international mindedness and brief them the initiatives to be taken by the school to extend support to the students and parents towards this goal.
- The induction programme will follow a short question and answer session to clarify doubts (if any).
- Individual counselling, to address personal query / support, can be arranged post induction programme in case if required.

CORE COMPONENTS

1. The four core requirements are compulsory for students following the IB Career- related Programme:

- I. Personal and Professional Skills
- II. Language Development
- III. Reflective Project and
- IV. Service Learning

2. The admission policy is subject to review annually by the Principal / Head of School, IBCP Programme Coordinator, Admission Counsellor in Consultation with the Teachers and parents' Representatives.

3. All school policies are communicated to the teachers, students and parents through regular communication and are uploaded on the school website.

CONTRACT

Parents / Guardians are required to read and sign the Admission Policy as stated above.

By signing the document, parents/ guardians accept the terms and conditions for their ward to be considered for admission to the IB Career-Related Programme at Birla Open Minds International School.

Name of the Student:

Name of the Parent / Guardian:

Date:

Signature of the Parent / Guardian: