

Admission Policy

Last updated: Jun 16, 2023

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 programs for 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.

Mission Statement of the School

To prepare committed, responsible young citizens by instilling advanced skills through inquiry and rigorous assessments who are culturally rooted with a global perspective, are in harmony with self, community, and nature; have the courage to take risks with integrity and academic honesty, apply what they have learned for a purpose and make appropriate decisions and choices bringing in positive change in themselves and the community.

Vision of the School

To create a happy school community that supports intellectual evolution and collaborative learning for students, where every Canarian imbibes 'how to learn' rather than 'what to learn'. Canary the school provides a transparent and clear Redressal policy to its stakeholders. With an aim to build a happy community and live by its mission and vision; we are committed to providing the best possible to our students and all our stakeholders.

Our Admissions Philosophy :

At Canary , we believe that we should be seeking to find ways to admit students to our school, rather than reasons to prohibit entry. We aim to ensure a diversity of gender, culture, and even nationality at Canary .

We recognize that although we strive to admit students, we must ensure the safety and security of all. We will consider the possibility of meeting a child’s needs at the school, as we consider a student for admission. Canary is principally an academic school; we expect students to move from our school either to other international schools , other national board schools , or to further education.

We therefore seek to promote ourselves in the community as a school welcoming hardworking, internationally minded, life-long learners.

Admissions Rights and Responsibilities:

Students :	The Whole School Community:
<p>Students : Receive a quality education, as education for all is a human right Are treated with dignity and respect in the admission process Are included in the admissions process Have continuity in their learning</p>	<p>Understands that every child has a right to education The School: Ensures access to IB education to the broadest possible range of students Is accessible to the whole school community School Leadership: Ensures that diversity is understood to include all members of a community Secures access to an IB education for the broadest possible range of students Promotes learning diversity as a valued and rich resource for building inclusive communities Teachers: Welcome and include new students into their class community</p>
<p>Families : Receive timely responses Receive all the guidelines and</p>	<p>Families: Equip the school with all required information to enable timely responses</p>

<p>necessary information Are treated with dignity and respect during the admissions process</p>	<p>and adequate preparation to ensure continuity of learning and inclusion</p>
<p>The School : Receives complete and accurate information from families about the student</p>	<p>School Leadership: Communicates with families in a timely manner and provides opportunities for a dialogue Communicates and provides all guidelines and information about processes and procedures Listens to the voices of all learners, their parents and caregivers, support staff and non-teaching staff</p>

Admissions and the Learner Profile:

Principled: Will admit students who we believe will be able to succeed academically and emotionally at our school. We will make decisions that are in the best interest of our students and the applicant.

Balanced: We will ensure that we consider applicants from our entire community.

Open-Minded: We will ensure that we consider applicants equally, regardless of nationality, race, gender, color, religion, persuasion, or special needs.

Caring: We will treat all applicants with kindness and consideration, ensuring clear and timely communication and feedback, safe and appropriate entrance testing environments, etc.

Procedure for Handling Admission Enquiry :

- Counseling shall take place by first ascertaining the parent's interest in the school by providing basic information and contact details of the school.
- Admission Counselor shall brief the parents about the history of the school, its foundation, promoters and affiliation.
- Admission Counselor shall inform about the curriculum available with the school explaining their advantages, scope and special features.
- Admission Counselor shall now provide the details of the curriculum according to their grade-wise applicability, focusing on the curriculum for which the admission

is sought for.

- Admission Counselor shall mention the competency of the teachers to the parents- 'Teachers Training Programme'.
- Admission Counselor shall explain the specific course bifurcating it into academic and activity sessions.
- The activity session shall be further bifurcated into extra-curricular activities and co- curricular activities.
- Admission Counselor shall mention parents and family involvement programs to the parents.
- Admission Counselor shall mention parents about inclusive education, language development and assessment pattern followed at Canary.
- The Admission Counselor shall also mention about different celebrations and special events at the school listed.
- The Admission Counselor shall also share about the classroom seating arrangement (in clusters) and its importance.
- Transportation facility and its working system shall be informed.
- Fee structure shall be discussed with the parent that includes total break-up and the increment over the promotion of aspirant in the school keeping the focus on the fee chart applicable to the grade admission is sought for.
- The Admission Counselor shall ask the parents whether they want to take a school tour to visualize the school and its infrastructure in person.

Procedure for Registration & issuing of Application forms :

- Admission Counselor shall inquire with the parents about their interest in buying the application form after the school tour .
- If parents are willing to buy the form then counselors shall provide them for a chargeable application Fee and give them a receipt for acknowledgement. An admission kit is also provided to the parents at the time of giving application forms.
- They shall also provide the application form to the aspirant when they come for registration for admission.
- Parents who buy the application form shall be informed about the day, time and venue for the registration of admission and verification of documents, after which the aspirant will be given a date to write the test and give the interview. Once the written test and interview are done the aspirant will be asked to proceed for Registration.
- Once the application form is purchased the parent has a maximum of one week time to submit it along with the first set of payment as per payment procedure.
- At the time of the registration, collect the filled application forms attached with the listed documents, verify the documents, register the admission, collect the registration fee and provide a receipt.
- The second copy of the receipt will be stored by the accounts/ Administration department for the storage of information.

- Assessment of the child can be done by Teacher/Academic Coordinator// Principal before the Registration process.

Connections to other IB Policies:

Admissions and Language:

On application to Canary, a student's language profile is assessed based on his/her prior academic performance. A foundation in the child's mother tongue is essential for success. In order to be admitted, students should demonstrate age appropriate literacy and proficiency in a language. All previous school records must be translated into English. We aim to balance the levels of language proficiency, while considering our resources and class make up, to ensure diversity among our students.

Admissions and Inclusion:

We aim to balance the levels of academic abilities, identities and heritage to ensure diversity among our students. We expect families to share information that helps us to determine the services to offer to students, in terms of inclusive access arrangements and reasonable adjustments. Through admissions assessments in English and Mathematics, the school becomes informed about student levels and can begin preparing to welcome students based on their needs.

Admissions and Assessment :

In the Early Years, the previous pre-school submits an evaluation form and any school documents. In Grades PP2-11, we assess admissions based on previous years of report cards, an evaluation form and any school documents along with the admission assessment in core subject areas.

References:

- New National education policy
National Curriculum Framework for School Education 2023.

- Canary Language Policy
- Canary Assessment Policy

Date of review: June 16th 2023

Review Committee:

Ms. Swetha Reddy (Chairperson)
Ms. Lydia Christina (Principal)
Dr. Emmadi Naveen Kumar (Head of Senior School)
Mr. Mahesh Akkam (Admin Manager)
Ms. Salima Dinani (PYP coordinator)
Ms. Mukta Raturi (Asstyp Coordinator)
Ms. Janith Shaikh (School Counsellor)
Ms. Mamta Bhagchandani (Nurture department- SEN)
Dr. Savitha (Nurture department- SEN)
Ms. Deepthi (PYP Homeroom Teacher)
Ms. Rajani (PYP Homeroom Teacher)
Ms. Hema K (Senior School Math Teacher)

Date of next review: June 2024

