



## **Admission Policy 2021-22**

### **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'.

### **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:**

<b>Students :</b> 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	<b>The Whole School Community:</b> Understands that every child has a right to education <b>The School:</b> Ensures access to education to the broadest possible range of students Is accessible to the whole school community
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	<p><b>School Leadership:</b>  Ensures that diversity is understood to include all members of a community  Secures access to 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><b>Families :</b>  Receive timely responses  Receive all the guidelines and necessary information  Are treated with dignity and respect during the admissions process</p>	<p><b>Families:</b>  Equip the school with all required information to enable timely responses and adequate preparation to ensure continuity of learning and inclusion</p>
<p><b>The School :</b>  Receives complete and accurate information from families about the student</p>	<p><b>School Leadership:</b>  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 Student 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**

Counselling shall take place by first ascertaining the parent’s interest in the school by providing basic information and contact details of the school.

Counsellor shall brief the parents about the history of the school, its foundation, promoters and affiliation.

Counsellor shall inform about the curriculum available with the school explaining their advantages, scope and special features.

Counsellor 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.

Counsellor shall mention the competency of the teachers to the parents- 'Teachers Training Program'

Counsellor 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.

Counsellor shall mention parents and family involvement programs to the parents.

Counsellor shall mention parents about inclusive education, language development and assessment pattern followed at Canary.

Counsellor shall also mention about different celebrations and special events at the school listed.

Counsellor 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.

Counsellor shall ask the parents whether they want to take a school tour to visualize the school and its infrastructure in person.

Procedure for issuing of application forms

Counsellor 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 counsellors 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.

After Enquiry the parent has one week time to purchase Application form.

Once the application form is purchased the parent has maximum of one week time to submit it along with first set of payment as per payment procedure.

### **Procedure for registration for admission**

And also to the parents who have bought the application form. They shall also be intimated about the timings of written test and interview. Counsellor needs to guide the parent that the child's presence is very much required for Admission.

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

Counsellors should arrange the venue for the registration process and written tests to take place and assign duties to the staff to be present at the time of registration.

At the time of the registration, counsellors should meet the parents, issue the application form if not collected earlier, collect the filled application forms attached with the listed documents, verify the documents, register the admission, collect the registration fee and provide a receipt. After the registration and verification of documents, counsellors shall send the aspirant to the respective classrooms for appearing for the tests.

The second copy of the receipt will be stored by the accounts/ Administration department for the storage of information.

### **Connections to other School 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 1-9, 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

**Review process – language Committee**

The school has a language committee which will include following members:

Chairman of the school

Director of the School

Principal

Admission counsellor

Date of review: May 2022