

DYPIS

Admission

Policy



D Y PATIL
INTERNATIONAL SCHOOL
WORLI



Cambridge Assessment
International Education

Cambridge International School

Purpose

The policies and procedures have been put in place to guide the admission process for enrollment into D Y Patil International School, Worli. It is to ensure that the school gets the maximum admissions possible without making any compromises. We ensure to have a fair and transparent policy for all parents and make the admission process easy for parents and students.

Status of the Admissions Policy

The Admissions Policy is a "living document," i.e., it is continuously evolving and informed by research, best practices, external requirements, and debates within the school. The Admissions Policy is being written, revised, and edited by the Admissions Policy Team Members, subject to the approval of the School's Management and the admission committee.

Philosophy

D Y Patil International School, Worli (DYPIS, WORLI) is a co-educational IB world school. Admission to DYPIS, WORLI is open year-round to students of all nationalities, faiths, and backgrounds. At DYPIS, WORLI, we are committed to meeting each student's needs to the best of our ability. The final decision on the acceptance and placement is taken based on the potential of the applicant to benefit from the programs and educational services available.

The admissions policy states its inclusive philosophy and outlines the school's requisite terms and conditions regarding the admissions procedure. Enrollment is not automatic. The admission policy is designed to ensure that the students who attend can thrive within and benefit from, all that DYPIS, WORLI offers.

Students are normally placed in the grade appropriate for their age with other students of the same age. This is the best place for students' social, behavioral, and emotional development and it enables children to thrive and best learn from the rich curriculum. The age criteria for each grade level are September until August the following year.

AGE CRITERIA

AGE CRITERIA FOR ACADEMIC YEAR 2023-24	
Grade	Age as on 30th September
Playgroup	2 years and above
EYP Nursery	3 years and above
Jr. Kg	4 years and above
Sr. Kg	5 years and above
Grade 1	6 years and above
Grade 2	7 years and above
Grade 3	8 years and above
Grade 4	9 years and above
Grade 5	10 years and above
IGCSE - Grade 6	11 years and above
Grade 7	12 years and above
Grade 8	13 years and above
Grade 9	14 years and above
Grade 10	15 years and above
IGCSE - Grade 11	16 years and above
Grade 12	17 years and above (below 19 years)

Admission process

1. Parents are required to fill the inquiry form to initiate the admission process.
2. On receipt of the inquiry form, the admission team will schedule an appointment and conduct a school tour and schedule an appointment with the respective program coordinator.
3. Should the parent wish to proceed with the admission, they need to purchase the Application Pack (part of the Brochure) and submit it to the admission officer along with the following documents:
 - The parents/guardians must sign and submit the completed application form
 - Complete student information form
 - Complete media release form
 - A personal statement explaining why the applicant wants to enroll in the Diploma Programme / Career Related Programme / A Level at DYPIS

Submit necessary documents as mentioned below:

- Birth certificate
- Aadhar Card copy of the child (only for Indian citizens)
- Scanned copy of the child's School Leaving Certificate/and certified school transcript certified confidential teacher/principal reference
- Copy of the last 3 years' academic record
- 2 passport photos of the child, 1 passport photo of each parent/guardian, 1 passport photo of anyone authorized to collect the child
- Copies of any medical information the school may need
- Scanned copy of clinical reports, if there are any special educational needs
- Contact details of a current teacher who will provide a reference (Admission for IBDP / IBCP / A Levels)

(Note: Original documents required for verification)

4. The student must complete admissions testing:
 - Students seeking admission to Grade 3 above will need to appear for a written entrance test in English Language and Math.
5. The principal, admissions personnel, the relevant coordinator, and school counselor (if required) will interact with the parents/guardians of the child
6. At this interaction the enrolment application will be examined and any feedback from the admissions tests will be taken into consideration
7. The DYPIS, WORLI Admissions Office reviews, checks the submitted documents, and makes a decision based on the test and interaction.
8. The admission office then gets in touch with the applicant within a week with the status of the admission application. The school admissions team will issue an Offer Letter to the parents of students whose wards have been granted admission to the school.
9. On receipt of the offer letter, parents or guardians pay the non-refundable admission fees, security deposit fees, and tuition fees within a stipulated period to secure the child's admission.
10. The final decision to grant the admission lies with the head of school.

Enrolment

On receiving an offer letter from the school, parents must pay all required term fees at the school office. Once the fees are paid, the parent receives a parent handbook that familiarises them with the philosophy and expectations of the school.

Failure at any stage of the application, to declare accurately and fully, the extent of a child's individual learning needs, or documents that could assist the school in the child's placement, may result subsequently in enrolment being denied or parents being asked to withdraw their child because the school is unable to meet the child's learning needs. This is a situation that the school would want to avoid, particularly as it may impact adversely on the child's self-esteem and future learning.

The school admits students from Nursery, IGCSE – Grade 9, AS Level, DP 1 and CP 1.

Start Dates

Entry to DYPIS, WORLI can be made at any point during the academic year, in line with the needs of families who are relocating in the middle of the year. If an applicant is currently attending a local school, transfer to DYPIS, WORLI would normally be at the beginning of a new academic year to minimize disruption to both the student's education and the school's organization.

Further Admissions Information:

Admissions through the Right to Education program (RTE):

The entry point for admission through the RTE program will be from Grade 1. The maximum number of students admitted through this program will be six students per grade. The application process for RTE is through the Government portal and the parents receive the confirmation about their admission status from the Government

DYPIS, WORLI offers the following programs:

Grades	Programme offered
Early Years to Grade 5	International Baccalaureate Primary Years Programme (IB PYP)
Grade 6 to Grade 10	IGCSE (CAIE)
Grade 11 & Grade 12	Diploma Programme or Career related Programme or And A Levels

IGCSE Course selection

DYPIS, WORLI offers 16 subjects at the IGCSE level. These are offered under 5 groups for fulfilling the requirements of the ICE Award. Every student needs to choose a minimum of 7 subjects. Two languages from Group 1 and one subject from each of the other subject groups. The 7th subject may belong to any group from 2 to 5. 8th subject Additional Mathematics which is optional.

The Diploma Programme:

DYPIS, WORLI offers the International Baccalaureate Diploma Programme for students in Grades 11 and 12. The IB program is open to all students, regardless of previous educational experience, and is an extension of DYPIS, WORLI's mission to promote the development of world citizens.

The two-year Diploma program provides students with a breadth and depth of rigorous academic study which prepares them for university. Generally, higher-level subjects reflect the student's area of special interest. Standard-level subjects complement the higher-level choices but do not generally require the same degree of specialized knowledge and understanding. Three additional program elements are Theory of Knowledge, Extended Essay, and participation in the CAS Programme.

DP Course Selection

Students at DYPIS, WORLI have to select six subjects – 3 at a higher level and 3 at a standard level. The students work with the DP Coordinator and the school counselor on selecting their course. The IB Diploma Program is a depth of rigorous academic study, hence not all students will be able to achieve the full IBDP, some students may be advised to withdraw from the full diploma program and pursue individual courses. However, this decision is made in consultation with the student's parents, teachers, head of languages, school counselor, and the DP Coordinator. Whichever option (full diploma or individual course) the student selects, they have to complete the three additional programs TOK, EE, and CAS.

Having considered school entrance test results, an appropriate program is recommended for each student. Students will be admitted to the full Diploma Programme. However, the program would be tailored to their needs and ability.

A student with no formal prior background can take French ab initio. However, a student who has done French at the IGCSE level (or similar) is not permitted to take French ab initio. He/she must take French B SL or if they think they can't cope then Hindi SL or Spanish ab initio is recommended for those students to fulfill the Language acquisition requirement.

The Career-Related Programme:

DYPIS, WORLI is currently a candidate school for the International Baccalaureate Career Related Programme for students in Grades 11 and 12. The Career related Programme is open to all students, regardless of previous educational experience, and is an extension of DYPIS, WORLI's mission to promote the development of world citizens.

The CP's three-part framework comprises

- the study of Diploma Programme (DP) courses
- the distinctive CP cores
- a career-related study.

For CP students, DP courses provide the theoretical underpinning and academic rigour of the programme; the career-related study further supports the programme's academic strength and provides practical, real-world approaches to learning; and the CP core helps them to develop skills and competencies required for lifelong learning. Through the CP core, students develop personal qualities and professional skills, as well as intellectual habits required for lifelong learning.

IBCP Course Selection

The two-year Career-Related Programme (CP) at DYPIS, WORLI students undertake a minimum of three IB Diploma Programme (DP) courses which includes English Language and Literature at Standard Level, a core consisting of four components and a career-related study provided by an external service provider. They will also be required to fulfill the requirements of the CP Core, through the CP core, students develop personal qualities and professional skills, as well as intellectual habits required for lifelong learning.

Having considered school entrance test results, an appropriate program is recommended for each student. However, the program would be tailored to their needs and ability.

The students work with the CP Coordinator and the school counselor on selecting their course.

A levels

Introduction

The A-level program provides a strong platform for all types of learners to progress from one stage to the next and is well supported by a host of teaching and learning activities carried out in the classrooms which make them career-ready, grounded in their discipline, articulate, committed to ethical behavior and in possession of the requisite 21st-century skills.

Cambridge Advanced is typically for learners aged 16 to 19 years who need advanced study to prepare for university and higher education.

Cambridge International AS and A Level qualification have a proven reputation for being excellent preparation for university, employment, and life. The syllabuses develop a deep understanding of subjects and independent thinking skills. Universities value independent research and critical thinking skills, as well as the deep subject knowledge that Cambridge qualifications bring.

The Advanced Level, or A Level, is the 'gold standard' of CIE qualifications. It is accepted as an entry qualification by universities of the European Union and very many around the world, on a par with the IBDP, French Baccalaureate, the German Abitur, etc.

It prepares students for universities by offering the necessary experiences and knowledge that will give students confidence and success in their post-secondary education

Cambridge International AS & A Level develops learners' knowledge, understanding, and skills in:

- In-depth subject content
- Independent thinking
- Applying knowledge and understanding to new as well as familiar situations
- Handling and evaluating different types of information source
- Thinking logically and presenting ordered and coherent arguments
- Making judgments, recommendations, and decisions
- Presenting reasoned explanations, understanding implications, and communicating them logically and clearly.

- Working and communicating in English.

"A Level" examination is usually taken after 13 years of education and is based on approximately 360 hours of guided learning normally over two years.

The subject content of each of the A Levels syllabus has been subdivided into two parts: the AS syllabus content which is expected to be covered in the first half of the course, and part two of the syllabus commonly referred to as 'A2'.

A Levels are highly specialized and a student will normally take three subjects, although occasionally exceptional students take four. Students wishing to go on to university will typically follow four to five AS courses in their first year of study and then continue with at least three subjects to the full A Level in their second year, perhaps alongside another AS Level course.

This flexibility means learners can choose to specialize in a particular subject area or study a range of subjects.

A Levels Course selection

Students at DYPIS, WORLI have to select 3 subjects in addition to English General Paper which is compulsory to be studied at the AS Level. The students work with the A Levels Coordinator and the school counselor on selecting their course. Some exceptional students also study 4 subjects in addition to English General Paper to keep their options for further studies open.

The study of a second language or a particular subject is not compulsory. Students are free to choose the subjects they wish to study depending on their aptitude, interest, and future career aspirations.

Meeting with Career Counsellor

DYPIS, WORLI recommends all prospective students to interact with the Career Counselling Committee and respective coordinators. The college

counselors conduct a session with the child, the parents, and the coordinators to align the child's subjects with his/her educational and career goals. This is an opportunity for the student to present his/her educational background and explain the reason why he/she wants to enroll in the IB Diploma Programme, IB Career-Related Programme, or A Levels Programme. For us, this is very important as even a below-average student (who has underperformed in the test), can show a great desire to pursue the IB Diploma Programme / IB Career-Related Programme / A Levels Programme and how the program will help him/her realize the goals he/she has set, would be granted admission.

Merit Scholarship for IBDP1 and AS Levels:

We offer Merit scholarships for our internal students seeking admission in the IBDP 1 and A Levels. The purpose of the scholarship program at DYPIS, WORLI, is to motivate deserving students to continue to perform better and encourage them to get the best possible educational opportunity.

- The scholarship is offered only on the tuition fees 50% of the annual academic fees will be waived, the student will have to first secure admission to get the scholarship.
- The student will have to show consistently good academic performance to remain eligible for the scholarship. He/she should score a minimum of 38 points out of 42 in IBDP 1 or a minimum of 4 As at the AS level to avail the scholarship in the second year of the programme as well.
- The scholarship is non-transferable, the students cannot switch from IBDP to A levels or vice versa.
- Students getting a scholarship based on cultural and/or sports events will have to continue to participate in these events through his/her DP and A Levels journey.
- He/she will have to display good conduct as a student and remain regular in attending school.
- Once the students are shortlisted, they will have to appear for an assessment and personal interview. After which the scholarship result will be declared and the selected candidate will be notified through email.

- The selected candidate will have to accept the offer and finish the admission formalities within 3 days of the offer being rolled out.
- The school reserves the right to withdraw the offer if he/she is found to be underperforming or not meeting up with the school's expectations.
- School's Scholarship Committee's decision will remain final regarding awarding or withdrawing the scholarship.

Merit Scholarship for Career Related Programme

Students who show exceptional entrepreneurial skills in his/her field of Career Related Studies will be eligible for a scholarship of 50% deduction in the annual academic fees in the Career-related Programme. This applies to both the years of the Career-related Programme, However, the student will have to first secure admission to get the scholarship.

Additional Support for Learning

For children with special educational needs and/or disabilities, we advise parents/guardians to discuss their child's requirements with the Admissions Team at the first opportunity so that we can reflect on the school's capacity to support the child, so ensuring the child can thrive at the school. During the admissions process, we will discuss thoroughly with parents/guardians any adjustments that can be reasonably made for the child if they are to join the school.

More information on Additional Support for Learning at the school is indicated in the school's Inclusion Policy.

Policy Links

The DYPIS, WORLI Admissions Policy is closely linked with other policy documents that drive the school. These links include:

Link to Language policy

At the heart of DYPIS, WORLI's mission is a commitment to immersive instruction of languages. This policy explains our language-based philosophies as well as the practices we have in place to support students with varying language backgrounds. At DYPIS, WORLI, the primary language of communication is English. Every student is required to study another language other than English.

(More information on Language selection at the school is indicated in the school's Language Policy.)

Link to Academic Integrity policy

The admission policy mentions that while granting admissions at DYPIS, WORLI, a student's previous academic record will be reviewed so as to ensure that he/she has not been involved in any form of academic misconduct. In case there is any record for indulgence in academic misconduct then DYPIS, WORLI may at its sole discretion decide not to grant admission to students who had indulged in such practices in their previous school/s. Further at the time of admission to DP, the admission policy makes it mandatory for students and parents to sign an academic honesty contract.

Once admitted, students and families are expected to abide, engage in and support academically honest practices. This policy document explains our commitment to academic honesty, what constitutes academic misconduct, and the practices and procedures in place to support our policy.

Link to Assessment Policy

Assessment data is critical in informing instructional practices, differentiation strategies, and curricular growth and development in the school. This policy explains how students will be assessed during and after

admission and how assessment data will inform other practices in the school.

Link to Inclusion policy

While DYPIS, WORLI does not discriminate on the basis of a special educational need, we are only able to admit students whom we are able to fully support. This policy document explains how students, once admitted, are supported for certain special educational needs.

The admission policy is linked with inclusion policy as the admission policy mentions that at the time of admission, students who have special needs or show a gap in their academic performance are gauged for the level of intervention that would be required to make their learning journey in DYPIS, WORLI a meaningful one.

Declaration

Parents are required to read and sign the admission policy as stated above. By signing the document, parents indicate that they accept the terms and conditions for their child to be considered for admission to the Diploma Programme at DYPIS, WORLI.

Student's Name:Grade:

Parent's Signature: Date

Review dates

The policy will be reviewed every two years led by the SMT members.

Last Review Date	August 2022
Next Review Date	August 2025 or earlier if the IB or CAIE changes its policies/guidelines

The review committee will make sure that any revision to the policy is coherent with the beliefs and values of the IBO and CIE board requirements.

Works cited

- Edubridge International school Policy manual, Mumbai (2013)
- Admission Policy for IB final Neev Academy Admission Policy
- <https://www.ibo.org/programmes/career-related-programme/curriculum/>

Admission Policy Review Committee

- Pedagogical Leadership Team
- Admission Officer
- Special Educator
- Social and Emotional Counsellor





D Y Patil International School,
Adarsh Nagar, Opp. MIG Colony, Worli, Mumbai - 400030
Ph: +91 7558732499 | www.dypisworli.in