



***Neev Academy***  
***Admission Policy***  
***(PYP, MYP and DP)***

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### **I. Rationale for the policy (across programmes - PYP, MYP and DP) :**

A diverse student body enriches the School community and provides a wealth of experiences and resources. A thorough education includes the development of the qualities of compassion, tolerance, respect for the rights and cultures of all people, the skills for the peaceful resolution of conflict, and the development of environmental responsibility. Schools should prepare young people to provide leadership to meet the global challenges of the 21st century. The IB has a consistent philosophy about teaching and learning that focuses on the development of the whole child, and an overarching concept of how to develop international mindedness. The programme emphasizes on the intellectual, emotional, social and physical growth, involving the traditions of learning in languages, humanities, sciences, mathematics and the arts.

At Neev Academy, we foster an atmosphere of academic excellence and encourage intellectual inquiry and critical thinking. Achievement in the physical, expressive and creative arts is an essential part of our holistic approach to education. We believe, our school is a community, and through social awareness, thoughtful interactions and effective communication among students, parents and staff are fundamental to its well-being.

### **II. Link between Admission policy and other policies :**

- **Link to Academic honesty policy :**

The DP admission policy is linked with academic honesty policy as the admission policy mentions that at the beginning of admission process, a copy of "General regulations: Diploma Programme" as published by IBO will be given to students and parents and clause 3.3 and 3.4 (which refers to academic honesty and consequence of academic dishonesty) of Article 3 will be discussed and explained to parents. Additionally the admission policy mentions that while granting admissions at Neev Academy, student's previous academic record will be reviewed so as to ensure that he/she had not been involved in any form of academic misconduct. In case there is any record for indulgence in academic misconduct then Neev Academy 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, admission policy makes it mandatory for students and parents to sign an academic honesty contract as mentioned in Appendix-1.

- **Link to Assessment Policy :**

The DP admission policy is linked with DP assessment policy as the entrance assessment as mentioned in the DP admission policy is aligned with the assessment expectations for DP (as mentioned in the DP assessment policy). The assessment is based on criterion

referencing and not on norm referencing which is a key feature of assessment at DP level. Please refer to the DP assessment policy for further details.

- **Link to Inclusion Policy :**

The DP admission policy is linked with inclusion policy as the admission policy mentions that at the time of admission to DP, 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 Neev a meaningful one. Further it also states that the choice (at the time of admission) of DP course versus the full Diploma will be made in consultation between, DPC, School Head, Parents and Student. Please refer to the Inclusion policy for further details.

- **Link to Language Policy :**

The DP admission policy is linked with DP language policy as the admission policy mentions that entrance assessment for DP will be aimed at gauging the level of language proficiency of students. Please refer to the language policy for further details.

### **III. Admissions Process for PYP, MYP and DP**

#### **1. General (PYP, MYP and DP) :**

Applications for admission are accepted throughout the year. Families seeking admission for their children are advised to contact at the school's admission desk or visit <http://neevacademy.org/admission.html> and download the application form and other relevant documents like fee schedule etc.

#### **2. Apply (PYP, MYP and DP) :**

The forms attached should be duly filled and submitted in hard copy with the relevant documents mentioned in the application form, along with a cheque/DD for Rupees One Thousand (Rs. 1,000/-), in favour of "Neev Trust", on weekdays between 3pm and 5pm, Monday – Friday, and on Saturdays between 9am and 1pm at Neev Academy, Yemalur, OR through courier. You may also transfer the application fee online and intimate us through mail.

#### **3(a). Visit (for PYP and MYP) :**

Once the application form is received, along with all the relevant documents, a mutually convenient time and day would be fixed for visiting the school along with your child and an interaction with the school director and/or branch head. The same would be

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intimated to you by email and/or phone. Both the parents as well as the child are required to come for the interaction.

During the school visit the student is engaged in an informal conversation as well as an assessment of language and logical reasoning skills in Primary School. The academic levels in these areas are gauged as well as the student's ability to analyse and apply information. For admission to secondary school, student's scholastic achievements from the previous institution will be reviewed by the Admission Team of Neev Academy. In addition, students must appear for a formal entrance test based on grade level Mathematics, and Sciences. Along with this a student seeking admission in middle school will have to clear a proficiency test in English. They should also demonstrate a keen interest and participation in extracurricular activities such as sports, clubs, arts and music, and/or participation in community service projects outside the classroom. For choice of first and second Language, please refer to our Neev Language Policy.

### **3(b). Visit (for DP):**

Student applicants can visit the school with their parents for a campus tour or attend the orientation session with a prior appointment/ registration. The hard copy of the admission application form set along with other details would be handed over to them after the tour of the campus in both scenarios. The meeting with DPC and student counselor may be optional for parents after the orientation session. The same form can be accessed online as well on the admissions page of the school website [www.neevacademy.org](http://www.neevacademy.org).

### **3(c).Admission Policy and Academic honesty policy (for DP) :**

At the beginning of DP Admission process, a copy of "General regulations: Diploma Programme" as published by IBO will be given to students and parents. In addition to explanation and discussion of other articles as mentioned in the IB document - General regulations: Diploma Programme, clause 3.3 and 3.4 (which refers to academic honesty and consequence of academic dishonesty) of Article 3 will be discussed and explained to parents. Further the student and parents will be oriented with school's academic honesty policy for DP.

Also while granting admissions at Neev Academy, student's previous academic record will be reviewed so as to ensure that he/she had not been involved in any form of academic dishonesty.

Neev Academy may at its sole discretion decide not to grant admission to students who had indulged in such practices in their previous school/s.

Additionally at the time of admission to Neev Academy, it is mandatory for student and parents to sign a academic honesty contract as mentioned in Appendix 1

### **3(d)For admission of external students to DP :**

The programme is open to external students, regardless of previous educational experience. Admission application form would need to be duly filled with all documents attached as required and submitted to the Admissions' office as per the specified timeline. The admission team member would acknowledge the receipt of the form and the submitted documents and arrange for mutually convenient dates (to be spread over a period of two days) for first set of assessment (in case the student applicant is not aiming for career in STEM subjects) in which case the student candidate would be required to do a write up of around 500 words from the topics shared. If applicable, the student candidate would also be writing an essay (not more than 400 words) stating why he/she wishes to take up Group 6 subjects (Theatre/Film/Visual Arts). Additionally the student candidate will also appear for one on one interaction (with subject teachers and/or HODs) and for Group discussion. In case the student wishes to pursue career in STEM subjects then in addition to first set of assessment, the student candidate will also need to appear for second set of assessment which includes entrance test in Math and Science. Post entrance test, student applicant would meet briefly with Diploma Programme Coordinator and the school counselor. Diploma Programme Coordinator and the school counselor will also meet parents on the same day. The duration of the entire process would not exceed beyond 04 hours over 02 days.

### **3(e).For admission of internal (MYP) students to DP :**

**For MYP Students :** MYP students applying to Diploma Programme are to submit a personal statement explaining why they wish to enrol in the Programme. Grade 9 and Grade 10 term end reports for Neev Academy MYP students (who wish to take admission in DP) will be reviewed by the admission committee and on the basis of the same, the admissions committee (in consultation with subject teachers, HODs, Career

counsellor, student and parents) will recommend Standard and Higher level subjects to the student.

### **3(f).For admission to DP or DP Course :**

Neev Academy promotes all students (whether its own or external students) to pursue full Diploma Programme and is not intending to admit students for DP course. However in case of special needs students, the decision regarding offering of full Diploma or DP course will be taken on case to case basis in consultation with student, parents, Inclusion team, DPC and HOS. The decision of HOS (in consultation with DPC) will be considered as final in this regard.

### **4. Desirable profile of students for admission (for PYP, MYP and DP)**

In order to assess the suitability for admission, each student's application is carefully studied. We look for students :

- *Who are open minded, motivated and determined*
- *Who demonstrate a keen interest in co curricular activities such as sports, Visual arts, music and drama*
- *Whose academic performance is average to excellent*
- *Who demonstrates a good conduct and is respectful to others*
- *Previous experience with the IB programs can also be an advantage, but is not a prerequisite for admission.*

**Additionally students in the IB Diploma Programme can expect to:**

- *work very hard*
- *approach tasks with a sense of purpose*
- *demonstrate self-discipline and responsibility*
- *learn from fellow students as well as teachers*

- *share with, and contribute to, the community.*

### 5. Requirement for students for moving from Grade 8 to Grade 9

Students in Grade 8 are expected to appear for term examination (conducted in the month of March) and score at least 3 out of 8 in each subject group for moving on to Grade 9. Orientation session will be conducted by MYPC for Grade 8 students. The objective of this orientation session is to ensure that students and parents make a well informed subject choice once students come to Grade 9.

Additionally a student who is moving from Grade 8 to Grade 9 has to study subjects from the below mentioned subject groups :

Subject Groups	Subject
Language and Literature	English
Language Acquisition	Hindi/Spanish/French/German
Integrated Individuals and Societies	History, Geography and Economics
Integrated Sciences	Physics, Chemistry, Biology and Earth Sciences
Mathematics	Core Mathematics/Extended Mathematics
Student needs to choose any one from the following:	
Arts	Visual Arts or Drama
PHE	PHE
Design	Digital and Product Design

Additionally students in Grade 9 and 10 are expected to study a non- MYP subject namely ICT.

### IV. Admissions Committee and decision-making process

The Admissions Committee is comprised of the Head of School, Senior School Head, one Admissions Coordinator and the Primary or Secondary Coordinator (MYPC/DPC). Appropriate, additional members of staff will also be consulted as needed. Each member



reviews application files in turn and comments/recommendations are circulated. Following the test and review by the admission team and other members, the student applicant may receive a call/email for final interview if we decide to offer him/her a place. The parents need to accompany the students for the interview and a meeting with the Head of School and/or Senior School Head and Diploma Programme Coordinator. Following the interview and meeting, a final decision to grant admission is taken. The final decision on all applications rests with the Head of School. Once the decision on admission has been made, the \*Enrolment contract is sent to the parent. On receiving the same, the parents need go through it and return the contract duly signed and pay the fees in the specified timeline to block the seat. On receiving the payment, and the signed copy of the enrolment contract, admission process will be deemed to be completed.

### **V. Admission offer (PYP, MYP and DP):**

You will receive the offer letter for admission from Neev Academy via email and/or courier if we are able to offer your child a place. You can confirm the enrolment by payment of fee as applicable within the time period, as mentioned in the offer letter.

### **VI. Orientation meeting (for PYP and MYP) :**

This would be scheduled anytime before the child's first day at school. Both parents, as well as the child, are required to come for the meeting with the class teacher.

### **VII. Orientation meeting (for DP) :**

This would be scheduled anytime during one or two weeks after the proposed arrival of Grade 11 students).

### **VIII. Required application materials (PYP, MYP and DP) :**

- Application form
- Student Health Form
- Birth Certificate
- Immunization Copy
- Last 3 years Report Card
- 2 passport size photographs
- Transfer Certificate if applicable.

### IX. Provisions for Special Needs (PYP, MYP and DP) :

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 Neev a meaningful one. The support needed for the student with the curriculum interventions and infrastructural adjustments should be possible for the school to provide. Additionally the choice (at the time of admission) of DP course versus the full Diploma will be made in consultation between, DPC, School Head, Parents and Student. Please refer to the Inclusion policy for further details.

### X. Age Criteria (for PYP, MYP and DP):

The cut off month for the above age criteria is 30<sup>TH</sup> June for each academic year. The child / children will be in his / her age appropriate grade.

Enrolment Age criteria as of 30<sup>th</sup> June :

Grades	Age Criteria
Grade 1	5 years 10 months
Grade 2	6 years 10 months
Grade 3	7 years 10 months
Grade 4	8 years 10 months
Grade 5	9 years 10 months
Grade 6	10 years 10 months
Grade 7	11 years 10 months
Grade 8	12 years 10 months
Grade 9	13 years 10 months
Grade 10	14 years 10 months
Grade 11	15 years 10 months
Grade 12	16 years 10 months



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**XI. Provisions for Special Needs (*for DP*):**

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 Neev a meaningful one. The support needed for the student with the curriculum interventions and infrastructural adjustments should be possible for the school to provide.

**XII. Policy Review Committee :**

The policy review committee will be comprising of HOS, DPC, MYPC and PYPC. The admission policy will be reviewed annually.

**XIII. Policy review table :**

<b>Policy Review done in the month of</b>	<b>October 2016</b>
<b>Policy Review due in the month of</b>	<b>October 2017</b>



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### References

1. Robert, Michael, and Bogaerts International School. "Admission Policy." *Bogaerts International School*. Bogaerts International School, 10 Aug. 2016. Web. 9 Dec. 2016. <<http://www.bischool.com/admissions/>>.
2. MARYMOUNT INTERNATIONAL SCHOOL. IB ACADEMIC HONESTY CONTRACT . web: MARYMOUNT INTERNATIONAL SCHOOL, n.d. Web. 9 Dec. 2016. <[http://www.marymountrome.org/uploads/docs/IB\\_Academic\\_Honesty\\_Contract.pdf](http://www.marymountrome.org/uploads/docs/IB_Academic_Honesty_Contract.pdf)>

### Appendix 1

#### Neev Academy Academic honesty contract for IBDP

The Diploma program at Neev Academy endeavors to develop in each member of its community the characteristics and traditions as reflected in the IBO and School's Mission statement. Amongst other characteristics of a Neev Academy education are the values of academic honesty and independence in learning. The temptation for indulging in academic dishonest practices has been greatly increased due to easy availability of data/information on web and also due to peer and societal pressure in terms of producing high quality work. Neev Academy strives to help students in their pursuit of integrity.

Ethical academic practice helps students benefit from learning the skills and knowledge required for future success and helps them avoid the serious consequences of academic dishonesty.

Please read through (a) the information below and (b) the IB General Rules and Regulations (hard copy of the same has been already handed over to you)

By signing this contract you will be recognizing that students who breach the Academic Honesty Contract are subject to disciplinary action by the school and may be disqualified, by the International Baccalaureate Organization, from pursuing IB courses.

**1.** I will always work independently on schoolwork that is required to be completed alone. I am aware it is not permitted to receive unauthorized assistance on any IB work being submitted for internal or external assessment.

**2.** I will always use my own words and ideas on IB work and will give proper recognition to original authors when used. I understand that plagiarism is strongly forbidden. This is using the words or ideas of others, in whole or in part, and submitting it as one's own without giving proper credit to the original authors.

**3.** I will respect the ethical requirements of tests and examinations. I am aware it is not permitted to consult any unauthorized information during tests or exams and that it is not permitted to communicate exam information or answers during or following an exam.

**4.** I will always use accurate information. I am aware it is not permitted to falsify or fabricate data or observations on any work (being part of my Internal assessment, Extended Essay or any other form of IBO or in school assessment)



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5. I will submit original work for every class and for every assessment (whether submitted to IBO and/or school). I am aware it is not permitted to turn in an original paper or project more than once for different classes or assignments.

I have read and understand this Academic Honesty Contract. I will follow the rules stated above.

I have read and understood the IB General Rules and Regulations.

Student Name (Print) \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

I have read and understood this Academic Honesty Contract and have discussed it with my son/daughter. I agree to encourage compliance with the rules stated above. I have read and understood the IB General Rules and Regulations.

Parent Name (Print) \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_