



VICTORIOUS KIDSS EDUCARES

Admission Policy

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ADMISSION POLICY

Victorious Kidss Educares is an international co-educational day school for children aged six (6) weeks onwards. The school believes in the principle of equal opportunity of education for every student regardless of religion or gender to develop child's potential. It also focuses on methods of discipline that builds a sense of self-worth and responsibility in each student. Admission to VKE is open to students of all nationalities.

1. Mission and Structure of the Admissions Department

It is the mission of the admissions department to recruit, inform and admit new, qualified students to the VKE. The process is accomplished in a professional and forthright manner, while maintaining the integrity of the school, the students and their families. We strive to educate them about our school philosophy and IB philosophy. Admission department comprises of admission officers and an assistant.

Admission is dependent on:

- Meeting all admissions procedures and qualifications.
- Meeting all financial obligations.
- Vacancy in appropriate class and program.

When possible, priority placement will be given to qualifying siblings of current students. Prospective students who had English as a foreign language, Special Educational Needs or with other issues are also considered on an individual basis (Refer admissions procedure).

2. Admission procedure

The academic year at Victorious Kidss Educares runs from 01 June to 30 April. The language of instruction is English. Parents or guardians follow the step-by-step procedure outlined below:

Step 1: Parents meet the Admission Officer after filling in an Inquiry form that requires furnishing of basic details of the parents and child. Parents or guardians of prospective student must certify that, at the time of admission, all information pertinent to the application has been disclosed. Any omission of information relevant to the student's admission e.g., a requirement for Special Educational Support or a medical condition may result in cancellation of the acceptance or expulsion from the school. During the interview with the Admission Officer, parents are given a broad overview of the curriculum and the School philosophy. They are also familiarized with the appropriate fee structure and the School Brochure. Accordingly, a suitable date for assessment is fixed.

Step 2: On the scheduled day the parents purchase the school admission form and fill out the relevant academic, social and physical details of the student. The student is assessed by the grade level coordinator in written as well as oral form.

Step 3: Parents and child meet the appropriate Programme Coordinator to get further information about the programme.

Step 4: The assessment papers are sent to the concerned programme coordinator for his/her approval.

Step 5: Admission Officer collates detailed comments of the Teacher /teachers if the child was assessed for a higher/Lower grade. The result is intimated to the parents. In the event of the parent being unsatisfied with the grade assigned they are invited for a meeting with the President /Principal.

Step 6: Application form (with passport photos) to be filled out by the parent or legal guardian. A copy of the Birth Certificate, Academic Reports of the previous academic year should also be attached. Medical records and SEN recommendations, if any must also be attached.

Without the above documents, no decision on admission will be taken.

Once the School is in possession of all of the above, the process is as follows:

Parents proceed with payment of fees and meet the Programme Coordinator and the Home room teacher for further details.

a. Foundation Years (Play Groups & Nursery):

An informal interaction with the parents along with the student will determine the admission.

b. Primary Years Programme:

Students seeking admission for Junior KG and Senior KG need to go through assessments that check their numeracy, literacy skills, fine and gross motor skills. This is used as an indicator to determine the level of assistance that the student will require to settle in school. It in no way is a decision factor for the admission. A brief assessment in English, Hindi and Mathematics is conducted as an assessment tool to determine the level of the student. This assessment is one of the tools and not the only one to make decisions about the level of the student.

c. Middle Years Programme:

A brief assessment in English, Hindi, Science and Mathematics is conducted as an assessment tool to determine the level of the student. This assessment is one of the tools and not the only one to make decisions about the level of the student.

d. Diploma Programme:

Entrance Assessment

Students looking for admission irrespective of internal or external applicants have to take a personal interview. This assessment is required to understand the prior knowledge and the level of the students. It is not to make any judgments whatsoever. The primary purpose of the interview is to consider the applicant's potential to succeed not only in their individual subjects but also in the core components of CAS, Theory of Knowledge and the Extended Essay.

Following the entrance assessment result the student will attend an interview with DP coordinator and Career Counsellor. For students taking up the Middle Years Programme within the school will be eligible provided they score a Grade 3 or above in the Final Assessments.

Admissions Committee and Decision Making Process

The admission committee comprises of the Principal, Admission officer, DP Coordinator and Career Counsellor. When appropriate, additional members of staff will also be consulted. Any individual irrespective of the caste , gender creed or religion will be given admission if the below mentioned points are achieved.

Entrance Assessment and other Requirements

- Entrance assessment results must be approved by the DP coordinator/ Career Counsellor and Principal.
- English Language studied in grade 10th.
- Middle Year Programme (MYP) grade in any subject must not be less than 3 out of 7.
- Mathematics and Sciences skills and concepts test if required
- One teacher recommendation that addresses student behaviour, attendance, motivation and self-discipline.

Internal MYP Students

- A minimum final achievement score of **3** in each of the following subject groups: language & literature, language acquisition, individuals & societies, science and Maths (an average score will apply if a student is enrolled in multiple subjects within a subject group).
- Completion of personal project and service as action requirements (MYP students only). The students who do not take IB Assessments will go through an interview for IB DIPLOMA.
- Disciplinary cases and suspended students will not be given admission in the Diploma Programme.

External MYP Students

- A minimum final achievement score of 3 in each of the following subject groups: Language & literature, language acquisition, individuals & societies, science and maths (an average score will apply if a student is enrolled in multiple subjects within a subject group)
- Completion of personal project and service as action requirements
- One teacher recommendation addresses behaviour, attendance, motivation and self-discipline

Students from other boards

- Entrance assessment results must be approved by the DP coordinator/ Career Counsellor and Principal.
- Proficiency in English Language.
- Mathematics and Sciences skills and concepts test
- One teacher recommendation that addresses student behaviour, attendance, motivation and self-discipline.

Academic Honesty contract

- All candidates must sign an academic honesty contract indicating their commitment to VKE's policy of academic honesty (appendix-2)

Further Admissions Information (Grades 11-12)

Students may elect to participate in the IB program in one of two ways:

- as an IB Diploma candidate
- as an IB Course candidate

Generally, it is recommended for most students to elect the full IB Diploma, but the decision for which path (and courses) to take will be made in consultation with a student's parents, teachers, head of languages, school counsellor and the DP Coordinator in Diploma Year -2.

A student who decides to participate in the IB Program, as a Diploma candidate or as a Course candidate, is expected 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.

3. Assessment Days

Monday to Saturdays, starting 9.30 a.m. – 12.30 p.m. are the designated days and time of assessments and the results are disclosed after two days. On request assessment days may be rescheduled.

4. Admission Age

The following table shows the grade and the age as of 1st of June of the academic year:

Grade-level	Years
Play Group I	6 Weeks – 1 Year
Play Group II	1-2 Years
Nursery	2-3 Years
Junior KG	3-4 Years
Senior KG	4-5 Years
PYP-I	5-6 Years
PYP-II	6-7 Years
PYP-III	7-8 Years
PYP-IV	8 -9 Years
PYP-V	9-10 Years
MYP-I	10-11 Years
MYP-II	11-12 Years
MYP-III	12-13 Years
MYP-IV	13-14 Years
MYP-V	14-15 Years
DP – 1	15-16 Years

5. Students with Special Educational Needs

Number of SEN students per class is restricted. In order to accommodate the needs of SEN applicants, the school can cater adequately with reasonable adjustment based on the available resources. The school counsellors will consider each case individually. It is necessary for parents or legal guardians to provide us with full information regarding past SEN records so that we can make sure that the students' needs are met. Having considered all information submitted, the Principal will make a decision on admission.

Following are the key steps for the enrolment of SEN student at VKE:

- An initial talk with the parents of children, having special educational needs is conducted by the school authorities when they contact for admission.
- The details of information regarding any learning concern are requested on the admission form. The concerns need to be well supported by Medical Certificates and reports given by certified Medical Practitioner. This information is processed by the Admission Officer and forwarded to the school Psychologist and Counsellor, for their follow up actions.
- Interviews are conducted with potential students and families for enrolment for the following academic year. The school psychologist attends interview of students with special learning needs. Due consideration is given to the prior knowledge of the students who come for admission. Such students are assessed after considering all the aspects. Based on the resources available at VKE, discussions among inclusion manager and coordinators are held to find the schools capacity to be able to cater to these specific needs. If the school realizes it to be a very difficult case, he/she is

referred to special schools for their best development.

- Students identified at risk during the academic year by teachers are added to the list of students with potential difficulties and are helped with Learning Support.

6. General rules during admission

- **Wait Pools** : When the number of eligible applicants exceeds the availability of spaces for a particular grade in an academic year, parent admission applications for their students may be placed in a wait pool until space becomes available. Students with siblings already studying at Victorious Kidss Educares are given priority status within the wait pool. When placing an application in a wait pool, we try to provide the candidate with a realistic assessment of the chances and possible timing for admittance.
- **School Tour**: We encourage parents considering enrolment in VKE to visit the campus while school is in session in order to tour our facilities and experience the school atmosphere first-hand. During visit parent will have a chance to meet with the relevant school Principal and/or head of academics. The admissions staff will show the parent around the campus . School tours are scheduled between 9:30 am to 12:00 p.m. (Monday – Friday). However, these need to be scheduled via an appointment through our front desk. We request the visitors to take school tour, on the above mentioned days and time. In case the visitors are from overseas/outstation then they need to give the school a prior intimation about the time they would arrive at the campus. In these special cases we try to do our best to accommodate the visitor by giving them special permission to take a campus tour.

This document is a working document which will be reviewed from time to time.

Appendix-1
1. Language Profile Form

Name:	
Current Grade:	
Date:	
Nationality:	
English is the Language of Instruction? Is this your 'Preferred Language' and hence needs to be Considered as Language A?	
Can you read and write your 'preferred language'?	
How would you rate your proficiency in your "preferred language"? Excellent/ Good/ Satisfactory/ Needs Assistance.	
What is your native language and/or the language spoken at home?	
Can you read and write your native language and/ or the home language?	
How would you rate your proficiency in your native language and/ or the home language? Excellent/Good/ Satisfactory/ Needs assistance.	

List all the other languages of which you have some knowledge (studies for at least one year) and complete the boxes. An example is given in the first row.

Level 1 = Beginner; Level 2 = Intermediate; Level 3 = Advanced; Level 4 = Fluent / Native

Language	Speaking	Reading	Writing
French	2	1	1

Appendix-2
ACADEMIC HONESTY FORM

Victorious Kidss Educares protects the value of Independent work by promoting Academic Honesty.

The independent work you do as students and scholars should be valued as your creation and credited to you. Instances where the work of others is portrayed as one's own (i.e., plagiarism) and other forms of academic dishonesty undermine the value of independent work done by you, your peers and others.

Therefore, plagiarism and other forms of academic dishonesty, including cheating on quizzes and assessments, are considered serious offenses and will not be tolerated. Instances of academic dishonesty will be addressed according to school policy. Plagiarism can result in failure on an assignment and failure of the course

I promise to follow all School, departmental and course policies on academic honesty.

Signature: _____ **Date:** _____

Name: _____

Course: _____