

# THE INDIAN PUBLIC SCHOOL, CHENNAI

## ADMISSIONS POLICY



### A. Open Admission Policy

At TIPS we embrace a child-centered philosophy that promotes creative thinking and lifelong learning. Our educators are dedicated to inspiring children to achieve the very highest standards in all their endeavors as they progress their educational journey with us. Through partnerships with parents, we strive to make every academic dream a reality.

### B. Aims and Objectives

- The school fundamentally believes that every child should have access to education and should be provided with equal opportunities to learn and excel.
- The school respects all cultures, and students from all walks of life are welcome to apply for the admission in TIPS group of schools. Overall, TIPS accepts students without discrimination of gender, race, religion or nationality.
- The student will be granted admission solely on the basis of applicable admission criteria for the applied program.
- The Management reserves all the rights to accept or reject the application of the student. The School also reserves the right to accommodate a student in an alternative short term Program where a student's admission conflicts with certain critical periods such as: PYP Exhibitions, examination weeks and exchange programs.
- The School adheres to the local laws of the State and Central government.

### C. PRE- ADMISSION PROCEDURE

The Admission inquiry starts by prospective parents either visiting the school physically or placing a Tele call or checking the school website [www.tipschennai.com](http://www.tipschennai.com) for the admission criteria for different grades, and filling up an online/offline application form.

### D. ADMISSION PROCEDURE

#### Admission Team

The School Admission team checks the filled form for the pre-requisite criteria sought for admission to a particular grade. Members of the admission team clarifies and supports the parents through the process.

The Admission procedures listed below also guides the parents through the process.

#### Indian nationals residing in India

Members of the admission team shall clarify and support the parents through the process. Admission procedures listed below also shall guide the parents through the process. Parents, after their school tour and admission counselling by coordinators shall Pre-Apply for the child to initiate the process of admission by filling up the appropriate form after paying the applicable pre-application fee.

1. **International Parents/Children** shall pre-apply using the downloadable form from the TIPS website [www.tipsglobal.org](http://www.tipsglobal.org) to initiate the process of admission by filling up the appropriate form after paying the applicable pre-application fee (USD 100/- (US Dollars One Hundred Only) through wire transfer to the specified bank account of TIPS or through a demand draft favoring Indian Public School Private Limited

### **ADMISSION PROCEDURE**

Parents, after their **school tour and admission counseling by coordinators** shall Pre-apply for the child to initiate the process of admission by filling up the appropriate form after paying the applicable pre-application fee.

- Pre-application is essential as it helps the school determine the candidature of the child and the further admission processes.
- Pre-application can be done any time during the year for the succeeding academic year.
  - All Pre-applications received till end of June will be processed and an interview for the parents shall be called for during the month of July for the following academic year.
  - All applications received till 15 June for the Diploma Program will be processed as per the guidelines for DP admissions.
  - Similarly all pre-applications submitted from July to October will be processed and telephonic/ online/ skype interview for the parents shall be called during the month of November for the following academic year.
  - Incomplete pre-applications with missing information will not be processed for admission.
  - Pre-applying candidates need to send clearly scanned soft copies of the following documents via email to [askchennaimain@tipsglobal.net](mailto:askchennaimain@tipsglobal.net)
    - I. Birth Certificate of the child.
    - II. Passport copy of the child.
    - III. Previous two years academic reports/ exam certificate of the child.
    - IV. Photograph of the child.
    - V. Completed Pre-application form.
    - VI. Business Cards of the parents.
- Interview for the parents shall be called during the month of November for the following academic year.
- Upon completion of the telephonic/ online/ skype interview with the parents, candidates who are shortlisted for admission shall be notified with an admission letter within a week's time through an email. Candidates who have received the notification shall acknowledge the same via return email as soon as they see the mail as an acknowledgement of receipt.
- Notified candidates from overseas shall send the NRI application processing fee and refundable security deposit through wire transfer to the specified bank account of TIPS or through a demand draft favoring Indian Public School Private Limited within 10 calendar days of notification to confirm and secure their admission.
- After interviews, the selected candidates shall be informed in writing to process the applications.

- Members of the admission team shall call and inform as well.
- Admissions for grade 2 and above are based on written assessment for the child after the initial interview with the parents. Performance of the child in the written assessment helps the team to understand and suggest the suitability of the grade while determining the candidature of the child for admission

**Selected candidates for admission shall be required:**

- To be present on the day specified in the call letter along with the necessary documents and the admission call letter.
- To pay the application processing fee and the security deposit within the stipulated time as communicated in the admission letter to secure the admission.

**Candidates who:**

- May not be able to appear on the day specified in the call letter for reasons whatsoever shall inform the admissions team in advance requesting for a revised date for the admission process. The admissions team shall decide whether to revise the date or forgo the admission. Decision of the admissions team shall be deemed final and the same shall be informed to the parents.
- Fail to appear on the day as specified in the call letter for reasons whatsoever shall contact the admissions team who in turn shall decide whether to pursue with the candidature or not depending on the vacancy at the at point in time.
- All the applicants for the IB Diploma Programme will be accepted only till the 15<sup>th</sup> of April. .

**All fees paid are neither refundable not transferable. Security deposit collected at the time of admission shall be refunded without interest during withdrawal/transfer from the school after the deduction of any outstanding dues to the school.**

Students are assigned to classes primarily on the basis of age. However, factors such as previous academic records, measured aptitude and achievement, physical and emotional development and other relevant details are also considered.

The final decision rests with the Head of School and TIPS Management.

**Acceptance of an Offer**

Once an offer of a place is made, it is confirmed at the moment the student's family duly sign the official Registration Contract and the school accepts payment for the school fees. The final decision is made by the Head of School/ TIPS Management.

**Conditional Offers**

In some circumstances, a conditional acceptance may be offered. In this case, the conditions of acceptance will be clearly stated. In cases when it is not clear whether entry into TIPS would be in the best interests of a student, provision may be made for a trial admission period. In these cases, there will be a written agreement between the school and the parents, outlining the terms of the trial, including targets, success criteria and time frames.

## **POST ADMISSION PROCEDURE**

### **Assignment of Classes.**

#### **Criteria for Placement in a Grade**

We usually place students in the grade appropriate to their age, seeking to differentiate for their individual needs within this context. However, transfer from another school system may also take into consideration previous educational records. For instance, students transferring from another international or English-medium school who have effectively satisfied the criteria for grade promotion in their previous school will be admitted for the subsequent grade applicable at TIPS. Internal assessment using TIPS grade level standards may be used to help reach decisions that in all cases aims to be in the best interests of each student.

The number of years that the student has spent in formal education is not usually used as an indicator for placement or admissions. Similarly, it is not a common practice to ask students to repeat a grade level purely on the basis of their ability to use the English language. The final decision rests with the Management/ Head of School, usually after consultation with the respective coordinators.

#### **Admission during second semester**

Parents of students who are admitted in the second semester must understand that, it might be possible for their child to retake the year. This would depend on arrival time, academic performance, social and emotional well-being, English language development or a combination of these factors. Parents will be advised in advance if this is being considered. It is possible that students arriving in the second semester may not receive a full written report but will receive an interim report.

#### **Language Profile**

At TIPS, the language of instruction is English. In Primary, students study an additional language from the age of three (i.e. from Pre KG and upwards). These students study their mother tongue language, where a high level of proficiency appropriate to the age phase is expected or Hindi at beginner or intermediate level, where the mother tongue language is not offered. Students are strongly encouraged to be enrolled in their mother tongue classes if available, since a strong foundation in the mother tongue supports further language learning. If their mother tongue is not provided, students are encouraged to take Hindi as the national language.

In the middle school, students study English as their language of instruction, Hindi, Tamil or French as a Second language. At IB Diploma level (IBDP) students choose a Literature based course (usually in their language of instruction) and a language based course (this may be a previously studied language or a new language), with an option to study a mother tongue as a self-study course as group 1 or group 2 subjects.

### **Language Requirements: English Language Learner:**

International students transferring to India will be admitted regardless of their ability in English up to Year 9 and English as Second Language (ESL) provision will be made available by the school. All prospective students with a non-English language background in Years 1-9 will be accepted based on the agreement with parents that the student will be given ESL support according to the student's level of English proficiency. The administration reserves the right to allow for provisional admission of a student with limited English proficiency in Years 9 and 10 who has outstanding previous school records of achievement

### **Class Size**

The School reserves the right to postpone admission if a class is full. In this case, the applicant is placed on a waiting list and informed when the vacancy arises. Class sizes are:

a. Early Childhood section of Primary

i) Pre KG : 14

ii) LKG : 25

iii) UKG : 25

b. Primary Classes (Grade1 to Grade 5): 25

c. Middle and High School (Grade 6 to Grade 10): 24 25

d. Diploma Program (DP Year 1 to DP Year 2): 24 maximum, depending on subject availability

### **Language Profile:**

At TIPS the language of instruction is English. In Primary, students study an additional language from the age of three (i.e. from Pre KG and upwards).

These students study their mother tongue language, where a high level of proficiency appropriate to the age phase is expected or Hindi at beginner or intermediate level, where the mother tongue language is not offered. Students are strongly encouraged to be enrolled in their mother tongue class if available, since a strong foundation in the mother tongue supports further language learning. If their mother tongue is not provided, students are encouraged to take Hindi as the national language.

In the middle school, students study English as their language of instruction, Hindi, Tamil or French as a Second language. At IB Diploma level (IBDP) students choose a Literature based course (usually in their language of instruction) and a language based course (this may be a previously studied language or a new language), with an option to study a mother tongue as group 1 or group 2 subjects.

### **Primary Years Admissions:**

We firmly believe that each child has his/ her own strengths and challenges. Especially in PYP consequently, admissions are based on the inclination and aptitude of the student, especially as far as mental organization, ability, ingenuity, creativity and critical thinking are concerned. The following criteria are implemented to offer admission to the candidate in PYP:

- Age criteria
- Availability of space.
- Any learning challenges

### **DP Year 1**

Students wishing to enroll in the IBDP need to have good levels of English. For this reason, these students will be expected to take an admission examination in English to determine whether this course will be of benefit to them. For students whose English language proficiency is insufficient for the demands of the IBDP, TIPS offers an IB course, which still allows students to gain certificates in IB individual subject courses as well as an alternative of Local Indian Board. All students will be interviewed by the DP Coordinator/ Head of School/ Management representative to determine their suitability for the course and to discuss the subject options available to them.

### **IB DP Subject selection criteria:**

The student would have to produce a previous 10 certificate, and predicted grades for the last exam year (In case the results are not out). Proficiency in English will be evaluated, if the students' language of instruction has not been English. Each student will be counseled by the Head of School/ DPC for the subject selections based on the parental personal request, specific university selection and country requirements. Admission would be granted on the following criteria:

- There are six subject groups and one subject from each of the first 5 groups needs to be selected.
- Sixth subject could be selected from the sixth group or from any one of the first 5 groups.
- A student may take a self- taught first language if the chosen language is not available in school.
- A student may take a bilingual diploma.
- Ab initio language course would be offered to the students who:
  - Have not studied the language before at least for the past 4 years
  - Have not been able to secure a pass grade in the **second** language group in the previous year exam.

Students would not be able to change the subjects after the initial 2 months of the IBDP program.

### **DP Year 2**

TIPS will not accept students into Year 12 unless they have come from another IBDP school and have studied courses compatible to those that we offer.

**Special Education:**

The school does not have the resources to administer a Program for children with severe learning disabilities (e.g. severe speech disability, severe autism, severe physical disabilities etc). Families with children who are admitted to TIPS with special needs must present a recent psycho-educational assessment which has been conducted by a licensed school psychologist within the last two years. These results will determine the appropriateness of the child's enrollment in the school.

We require that parents inform us of any previous testing.

Previously identified special needs or previously received support must be communicated at the time of application. In some cases, parents may be asked to commit to providing extra support for their child, which may take the form of in-class support or out- of- school provision or both, and may include a financial contribution.

If it later transpired that the child had a previously diagnosed condition or that prior testing took place and the parents did not provide the documentation as stated, the family may be asked to withdraw the student. This would be at the recommendation of the Head of School/ Management.

If the need for an educational evaluation and/or the introduction of additional support is identified after enrolment is completed the School will require full parental cooperation in order to provide a Program which is in the best educational interests of the student.

### **Reference and Acknowledgement**

- A Handbook for procedures for Diploma Program: IB Publication
- The Indian Public School, Coimbatore: Language Policy
- The Indian Public School, Coimbatore: Application Kit
- Utahloy International School, Guangzhou: Admission policy and procedures
- Kodai International School, Kodaikanal: Admission Policy