

THE LANDMARK SCHOOL, BHOGPUR

ADMISSION POLICY

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OUR PHILOSOPHY

The essence and philosophy of our school centres around....

*“Empowering knowledge,
Inspiring Excellence, Adopting
Innovation and Instilling
Values”.*

Beside this, our school is committed to application-oriented learning. We believe that shaping the overall personality of the student is of paramount importance and will offer total personality development as part of the curriculum transaction. We provide individual attention to our students, thus enhancing their ability to acquire and synthesize knowledge. The objective is to inculcate a self-sustaining, innovative and self-renewing system that always operates on a learning mode.

INTRODUCTION

The Landmark School has a broad interest in quality education and excellence, committed to enable the academic development of young minds. The school offers students the chance to maximise both their academic and personal potential in a vibrant setting that promotes participation, analysis, and observation. We are a community that works with integrity and respects everyone's individuality, and learning together as global citizens. Students thrive in an environment that provides the foundation for healthy development and encourages achievement. The Admission policy ensures a transparent admission procedure that gives equal and fair opportunities to all. It will help parents to understand the process we follow for admission and how decisions are made.

AIM AND OBJECTIVE

- To have a transparent process for admission with inclusion in mind.
- To compile a reference material that acts as a guide for the admission procedure of the School.
- To set a standard across ensuring our students have similar core values.
- To ensure the local laws are adhered to for admission in an education institute.
- This policy will ensure the equality education among students.

ADMISSION PANEL

The Admission panel will consist of members: The Principal, Vice Principal, Coordinator, Counselor, class teacher, and administrative officer. The role of each of these members is as follows:

Administrative Officer: Will review the documents submitted and inform parents about the interaction date with the Principal. Officers will ensure that basic eligibility criteria are met.

Programme Coordinator: Will have an interactive session to ensure parents understand the school pedagogy and philosophy. Co-ordinator will be explained in detail about the school philosophy and its core values.

Counselor: The school counselor plays an important role in assessing whether the child seeking admission requires special education. The counselor will interview students to support them in choosing the appropriate subjects. The counselor will also explain to the parents and students the curriculum structure.

Class teacher: The class teacher and coordinator will have an interactive session with parents to inform them about the school philosophy. The class teacher will consult with the subject teacher regarding the student's performance in the screening test and then, along with the school counselor, decide if any bridge course is required for the student.

Principal: The Principal will also interview students to support him in choosing the appropriate admission list. The Principal will decide upon admission after consulting with the coordinator and counselor.

PRE-ADMISSION PROCEDURE

Parents can tour the School if they want to see the infrastructure and amenities. They can meet the counselor for clarity of syllabus, curriculum, school functioning, assessments, fee structure, co-curricular activities etc. Parents have to purchase the Prospectus from the schoolreception for offline form.

Parents have to fill out the registration form enclosed in the Prospectus and submit it to the school office as mentioned in the form. Students and parents will have an interactive session with the Principal /Coordinator.

Along with the form, the following documents has to be submitted:

- Birth Certificate of the child
- Proof of residence in the name of parents and child : Passport /Aadhar card

- Proof of employment / office identity card of parents.
- Three recent Passport size Photograph of the Student, one duly pasted in the application form and two to be provided with the Admission form.
- Two recent Passport size Photograph of both Father and mother.
- SC/ST/OBC/Other certificates(Attach Photocopy)
- Photocopy of Mark Sheet of the Annual Examination attended in the previous school.
- Transfer certificate of previous school.(TC)

ONLINE PROCEDURE

Admission inquiry: The parents have to fill in student details like year of admission, grade and contact number in the school website. The payment link and admission form will be sent through whatsapp/SMS/email to complete the payment process.

Form Submission: Once the Online Admissions Form is submitted successfully, along with the brochure fee and relevant documents, the Admissions Team will review the documents and inform parents about the date of interaction with the Principal or Coordinator through whatsapp/email/SMS. In case of any discrepancies in the documents, the Admissions Team will inform the missing details through SMS/email/whatsapp.

After submitting the form:

- The student will have to undertake a screening/ standardized test.
- Parents will be informed about the test date and other details.
- The entrance test evaluates the conceptual understanding of the core subjects of grade 10, aptitude, and skills.
- Adequacy in the English language will be determined by a meeting with the parents and through written examination and educational records.
- Submission of the above form is not a guarantee for enrollment in School.
- Interested parents and students will have a one-to-one counseling session with the principal.

WAITING LIST

Students will be contacted if they clear the admission screening test and requirements, but if the number of passed students is more than the available seats for classes, then he/she will be placed on the waiting list. The students will be contacted as per the order they appear on the waiting list.

POST ADMISSION PROCEDURE

Parents will receive an admission confirmation letter through email /whatsapp from the School once the admission team confirms the admission. Parents have to deposit the fees and submit the following documents:

- Photocopy of Passport for (NRI students)
- Original Migration certificate
- Consent form for sports activity
- Consent form for carrier related studies

The office collects further details of parents (contact number, address, place of work, email address, emergency contact, etc.) to facilitate smooth communication in the future.

Student details are fed into the database, allotted a unique General Register: GR number, and given a user id and password for the website.

Parents will be provided with the book list, and uniform details and informed about the joining date.

Parents will have to inform the date of joining of the student if the child cannot join on the reopening day of the new academic year.

Class allocation of a new student will be done on the first day of School.

The class teacher will share the student's timetable/academic calendar/syllabus. All learners admitted to the School will take part in the total school programme - academic, sporting, social and cultural.

Orientation dates will be shared with students and parents. All school policies are communicated to the teachers, students, and parents through regular communication and will be made available on the school website.

The school Counselor will be available for any queries about The Landmark School.

ADMISSION DURING MID-TERM

Parents have to inform the School about the joining date of their ward in case of Mid-term admission. Staff needs to be informed about the new student joining the class and prepare accordingly.

Teachers will be assisting new students with the syllabi covered in the class

till date. For any further queries, parents can contact the school counselor.

All school policies are communicated to the teachers, students, and parents through regular communication.

SCREENING /STANDARDIZED TEST

Evaluation of student aptitude & ability will be essential criteria in deciding an appropriate learning or behavioral support, this will be accomplished through a screening test in the DP subject chosen and English language. It also allows the school to assess the student's learning goal, level of understanding, ability and whether he can handle the The Landmark School methodology.

The standardized test involves written evaluation, face-to-face interviews, and reports from the previous School.

Depending on the evaluation process results, a student may be required to attend a bridge course in English, Mathematics, Science and Project Work offered by the School from the beginning of April to the end of May.

ORIENTATION FOR PARENTS AND STUDENTS

The School will conduct an orientation for parents/guardians and students to introduce them to school philosophy. The orientation programme will include a presentation on school policies and understanding of the school program, organized by the The Landmark Coordinator and Principal.

Orientation will aim to effectively communicate the requirements and expectations of the school programme and clearly state the role of the School and parents in students' learning progress.

Learners' profiles will be explained, emphasizing the importance of international mindedness and outline how the School will support the students and parents towards this goal.

This will be followed by a question and answer session.

For further information, one-to-one counseling sessions can be arranged.

SUBJECT CHOICES

Orientation about subjects will be conducted to ensure parents and students to understand the subject program thoroughly. The student advisor/counselor will be available to guide any further queries. Students of higher classes will have to state their subject preferences by completing the Subject Selection Form.

ADMISSION & LANGUAGE

Students should demonstrate an adequate level of language proficiency to understand the course material . If the student is not up to the level (if the student's second language is English), he/she may have to attend the bridge course (the English Language instructor and counselor will take a decision).

ADMISSION & ASSESSMENT

Parents will be explained about the formative and summative assessments, project submission, and evaluation. Orientation will include details about how many papers a student will appear for, their weightage, duration, etc. The school ensures that the student understands the importance of academic honesty.

REVIEW AND IMPLEMENTATION OF ADMISSION POLICY

The admission policy will be reviewed every year by the Principal, coordinators, counselor, and subject teachers. All school policies will be available on the school webpage and communicated to the various stakeholders.

Any information collected during an admission process will be confidential and safely stored and will be made available only to the professionals in charge of the admission process.