



St. XAVIER'S HIGH SCHOOL

Sector 49, Gurugram
(Affiliated to CBSE)

ADMISSION POLICY

INTRODUCTION

VISION

The admission policy and procedures of St. Xavier's High School is designed to support the vision and philosophy of the school- EXPLORE, ENGAGE and EXCEL. At St. Xavier's High School, we seek to prepare our students for their role in a challenging and rapidly changing world. We provide an environment that is nurturing, academically stimulating and internationally aware. We seek to make our mission a reality by: Creating and maintaining a safe, happy and child-centred environment in which children are inspired to become purposeful life-long learners.

MISSION

St. Xavier's High School is committed to developing and equipping students with knowledge, skills and values through its effective and challenging curriculum. Our strong and cohesive community provides our students with a nurturing and caring environment. Our students develop as confident, inquirers, open-minded, respectful young people, inspired who are ready to be risk-takers to become responsible and active global citizens. We dedicate ourselves to being a world class Career School, inspiring one another to achieve our personal best and to promote a culture of mutual respect, empathy, shared values and global understanding.

AIMS AND OBJECTIVES

- To harmonise the objectives of the school with the goals and abilities of the students.
- Zero tolerance on discrimination with a very transparent admissions process
- Set a decorum of similar and high standard core values for our students and all stakeholders.
- Adherence to local laws.
- To make the admission process easy for parents and students.
- This document reinstates the importance of the commitment of the school management to ensure fair, transparent and ethical practices in the implementation of the admissions programme.

ADMISSION COMMITTEE

The School Admission Committee includes the following members-

- Admission Officer
- IBCP Coordinator
- Class Teacher
- School Counsellor (if required)

Roles of the members of Admission Committee

1. The Admission Officer ensures that the student meets the basic eligibility criteria listed in this document.
2. The Programme Coordinator conducts an interactive session with the parents and the student. They ensure that parents understand the school pedagogy and school philosophy. The programme coordinators also facilitate the understanding of the IB philosophy and core values to parents / guardians and students.
3. Class-Teacher conducts the interaction session for parents and students along with the programme coordinator. They ensure that the parents understand the school pedagogy and assent to the school philosophy as well the IB philosophy.
4. School Counsellor participates in the interaction session to assess any Special Education Needs of the student seeking admission. The counsellor also briefs the students on the course curriculum as well as its structure.

ENTRY PATHS

All the students (CBSE, ICSE, IGCSE, GCSE, State Boards) are eligible for admission in IBCP offered by SXHS.

Admission shall be granted on the basis of the marks obtained in Grade X, in case the results are not out provisional admission shall be granted on the basis of Predictive Scores or Pre-Board results or the equivalent grades for other Boards

SCREENING will be done on the basis of Essay followed by an Interview. All the students who wish to enrol in CRS Business Administration can apply irrespective of their stream in the previous course.

A student failing the Screening Test (English Proficiency Test) will be given full assistance by the English Department of SXHS through online classes and weekly review in case of any queries.

All the students who wish to enrol in CRS Business Administration at SXHS can apply irrespective of their stream in the previous course. Admission shall be granted to them based on the eligibility criteria listed above.

SXHS provides equal opportunities even to the transfer case in Mid Year. Such students are required to procure relevant documents stating the genuine reason for transfer. To meet the eligibility criteria marks of the recent examination held in the previous institution shall be considered but it will be mandatory for the student to secure a good score in the screening process.

PRE-ADMISSION PROCEDURE (IB career-related programme)

At St. Xavier's High School we are looking for students:

- Who are motivated and determined to succeed
 - Those who portray a positive, caring and a good character
 - Who shall stay committed to the IB vision, mission and philosophy
 - Who are creative in their approach
 - Who would benefit from the SXHS curriculum and environment
 - Whose qualities would enrich the SXHS community

Admission to IBCP for students of SXHS is offered through one-on-one counselling sessions with the student and parent. Students interested in the IB career-related programme are called for an interview to get an overall view of their interest and aptitude in the field of the chosen CRS programme as well as gauge their ability to meet the demands of the course.

Interested students and parents undergo a counselling session as part of the onboarding process to familiarise themselves with the IBCP philosophy, programmes, CRS modules and where applicable, the necessary subject prerequisites for the corresponding CRS programme of choice.

New admissions are not granted to IBCP year 2 (grade 12th) students. Registrations (Online/Offline) shall be done for the parents and students interested in IBCP. Orientation sessions with the student and parent shall be done to familiarise them with the IBCP philosophy, programmes, CRS modules. If desired, the parents can be given a tour of the school. If the parents wish to proceed with the Admission procedure, prospectus along with the handbook and admission form will be given which they can fill and submit at the office.

Along with the form a student will have to submit a well-written and self composed essay entitled, *“How does the IBCP fit into my life? / How will IBCP contribute in building my dream career?”* This paper demonstrates a student’s knowledge and awareness of his/her chosen programme (CP).

A counselling session will be followed by an interview with the Programme Coordinator to analyse and understand the aptitude of students and to gauge their ability to meet the demands of the course.

The outcome of the entire process shall be communicated to the parents via telephone or e-mail whichever was marked as the preferred mode of communication by parents at the time of filling the registration form.

All the students are eligible for admission however, the school holds the right to grant or refuse the admission to any student if he/she fails to qualify the eligibility criteria.

SXHS uses various methods such as consultations and review of previous grades to assess the language proficiency of the student. Where need be, the student is given full support from the school to ensure that the student is comfortable in the language of instruction (English). The support includes online classes and weekly review with the English tutor for any queries.

ORIENTATION FOR PARENTS AND STUDENTS

- Bearing in mind that the IB Career- related programme (IBCP) is a new curriculum for many parents/ guardians and students, the school offers an orientation programme for parents/ guardians and students to acquaint them with the IB philosophy.
- The orientation programme includes a presentation detailing the requirements and expectations of the IB Career-related programme, the IB philosophy and emphasises on the role of parents to the success of the student’s learning journey.
- The orientation programme will also emphasise on the importance of international

mindfulness and outline all the ways that the school will provide support to the students and parents towards this goal.

- The orientation will follow a short question and answer session to clarify doubts.
- Individual counselling, to shed more light on the same, can be arranged post the orientation.

CORE COMPONENTS

The four core requirements of the IBCP are compulsory for students following the IB Career-related programme.

1. Personal and Professional Skills
2. Language Development
3. Reflective Project
4. Service Learning

The two DP Courses being offered by the school are-

1. Business Management
2. Economics

Option for career related study

1. Business Management

The admission policy is subject to review annually by the principal / head of school, coordinators and heads of departments in consultation with subject teachers.

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

ADMISSION DOCUMENTATION

1. Application Form (March to May)

Application forms are available from the school's front desk or from the school website. (Price of the form to be added)

2. Closing Date (May 15)

All applications that have been submitted by the closing date will be reviewed by the Admissions committee and will short-list suitable applicants on the basis of the eligibility criteria.

3. Late Applications (August 31)

Late applications will not be processed until all timely applications have been allocated.

4. Relevant Accompanying Documents

1. Signing of a Declaration of understanding of the IBCP school pedagogy and philosophy
2. Consent form for the Career-related studies
3. A recommendation letter from a teacher/Career Counsellor of the previous school.
4. National identity card copy (AADHAR CARD) / passport (mandatory for international applicants. Aadhar Card/Passport copy of parent
5. Original birth certificate plus one photocopy of the birth certificate (original to be returned back to parent / guardian after verification)
6. Previous class report cards / records (inclusive of 10th grade or equivalent certificate and marksheets). These are also used to assess the eligibility of the student for entry into the CP courses.
7. Transfer or Migration Certificate from the previous school
8. Special academic or psychological evaluation reports (if applicable)
9. 5 passport-size photo of student and 5 set of passport-size photos of parent(s) / legal guardian
10. A Copy of Address proof and Identity proof of a local guardian (if applicable)

POST-ADMISSION PROCEDURES

Once Admission is granted, parents are required to deposit the fee and submit the following documents:

2. Transfer Certificate in original. (For foreign students the school will require a letter from the Principal of the last school attended stating the bonafide of the student along with the report of the last examination given).
3. Photocopies of all achievement certificates in the field of Academics, Sports, Extra-curricular activities.
4. The Admission documentation booklet must also be completed and duly signed by both Parents. It contains information which will facilitate a smooth relationship between parents and the School.
 - Once the fee and documents are submitted, parents will receive an Admission Confirmation Letter through courier or E-mail, from the school. This will inform them about further formalities, to be completed, if any.
 - School uniforms and books can be brought from the Uniform shop and Book shop in the School.
 - A new student is allotted the section on the day of admission. The time table is handed over to him/her by the Class Teacher.
 - Parents need to inform the school of the joining date of their ward. This is mandatory because staff needs to be informed to expect a new student on a particular day and need to make preparations accordingly.
 - Teachers assist new students with the syllabi covered in the class till date. Parents can

contact the school admission counsellor in case of any further query.

- At St. Xavier's High school, we carry out an 'assessment of educational need' upon entry to the school at the time of admission.

FEE PAYMENT AND WITHDRAWAL POLICY

- The last date of payment of fee is the 10th of the aforesaid month, after that a fine at the rate of Rs. 100/- per day will be charged. Pay your ward's fee on time. Do not ask for a waiver of late fines.
- If the fee is not deposited within the next 15 days i.e. the last working day of the month, the name of the student will be struck off the rolls. The student then will be liable to pay re-admission charges.
- Bounced cheques will not be returned and a fresh cheque is to be deposited for clearance.
- The case of students being withdrawn from the school, fee up to the nearest quarter has to be cleared to obtain the Transfer Certificate from the date of application for withdrawal.
- The date of application for withdrawal should not be less than 30 days from the date of the withdrawal. In case of notice period of less than 30 days, fee for the current and the next quarter has to be paid.
- Registration Fee, Admission Fee, Miscellaneous Charges and Annual Charges are not refundable in any case.
- Caution deposit interest free is only refundable.

REFUND POLICY

- Application for refunds must be made to the Principal in writing through the Accounts Office.
- Refunds are subject to the Principal's approval and in accordance with the school's admission policy.
- The application fee is non-refundable. The student deposit is non-refundable.
- Term fee will be charged for a full month if a student attends school for two weeks.
- Term fee will be charged for two full months if a student attends school for more than two weeks but less than a month.
- Full term fee will be charged if the student attends school for more than one month.

ACADEMIC HONESTY*

We believe that academic honesty and personal integrity are essential components of a student's education and personality development. SXHS endeavors to provide the students with exposure to the necessary skills and the best possible opportunities to submit authentic work that is properly cited. Students are made aware of how to conduct themselves properly during examinations and assessments and they are taught with certainty what might be considered as academic dishonesty and how to avoid it moving forward.

St. Xavier's High School encourages academic honesty policy by-

- Discussing the same with parents.
- Ensuring parents and learners understand their responsibilities.
- Making clear of the consequences of dishonesty in academic policy.

The following actions will constitute academic dishonesty or malpractice and must be avoided.

- **Plagiarism:** Using someone else's ideas or work as your own.
- **Collusion:** Knowingly allowing your work to be copied or submitted by another candidate or supporting the malpractices of another candidate.
- **Duplication of work:** All components of the IBCP, although cumulatively function together, are still all individual components and are assessed separately. Presentation of the same work for different assessment components or curriculum requirements will be penalized.
- **Misconduct during an examination:** School and IB take examinations very seriously and expect students to do the same. Using any sources of communication at the time of examination, any external help from friends, parents, teachers or media platforms that might assist with the assessment will be treated as dishonesty and a strict action will be taken upon. Stealing of examination material will be strictly penalized. Disruptive behavior during examinations or taking unauthorized material into the examination room is prohibited.
- **Fabricating:** Altering of research outcomes, records, information and/ or signatures will be taken strict action against.

Sanctions against academic misconduct range from warning to dismissal depending on the seriousness of the offence. The penalties may include one or more of the following:

- 1) The offence is recorded on the student's file
- 2) A warning letter may be issued, a copy of which is placed in the student's file.
- 3) The student receives no grades for the particular piece of work or examination.
- 4) The student may be provided suspension from regular lessons.
- 5) The student may be placed on probation for one or more semesters.

CONTRACT

Parents are required to read and sign the admission policy as stated above.

I/We accept the terms and conditions for my/our ward to be considered for admission to the IB Career-related programme at St. Xavier's High School.

I/We understand that if we wish to proceed further, all entries in the application form must be completed.

I/We certify that the information furnished in the application form is true to the best of my/our knowledge and belief.

I/We understand the importance of academic honesty and shall abide by the rules and the regulations of the school. I/We shall accept the decision of the school if my ward is not honest academically.

Name of the Student:

Name of the Parent/Guardian:

Date:

Signature of the Parent/Guardian:

REVIEW OF THE POLICY

The policy will be reviewed yearly or as per the requirements based on the need of an hour.

BIBLIOGRAPHY

- Admission policy, IBO.org, October 2019
- Career related programme: From principles into practice
- Academic Honesty Policy*, St. Xavier's High School

