

NISV

**Navrachana International
School, Vadodara**

Educating - Empowering - Enlightening

NISV

ADMISSION POLICY



IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The School Mission

Educate and prepare all its students to be life-long learners.

Provide co-curricular and residential facilities of the highest standards in a safe and secure environment. Engage the very best tutors to implement proven national and international curricula.

Teach through contemporary but appropriate methodologies and technologies.

Develop qualities of tolerance, humility and compassion in an environment pervaded with the Indian ethos. Foster attributes of inquiry, critical thinking, creativity, and leadership.

Nurture inherent talents and interest of its students and make them believe in their dreams that will shape their lives into caring, responsible global citizens.

NISV ADMISSION POLICY

ADMISSION POLICY STATEMENT

Navrachana International School, Vadodara (NISV) is a co-education, English medium IB World School affiliated to International Baccalaureate (IB) and Cambridge International Examination (CIE). NISV is a day cum residential school. Admission is granted on the basis of the school's admission policy.

NISV welcomes students of all nationalities, beliefs and races provided they meet the academic and behavioural criteria.

PURPOSE

The policies and procedures have been put in place to guide the admission process for enrolment in Navrachana International School, Vadodara. Their purpose serves to secure the maximum number of admissions possible. We ensure a fair and transparent policy for parents and strive to make the admission process smooth for parents and students.

ADMISSION CRITERIA

1. Availability of seats
2. Age of the student*
3. A confidential report from the Grade tutor or coordinator from the student's current school (if applicable)
4. Acceptance of the NISV standard terms and conditions for studies at the school (see 'Agreement' details)
5. Successful completion of the school's admission process

***Age Criterion -**

Academic year 2022-23

Nursery: 3+ on 31 st May 2022
Prep Junior: 4+ on 31 st May 2022
Prep Senior: 5+ on 31 st May 2022
Grade 1: 6+ on 31 st May 2022

The decision of the school is final and binding in all matters.

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Admission process

Step 1- Enquiry stage

The admission in-charge attends the inquiry and refers to the section coordinators. Admission is granted to a student if he/she satisfies all the provisions of the admission criteria and completes the admission requirements. The admission status will be considered provisional till the admission requirements are met.

Step 2- Completed application form received

Parents are expected to fill the online application form and an application processing fee is charged.

To register for admission, the following documents must be submitted.

Admission requirements for IB programme

1. Duly filled online Application Form
2. Physical fitness Report duly signed by a certified medical practitioner
3. Bona-fide Certificate from the previous school (if applicable).
4. Original Transfer Certificate from the previous school (if applicable)
5. Photocopy of the Scholastic Record/ Transcript of the results for last three years (if applicable)
6. Photocopy of Immunization details
7. Photocopy of the Passport of the student (alternatively birth certificate along with proof of citizenship)
8. Photocopy of OCI (if applicable)
9. Equivalence certificate for overseas students (if applicable)
10. Photocopy of Aadhaar card
11. Payment of fees
12. Caste Certificate (if applicable)

***The admission form will not be processed unless all the required documents are submitted. It will be considered as provisional.**

***Original documents with copies must be attached to the Admission Form for verification.**

Step 3: Schedule Visit to NISV- Prospective parents may request for a visit to the school during any stage of admission procedure.

Step 4: Decision of Admissions Committee And Payment of Fees

Parents should note that the status of admission will remain provisional till the original Transfer Certificate and other relevant documents are submitted to the school office at the beginning of the academic session.

Overseas/Outside city Candidates

Overseas/Outside city applicants, who are unable to be physically present at the admission office for the completion of admission procedure, are required to courier/email all the required documents to the school office and fulfil the admission requirements. In addition, they are required to provide a confidential recommendation letter from their current school along with their last 3 years transcript. Such information should come directly from the candidate's current school in a sealed envelope. Virtual interviews, via GOOGLE MEET, are conducted for outside city and overseas candidates.

Policy for Foreign Nationals

Documents required (According to Immigration by-laws-in force, Government of India)

The immigration bye-laws of the Government of India state that a foreign national staying in India for a period of more than six months registers his/her name in the local immigration bureau within 14 days of their arrival in India and acquire residency permit.

The school will assist the parent/local guardian by providing a bona-fide certificate for day scholars. For the residential students, the school will provide a letter signed by the Talati of Bhayli village. The local guardian/parents would be required to follow the process of registration. In case of expatriates staying in the boarding, a designated member from NISV staff will be the local guardian.

The documents required for the process are mentioned below –

1. The student must hold a student visa. On getting provisional admission in the school, the school will issue a bona-fide letter for visa. The same can be collected from the office or a scanned copy will be mailed on request from the parent.
2. Passport size photographs of the student - 15 copies (Size 3.5cm x 3.5cm)
3. Passport size photographs of both the parents - 2 copies each (Size 3.5cm x 3.5cm).
4. Photo copy of student's passport and both the parents - 2 copies each.
5. ID Proof/Address Proof of the local guardian of the student.
6. Authority letter from both the parents on Rs.100/- stamp paper nominating the local guardian. In case of expatriates staying in the boarding, a designated member from NISV staff will be the local guardian.
7. Address LIB office. 9th Floor Kuber Bhavan, Kothi-Raopura- Vadodara.

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Police Station, taluka Police Station, Bhadra Kacheri, Panigate, Vadodara.

DSP Office Kothi Kacheri, Vadodara.

8. ID Proof and Address proof of the parents/guardians from the respective country.

9. If student shifts from any residential school of India to NISV, the Resident permit from the Foreigner Regional Registration Office (FRRO) needs to be transferred to NISV.

Note - Provisional admission granted to a student will not be confirmed without a Resident permit. A copy of the permits are required to be submitted to the school in 15- days' time.

Step 5 : Getting Ready to join Navrachana International School - Once the admission is granted, the parent and student attend the orientation about the programme admitted into. Details of uniform, books and stationary are provided.

Conditions for entry at IB PYP Level: NISV welcomes all students, who seek admission in PYP Programme based on the availability of seats and age criteria. (Refer to page 7)

Conditions for entry at IB MYP Level:

Internal Students:

Students who successfully complete the PYP at NISV are admitted to the MYP.

Students who successfully complete grade five in the CBSE programme are eligible to apply for a transfer in the academic board and get admitted into MYP after an interaction with the student and parents.

External Students:

The expectation to be admitted to IB MYP at NISV is that the student should have successfully completed grade five or an equivalent. The student and parents participate in an interaction with the coordinator after which the student gets admitted to the school.

Conditions for entry at IBDP Level:

1. Academic achievement

a. Internal MYP students

A minimum final grade achievement of **3** in each of the following subject groups:

- Language & literature
- Language acquisition
- Individuals & societies
- Science
- Maths
- Design/Art/PHE
- (an average score will apply if a student is enrolled in multiple subjects within a subject group)
Completion of the personal project

b. External MYP students

A minimum final grade achievement of **4** in each of the following subject groups:

- Language & literature,
- Language acquisition,
- Individuals & societies,
- Sciences
- Maths
- Design/Art/PHE
(an average score will apply if a student is enrolled in multiple subjects within a subject group)
- Completion of the personal project
- Recommendation of one teacher which addresses behaviour, attendance, motivation and self-discipline of the candidate.

c. External non-MYP students

The expectation for students to be enrolled for IBDP is a proven academic record and the demonstration of commitment to make a positive contribution to NISV. The minimum academic attainment for entry to Grade 11 is 75% for ICSE/CBSE/SSC or equivalent for IGCSE or any other international boards.

Requirements:

1. In the admission process the school shall consider each applicant individually. To enter the IB programme, applicants are expected to have a high proficiency in English and a sound foundation in Math. Personal qualities that demonstrate willingness to work dedicatedly with school work is a requisite characteristic. To evaluate this, applicants and parents are asked to write a short personal statement separately and enclose it with the application form.
2. One teacher recommendation that addresses student behaviour, attendance, motivation and self-discipline.
3. School transcripts
4. Interview (external students):
All applicants will be interviewed to determine their level of commitment and ability to take personal responsibility for their learning, as well as their level of oral English fluency. 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 Theory of Knowledge, the Extended Essay and Creativity, Activity and Service.

Learning Contracts

1. All candidates must sign a learning contract indicating their awareness of the rigorous nature of the programme and constituting their commitment to meeting its academic deadlines.
2. All candidates must sign an Academic Integrity Contract, indicating their commitment to the NISV policy of academic integrity.

Fee

1. Schedule of fee and regulations can be found in the Application Pack (available in School and also on the school website).
2. Admission Application found in the Application Pack (available in School and also on the school website).

Provisional Admission

1. External students must submit a candidate data form, based on which the provisional admission will be granted if the final results for grade 10 are not declared at the time of admission.
2. Upon admission, external students will be asked to fill an application form.

Transfer Students:

Students who transfer from other IBDP schools are welcome. NISV will work closely with parents and other DP coordinators to ensure a smooth transition as soon as possible.

The criteria outlined above do not, on their own, determine a candidate's eligibility. Individual circumstances and student interest are also taken into account.

Scheme of IB/ IGCSE Curriculum at NISV:

(A) IB Primary Years Programme PYP (Nursery to Grade 5)

The PYP follows a trans-disciplinary model that lays a strong foundation of inquiry in the very early years of a child's journey through school. Learning strategies introduced at this stage develop connections of the traditional subjects (such as language, math, science, social studies, performing arts, visual arts) as well as PSPE (personal, social, physical education) with the real world, laying emphasis on knowledge, concepts, skills and attributes of the IB Learner Profile. The constructivist approach and collaborative learning experiences help students to make discoveries and take ownership of their learning. In terms of the science of education, the IB-PYP Programme represents a combination of wide-ranging research and experience, an excellent coming together of teaching-learning practices derived from a variety of national curricula systems and from IB world schools offering a coherent programme of international education. This rich experience culminated with the PYP exhibition which is showcase of a student's journey through the PYP.

(B) IB Middle Years Programme (Grades 6 to 10)

The MYP consolidates the Primary Years Programme, thus maintaining the required continuity, keeping in mind minimum levels of learning and the IGCSE (Optional for Grades 9-10) requirements in the future. It is designed to enable students to move seamlessly into their board exam patterns.

The new MYP design creates an innovative concept based on an appropriately assessed programme for 11-16-year-old students that reflects the IB principles of teaching and learning completely. The Personal Project is mandatory for the students of Grade 10/ MYP Year 5. All the students follow the

interdisciplinary approach in the academic disciplines of Language and Literature, Language Acquisition, Individuals and societies, Science, Mathematics, Design, Arts and Physical and Health Education.

The Personal Project, which forms the core of the programme, is mandatory for each MYP student of Grade 10/ MYP 5 and shall be moderated by the IBO. The Community Service Programme is mandatory for Grades 6 to 9/ MYP 1 to 4.

(C) The International General Certificate of Secondary Education (IGCSE) - Grades 9 and 10

IGCSE is a popular international qualification for 14–16-year-old students. It develops successful students, providing excellent preparation for their next step in education, including progression to Grade 11 of the State and CBSE Boards, Cambridge A and AS Level study or the International Baccalaureate Diploma (IB-DP), and equips them with skills for immediate employment, but more importantly, for challenging under-graduate programmes in universities across the world. Cambridge IGCSE is recognised by universities and employers in India and across the world.

This course is a balanced mix of practical experience and theoretical knowledge with a choice of Core and Extended papers in most subjects, and therefore, is suitable for students with varying levels of ability. Students are encouraged to opt for a minimum of 7 subjects to be eligible for International Certificate of Education (ICE).

IGCSE Grading is based on an eight-point scale (A* to G). In addition to the IGCSE Certification, the ICE (International Certificate in Education) is also awarded to all students, who successfully complete the study of seven subjects, including two languages and a minimum of one subject from each of the other subject groups. Students who do not meet these requirements of ICE would still be eligible for an IGCSE certification.

The study programme consists of five groups :

Group 1: Language A – English, Language B - German/French/Hindi

Group 2: Literature in English, Economics

Group 3: Combined Science and Co-ordinated Sciences

Group 4: Math, Additional Math

Group 5: Art and Design, Business Studies, Information and Communication Technology, Computer Science

Additionally, the school offers the opportunity for the students to pursue Physical and Health education through various sports and life skills workshops.

(D) IB Diploma Programme (Grades 11 & 12)

The IB Diploma (regular) subjects are arranged in six Groups. The students must choose one subject from each of the first five Groups and may then choose their sixth subject from Group 6 or a second subject from Group 3 or Group 4. This ensures the delivery of a well-balanced curriculum. However, students may apply for a non-regular IB Diploma with three sciences to meet their admission requirement. Students usually study 3 subjects at the higher level (HL) and 3 at the standard level (SL). The three mandatory components, Theory of Knowledge (ToK), Creativity-Activity-Service Programme (CAS) and Extended Essay (EE) on a topic of the student's choice form the core of the IB Diploma.

The six groups and the subject choices, in each group available at NISV, are as follows:

Group 1: Studies in Language and Literature: English A Literature; English A Language and Literature

Group 2: Language Acquisition: Hindi B, Ab-initio-French, French B, Ab-initio-German, German B

Group 3: Individuals & Societies: Economics, Business & Management, Psychology, Digital Society, Environmental Systems and Societies (ES&S)

Group 4: Sciences: Physics, Chemistry, Biology, Environmental Systems and Societies (ES&S), Computer Sciences

Group 5: Mathematics-Analysis and Approaches; Mathematics-Application and Interpretations

Group 6: The Arts: Visual Arts

Core Components:

Theory of Knowledge (TOK): This subject helps student find answers to questions such as “what is knowledge, and what is not?” and “How is it used, and by whom, and with what purpose?” Students learn cognitive skills and express themselves in a logical and clear way.

Extended Essay (EE): This component requires students to write a 4,000-word research essay of high academic standard, whereby they learn to apply effectively, university level academic methodologies. It not only strengthens students’ abilities to ask the right questions and look for the right answers, it also prepares them to think and formulate the conclusions they have arrived at in a persuasive and logical manner. It is the perfect preparation for university studies.

CAS (Creativity, Activity, Service) Programme: CAS is an integral part of the IB Diploma Programme. All Diploma candidates must devote a certain number of hours to this programme in order to be awarded the Diploma.

The criteria for SL in Sciences and Math is minimum grade 4 for MYP and Grade B at IGCSE or other boards.

In all admissions cases, the Head of School makes the final decision.

THE NATURE OF INCLUSION AT NISV

For children with special educational needs and/or disabilities we advise parents/guardians to discuss their child's requirements with the Admissions Team at the first opportunity so that we can reflect on the school's capacity to support the child, ensuring the child is able to thrive at the school. During the admissions process we will discuss thoroughly with parents/guardians any adjustments that can be reasonably made for the child if they are to join the school.

ARRANGEMENTS

- The unit plans of teachers reflect differentiation in teaching and learning. For behavioural issues counselling is also provided by the counsellor in consultation with the parents.
- During assessments and examinations, the students are provided with necessary accommodations as appropriate to the level of difficulty faced by the student.
- Gifted and talented students are referred to outside institutions to challenge their intellectual ability and aptitude in consultation with the parent.
- The school is not equipped to support severe cases like Down syndrome, Cerebral palsy, severe Autism and the like.

More information on Additional Support for Learning at the school is indicated in the school's SEN Policy

TERMS AND CONDITIONS FOR ADMISSION AND STUDIES AT SCHOOLS OF NAVRACHANA EDUCATION SOCIETY

The School is “Navrachana International School, Vadodara - IB”. (Hereafter referred to as the School).

1. PREAMBLE

(a) The School is acting under the authority of the Executive Committee of Navrachana Education Society, owners of the School, as now or in the future constituted.

(b) The Principal is the person appointed by the Executive Committee of The Navrachana Education Society to be the Principal of the School who is responsible for the day to day running of the School and for the student while in the care of the School and includes those to whom any of the duties of the Principal have been responsibly delegated by the Executive Committee.

(c) Teacher/s is/are those employed by the School to instruct in curricular and co-curricular education at the School.

(d) Student/s is/are those registered as a student/s at the School.

(e) Parent/s, Guardian/s is/are those whose wards study at the School.

(f) School Structure: The School comprises Pre Primary, Primary, Secondary and Higher Secondary sections. Formal education begins from Grade 1 of the Primary section. Promotion from one section to the other is automatic based on the student's performance. Pedagogy, Class Strength, Study Time,

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Infrastructure, Technology integration and Teacher qualifications are variables from one section to another. Fee structure for each section is based on these variables.

(g) School Aims: The School's aims to strike a balance between academic work, moral, spiritual and physical education and the pursuit of leisure activities. The School is committed to high standards of teaching and care. Parents are expected to give their support and encouragement to these aims and to uphold and promote the good name of the School; to continue the student's education at home and encourage the student to maintain appropriate standards of discipline, diligence, punctuality, behavior, tidiness and cleanliness; and to conduct themselves in relation to the School and its staff in such a manner that a relationship of trust and confidence between the School and the Parents is maintained at all times.

(h) Changes at the School: A progressive and forward looking school must initiate and respond to change. It is likely that there will be certain changes at the School during the years when the student is a student. The grant of admission to the School is made on the basis that, in the interests of the School as a whole, changes may be made from time to time to these terms and conditions, to the size and location of the School, to its premises and facilities, to the academic and games curriculum and the structure and composition of classes and the way the School is run, to the length of school terms and the school day and to any other aspect of the School. Fee levels will be reviewed from time to time and there will be such reasonable increases as the Executive Committee of Navrachana Education Society may determine.

(i) Terms and Conditions: Decisions taken about all aspects of the School affect the school community as a whole. The School believes that these terms and conditions reflect the traditions and customs which have existed at independent schools and at this School in particular, over the duration of its existence. The rules given about change, para 1.(h), are provided in good faith. They are intended to encourage stability, forward planning and the proper resourcing and development of the School for the benefit of all. Parents will be given reasonable notice, when practicable, of changes that may significantly affect the School Community. Any waiver of the Terms is effective only if stated in writing by the Principal or by a person to whom the duties of the Principal have been responsibly delegated by the Executive Committee. The ethos and principles on which the School is run are reflected in the policies concerning admission, equal opportunities, behavior and discipline, drugs and substances, expulsion and review.

(j) Adherence to the Students Code of Conduct published in the Parent-Student Hand book and the boarding manual and uploaded on the school website, is obligatory.

2. CARE AND GOOD DISCIPLINE

(a) Parents' Authority: Parents authorize the Principal and staff to whom the supervision of students has been delegated while in loco parentis to take and/or authorize, in good faith, all decisions that safeguard and promote the welfare and proper education of the student. Parents' consent to such physical contact as may be lawful, appropriate and proper for teaching and appropriate to provide comfort to a student in distress or to maintain safety and good order of their child/ward and other students. (Corporal punishment is not used). As the School provides first aid facilities only, parents' consent also to emergency medical treatment (including general anesthetic) at a private hospital where certified by a doctor to be necessary for the safety of the student and if a parent cannot be contacted in time. Every effort would be made to

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contact a parent in such circumstances. Parents' consent to the conduct of routine medical examinations by the school appointed medical authorities.

(b) Academics: Teachers are the best judge to assess students' academic strengths and weaknesses. It is obligatory for the student to obey advice, instructions and do all that is necessary to improve their academic performance as required. Parents must also adhere to suggestions made by teachers to ensure their wards academic progress and regular attendance.

(c) Health: Parents must inform the Principal, in writing, if the student has any known medical condition/disability or health problem or is unable to take part in physical education or sporting activities or has been in contact with infectious diseases. The student must not be sent to School if unfit to attend or is suffering from a serious contagious disease. The School will endeavour to look after the student in the event of any emergency health problem during school hours, however, the School will not be responsible for any consequences.

(d) Meals: Meals are an integral and important part of our school curriculum for reasons of nutrition and for inculcating good food habits and etiquette.

(e) Attendance: The Student is expected to take full part in the activities of the School, to attend each school day, to work hard to the best of his/her ability and to be well-behaved. Parents agree to observe the term/vacation dates, which will normally be published at the start of every academic year.

(f) The School Link Book: Each student on admission to the School or at the start of every academic year is given a School Link Book that provides information about the staff and the student, student roll, scheduled events, and holidays. All students and parents are required to abide by the Code of Conduct as defined in the Parent Student Hand Book.

(g) Conduct of the Student: Students are expected to behave respectfully and with good manners to those whom they meet both in School and in the community, and to show a proper awareness for the environment. The Principal and the School Staff are responsible for the care and good discipline of students while they are in the School, for the day to day running of the School and teaching of the curriculum. Students reprimanded for indiscipline are required to serve the sanctions listed in the Parent-Student Hand book.

(h) Campus: The NISV campus is a large space with a number of shade-giving trees, and open playing fields. This was once agricultural land and the natural habitat of snakes, bees, monkeys, stray dogs and so on. Despite the school's efforts and vigilance, pests randomly enter the campus, much more so during the monsoon season. Generally, these pests do not harm humans unless provoked, molested or attracted by food. In such a situation, while NISV will take every step to get the appropriate and best medical attention to the victim/s, NISV cannot be held legally or morally responsible for the incident and the consequences of the same. Parents, students and employees are informed that snakes, monkeys, bees are protected by the Wildlife Protection Act and stray dogs by a Supreme Court order. Both these legal acts forbid anyone from harming them in any way and NISV would be liable for legal action if this can be proven in a court of law. The school is under 24/7 CCTV coverage for the safety of the children and staff.

(i) Safety Drills: It is obligatory for all students to participate in Safety Drills, which the School considers necessary or as required by law or as expedient to the safety and wellbeing of all students.

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(j) Liability: The Principal, Staff, and others engaged by the School to conduct various School activities, during and after school hours, including out of School activities, will take reasonable steps to provide a safe and secure environment for students, who participate in the activities. However, the School shall not be responsible for loss, personal injury, sickness, death, or property damage, which the student may sustain or which may occur accidentally as a result of his/her participation in School activities or as a result of student behavior towards each other. The School is not responsible in any way for any mishaps or undesirable acts of the student outside of the School campus. Parents acknowledge that the School and its Principal/Teachers/Staff shall not be held responsible for any event that may occur within the School campus, which is beyond the reasonable control of the School.

3. ADMISSION TO THE SCHOOL

(a) Admissions: Subject to vacancy, the School will give to a student as per its norms; a time bound Admission to its Pre-Primary Section as also following verification of age and physical fitness as per the School's standards. In addition, the admission in classes I - XII will be subject to an acceptable previous school report and other admission procedures. To avail the admission granted after confirmation from the Principal, Parents must submit the School's Application Form for Admission, along with supporting documents and pay the fees/deposits on or before the date declared by the School. If the Application Form is incomplete or without the required documents or if the fees are not paid as per the due date, the admission shall be deemed as withdrawn.

(b) Admission: A student granted admission will be registered on completion of the students Admission Form, which entails payment of admission and other fees, verification of submitted documents, submission of photographs, certified physical fitness certificate, certified copy of the student's annual evaluation of the last class attended and examination passed, and the acceptance of these Terms.

(c) Fees & Deposit: Admission Fees are non-refundable. Refund of Tuition, Allied Activity Fees and Other Fees, as paid, on grant of Admission and/or Registration of the Student for studies at the School is subject to Schools Refund of Fees Policy. Deposits, if taken, are refunded by cheque without interest less any sundry outstanding charges or balances due to the School after the student has left the School.

(d) Litigation: The personal details and contact information of the student will remain the same as given by the Parent/Guardian at the time of admission to the School till the School is intimated in writing of any change therein after completion of formalities as per law. The School shall not be made a party to any litigation including any litigation of personal nature, pertaining to the family of the child. In the event of the School being involved in any litigation, the costs of defending the same shall be deducted from the deposits of the student or reimbursed by the Parent/Guardian. In the event of any conflicting and/ or contradictory claims made by/ or between the parents and/ or guardians of the child, the School shall follow only the instructions given by the Parent/Guardian at the time of admission, unless there is an order from a court of competent jurisdiction.”

4. FEES(a) Fees are charged on the following heads:

- (i) Admission (One time for new admissions and Grades 1, 9, 11)
- (ii) Tuition

- (iii) Allied Activity fees
- (iv) Term
- (v) PTA (Parent Teacher's Association subscription fees)
- (vi) Imprest (balance refundable)
- (vii) Meals

The above does not include additional academic and co-curricular activities, value added programmes, stationary, text books, e-books, journals, external exam fees, outings, field trips and outbound programmes. Damages or loss of school property shall be paid as extra.

(b) Payment: School Fees for the academic year are payable on or before the dates specified as announced from time to time. A student may be excluded from School or from public examinations at any time when fees are unpaid/partly paid and will be deemed withdrawn without notice 30 days after exclusion. If a Student is excluded, and thereafter should the Student reapply to join the School, he/she will be considered as a new admission and all formalities of admission will have to be completed. Fees will not be refunded or waived for absence through sickness; nor if a term is shortened or a vacation extended; nor if a student is released home before the normal end of term; nor if food has not been consumed; nor for any other cause.

(c) Responsibility for payment: Fees are the joint and several responsibilities of each person who has signed the Admission Form. The School may withhold information, property or examination certificates while fees are unpaid/partly paid.

(d) Late fees: Fees paid after the Fee collection period will be considered as late fee payments and a penalty will be charged as per the prevailing rules as mentioned in the Parent Student Handbook uploaded on the website.

5. NOTICE OF CANCELLATION OR WITHDRAWAL; REMOVAL; FEES IN LIEU OF NOTICE

(a) Notice:(unless the contrary is stated in these terms and conditions or the Fees Sheet) A calendar month's written notice delivered by hand to the Principal or sent by recorded delivery to the postal address of the School or through registered email id of the parents and sent to the principal at nis@navrachana.ac.in. No other notice will suffice. Notice given by one Parent will be deemed to be given on behalf of both Parents. Provisional Notice for any purpose is valid only for the term in which it is given and only when written and accepted in writing by the Principal. Term means the period between and including the first and last day of each School term. Fees in lieu means fees in full for the term of notice at the rate that would have applied had the student attended, and is not limited to any contribution in the case of a scholarship, free-ship.

(b) Withdrawal: In all cases, except at the end of the 10th & 12th grade., a calendar month's notice in case of a day scholar and three months' notice in case of a boarder must be given before a student is withdrawn. Failure to provide the requisite notice will result in payment (or become adjustable against

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any balance with the School) of fees for the full succeeding quarter in lieu becoming due and payable as a debt and may be charged at any time after withdrawal, whether or not the place can be filled.

(c) Cancellation: If the student is withdrawn before the commencement of the academic year, Rs. 5000 would be deducted as administration fee and the rest will be refunded.

(d) Removal: Parents shall be required to remove a student permanently if the Principal believes that the student is not making sufficient progress to warrant his remaining at the School or his conduct is unsatisfactory or the conduct of the Parents is or has been such that the relationship of trust and confidence which should exist between the School and the Parents has broken. Under these circumstances, all outstanding fees and charges must be paid. Refund of fees, if any, will be as per prevailing rules for "Refund of Fees". The School will not be liable to refund any fees to the Parents unless all outstanding dues have been paid in full.

(e) Expulsion: The student shall be expelled at any time if, because of the conduct of a parent or the student (whether on or off school premises or in or out of term time), the Principal is reasonably satisfied that such conduct has been prejudicial to good order or school discipline or to the reputation of the School or if for some other reason the continued presence of the student is incompatible with the interests of the School. The Principal will act fairly in accordance with the procedures of natural justice and will not expel a student other than in grave circumstances. There would be no refund of fees in these circumstances and all outstanding fees and charges for the quarter must be paid but fees in lieu of notice would not be charged.

(f) Other Events Requiring Notice: To discontinue any extra activity, if any, a calendar month's written notice is required: failure to give such advance warning will result in payment of full charges becoming payable in lieu. The School may terminate this agreement on one term's written notice and otherwise under clauses 5(d) and 5(e) above.

(g) Withdrawal: Withdrawal of student from an educational outstation tour arranged by the school will require a minimum notice period of 7 days and will entail a forfeiture of 75% of the amount payable for the tour or as per the prevailing policy at that time.

(f) Change of Examination Board within school: A student who has opted for a particular examination board, he/she will be required to pay a fee as specified by the school. This fee is over and above the mandatory Admission fee to be paid in grades 1, 9, 11.

6. GENERAL CONDITIONS

(a) Special Precautions: The Principal must be notified in writing immediately of any court orders or situations of risk in relation to a student for whom any special safety precautions may be needed. A parent may be excluded from school premises if the Principal, considers such exclusion to be in the best interests of the students or of the School.

(b) Absence of Parents: (Applicable to Local Students only) When both parents will be temporarily away from their home overnight during term time, half-term or occasional holidays, the Principal, must be informed in writing of the name, address and telephone number/s for 24-hour contact of a suitable legal guardian or other adult with whom the student will reside when not at School and who is willing and

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authorized by the parents to accept full responsibility for the student in all circumstances. These matters are the responsibility of the parents.

(c) Insurances: The School has insured all students under a 'Students Safety Insurance Policy. The School's liability is restricted to the limit and the interpretation of coverage by the Insurers. All other insurances are the responsibility of parents. The School is not the agent of the parents for any purpose related to insurance.

(d) Concerns/Complaints: Parents who have cause for concern as to any matter including matters of safety, care or quality of education must inform the Principal in writing without delay. The Parents and the School will be expected to resolve any dispute between them in cooperation with each other and in good faith.

(e) Special Learning Difficulties: The School shall notify parents if it is felt by the school that a student may need extra support or should be referred to an educational psychologist for a formal diagnosis. The School has Counsellors and is able to advise parents as to how they may, at their own expense, obtain specialist advice or specialist support; but the School staff are not qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia or other learning difficulties. Parents will be asked to withdraw a student if, in the opinion of the Principal, the School cannot provide adequately for a student's special educational needs. Parents/ Guardians are made aware that the School imparts the highest level of education and co-curricular activities to children from diverse backgrounds. Consequently, a Parent/ Guardian shall hold the teachers and the School totally harmless for any difference in the method of teaching adopted in the best interest of their child. Parents are also informed that children have different learning abilities (Dyslexia, ADHD and other developmental and behavioural challenges), and hence agree to have utmost trust and faith in the methodology adopted by the School to impart education as per the individual needs of the child. This may involve the child undergoing various levels of counselling, additional coaching, external aids and resources and abide by the provisions and concessions (Accommodations) as per Governmental Guidelines for Inclusive Practices (Person's Disability Act). Parents further confirm that, in the event of the School wanting to teach a child at a different pace and method as aforementioned, the said decision will be always in the best interest of the child, and hence Parents will have no objection, at any point of time. The Parents must support the school in helping the child attain a level of proficiency that the child should attain, in whatsoever means as suggested by the School.

(f) Medical Supervision: Before joining the School the student must be immunized against DPT (Diphtheria, Pertussis (Whooping Cough), Tetanus) Poliomyelitis, Hepatitis A & B, TB, and MMR (Mumps, Measles, Rubella, COVID 19), or any other immunization as required at that time. Information about any allergies or ongoing medical treatment details must be provided to the school at the time of admission and updated in the school records on occurrences. The School requires a medical certificate of a certified Allopathic doctor having a recognized degree in Medicine; as to the general health of the student or (where grounds for suspicion exist) make arrangements to test for illegal substances, parents will always be informed. The School Counsellor, member of the staff or a medical practitioner, acting conscientiously and in accordance with their code of professional ethics, may inform the Principal or a parent in confidence of any matter, which in their opinion is material to the safety and well-being of the student and/or others.

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(g) Sexual Abuse, Harassment & Ragging: The School takes every issue of sexual abuse, harassment and ragging with complete seriousness. Sexual Abuse, Harassment and Ragging are offences under the Indian Penal Code, POCSO Act 2012 and under specific laws passed by the Central and State Governments. The School shall, on being notified of any instance/allegation of such activity, take stringent action including but not limited to criminal proceedings and/or cancellation of admission against those found guilty of sexual abuse, harassment and/ or ragging. Parents/ Guardians are informed that the POCSO Act has been uploaded on the school website and the Anti-Ragging Policy is published in the parent-student handbook and uploaded on the website. It is obligatory for them to ensure their ward's compliance with the applicable rules.

(h) Confidentiality: The School will take care to preserve the confidentiality of information concerning the student and parents. The parents, however, consent on behalf of themselves and the student to the School (through The Principal as the person responsible), obtaining, holding, using and communicating on a "need- to-know" basis, confidential information which, in the opinion of the Principal is material to the safety and welfare of the student and others. The Parent's consent to the School's communicating with any other person or college, which the student attends or which a parent proposes the student should attend about any concerning the student or payment of fees, whether or not the information is passing, is also held in machine readable form.

(i) Examinations, Reports and References: The School will enter a student for an examination only if the Principal is satisfied that it is in the best interests of the student. Information supplied to parents and others concerning the progress of a student and the character, examination, further education and prospects of the student and any references will be given conscientiously and with all due care but without liability on the part of the School.

(j) Intellectual Property: The School reserves all rights and interests in any intellectual property rights as a result of the actions of a student in conjunction with any member of staff of the School and/or students at the School for a purpose associated with the School. Any use of such intellectual property by a student is subject to the terms of a license to be agreed prior to the use between the student, student's parents and the School. The School will allow the student's role in creation/ development; intellectual property must be acknowledged.

(k) Photographs, Video Clips: Photographs of student/s will be used in maintaining School records, and/or the promotion of the School programs in newspapers, slide shows, or other media.

(l) Website: The school website gives a broad understanding and information of the school, its ethos programmes, infrastructure and other relevant details. The information on the website, although believed to be correct at the time of uploading, may be out of date from time to time. Parents wishing to place reliance on the information in the website should seek written confirmation before accepting admission to the school.

(m) Prospectus: The prospectus describes the broad principles on which the School is currently run and some details of its history and ethos. The prospectus is not part of any agreement between the parents and the School, and documents supplied in the pocket inside the back cover are not part of the prospectus. Although believed correct at the time of publishing, certain statements may be out of date from time to

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time. Parents wishing to place specific reliance on a statement in the prospectus should seek written confirmation of that statement before accepting Admission to the School.

(n) Interpretation: These terms and conditions supersede those in the prospectus and elsewhere and will be construed as a whole. Headings are for ease of reading only and are not otherwise part of the terms and conditions. Any waiver is effective only if given in writing by the Principal personally.

(o) Jurisdiction: These terms and conditions are executed at the School and are governed exclusively by laws of India and jurisdiction of Courts in Vadodara, Gujarat, to the exclusion of all others.

(p) These terms and conditions are subject to change from time to time. Such changes would be announced on the school website.

I agree –

(a) To have read, understood and to abide and support the school policies, procedures and code of conduct as stated in the Terms and Conditions for Admission and Studies at NISV and in the PSHB uploaded on the school website.

(b) To have understood that students participate in all activities in-house & outbound field trips educational purposes, as a part of the regular school program. All activities in-house & outbound (trips) will be supervised by staff or responsible adults, who will exercise all reasonable caution. However, parents and guardians agree that the school or school board cannot accept responsibility for accidents either at the place of activity enroute.

(c) To meet all financial responsibilities with respect to education of my child in the school.

(d) To meet eligibility requirements for admission to the grade applied for, as stated in the application pack of NISV.

(e) That I have read the Protection of Children from Sexual Offences (POCSO) Act 2012 (uploaded on school website) and understand and accept the Act in totality.

(f) To give my consent to Principal or Tutor in-charge to act on my behalf, should the need arise for my signature during a medical emergency. That in an emergency, I authorize the school to provide consent for medical attention for my child and agree to my child receiving medical or surgical treatment as deemed necessary and I understand that critical health information, which will impact my child's education or wellbeing will be given to the school.

(g) That, in all force majeure situations, safety and security protocols and SOPs prescribed by the school and GOI/GOG will be strictly adhered to.

(h) That I have read and accepted the fee schedule of the school up to Grade 12 that includes the payment of Admission Fees, Tuition fees, Allied Activity fees, Meal fees, Imprest and other fees as specified by the school from time to time on the school website. (For the academic year 2022-23).

(i) To accept that school reserves the right to revoke the admission of a student on the grounds of a questionable sense of propriety and decorum on my part or my conduct of is or has been such that the relationship of trust and confidence, which should exist between the school and parents, has broken.

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(j) That the information given/filled in the application form is true to the best of our knowledge. In case of any change in the information provided, the application will be supported with the required legal document.

(k) That the school reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect information.

(l) That I have no objection to my child's/ parents' photograph being displayed in school hoardings and publications.

(m) That my child can visit or be sent to the school counsellor as and when required.

(n) To have read the school policy & the circulars as and when given, and abide by them and follow the communication channel laid down by the school.

(o) To accept that the decision of the school management shall be final and irrevocable.

Father's Name _____

Mother's Name _____

Signature (for school records) _____

Signature (for school records) _____

Date: _____

Date: _____

Guardian's Name _____

Student's Name _____

Signature (for school records) _____

Signature (for school records) _____

Date: _____

Date: _____

Connections

Academic integrity

As a school community we promote academic integrity in a positive and practical way across our school and highlight the benefits of properly conducted academic research and a respect for the integrity of all forms of work and sources of information.

The school encourages the school community to be:

- Inquirers - who enquire, research and analyse along the principles of information literacy.
- Knowledgeable - who appraise and evaluate shared concepts, ideas, and perspectives to enhance personal knowledge.
- Principled - who act with integrity, take responsibility for their actions and practice accountability.
- Open-minded - who adapt to learning practices.
- Risk takers - who pursue and explore their areas of interest in the school environment.
- Communicator - who articulate their ideas with concision, cohesion, and coherence.
- Reflective - who allow for careful consideration while evaluating their learning experience.
- Balanced - who integrate and understand the importance of intellectual, physical and emotional balance.
- Caring - who show compassion, empathy and respect for each other and the environment.
- Thinker - who have a critical and creative approach to learning complexities to acquire a set of well-defined life skills.

Therefore, the school is committed to groom the attitude of the students towards:

1-Academic integrity

2-Authenticity

3-Collaboration, Cooperation, and Creativity

4-Copyright

5-Intellectual Property

6-Malpractice

7-Plagiarism

8-Collusion

All students are instructed on the conventions of academic integrity and encouraged to demonstrate ethical behaviour and model digital citizenship in their studies.

Students have a responsibility to adhere to NISV guidelines and act with integrity and with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities.

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Students take responsibility for their own actions and the accompanying consequences. All IBMYP and DP candidates should note that the IB checks the work of all candidates for plagiarism using a web-based plagiarism prevention service.

According to the IBO, for most assessment components, candidates are expected to work independently with support from their subject teacher (or supervisor in the case of extended essay). However, there are occasions when collaboration with other candidates is permitted or even actively encouraged, for example, in the requirements for internal assessments.

- The final work must be produced independently, despite the fact that it may be based on similar data.
- The abstract, introduction, content and conclusion or summary of a piece of work must be written in each candidate's own words and cannot therefore be the same as another candidate. (If, for example, two or more candidates have the same introduction to an assignment, the final award committee will construe this as collusion, and not collaboration).

SEN Policy

Navrachana International School –

- Supports education for all
- Creates a proactive and responsive environment that promotes sense of belonging
- Values learning diversity to build an inclusive community
- Provides equal opportunities to all learners
- Promotes equal access to the curriculum for all learners
- Resources prior knowledge through connections
- Rewards and celebrates achievements of all learners
- Recognizes multilingualism as a current need, a right and a resource
- Encourages students and school community to have a voice and are given fair hearing
- Ensures that all students experience success as a key component of learning
- Scaffolds learning to support independence
- Ensures that students with special needs are identified and assessed as early as possible
- Forms an apt synergy which includes parents, counsellor, coordinator and the grade leader and subject tutor

Identification of Students with Specific Education Needs at the time of Admission

During the time of admission, the medical history report of the candidate is thoroughly studied.

The school counsellor interviews the parents and observes:

- Students with ADD/ADHD
- Students with chronic illnesses
- Students with emotional and behavioural challenges

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- Students with mental health challenges
- Students with speech and communication challenges
- Students with learning difficulties

Admission is granted to those students whose special education needs can be met effectively by the school.

Identification of Students with Specific Education Needs after Admission

If a special educational need for a student has been previously unidentified, or undisclosed by the parents, and the first instance is noticed by the teacher during the interaction with the student, in the classroom, the teacher consults the school counsellor.

- The teacher carefully fills the Referral form, based on which, the counsellor makes the classroom observation for the student in the classroom setting.
- If necessary, the counsellor may also interact with the student to ascertain the findings. If a special need is identified, the counsellor consults with the parents of the student to brief and frame an effective plan of action.
- In severe or clinical cases, which are beyond the counsellor's expertise, the student may be referred to external experts for the best support. (e.g., intense testing and certification of any learning disabilities; special educators; occupational therapist; speech therapist etc.)

Responsibilities of the Parent

The parent will:

- Play an active role in their child's education
- Communicate relevant information and documents regarding their child's special education needs
- Communicate any perceptible change in their child's special education needs to the school
- Request for child studies and services, as required, in a proactive manner
- Provide relevant documents needed for IBO accommodation requests
- Bear expenses for any services from the external experts

Language policy

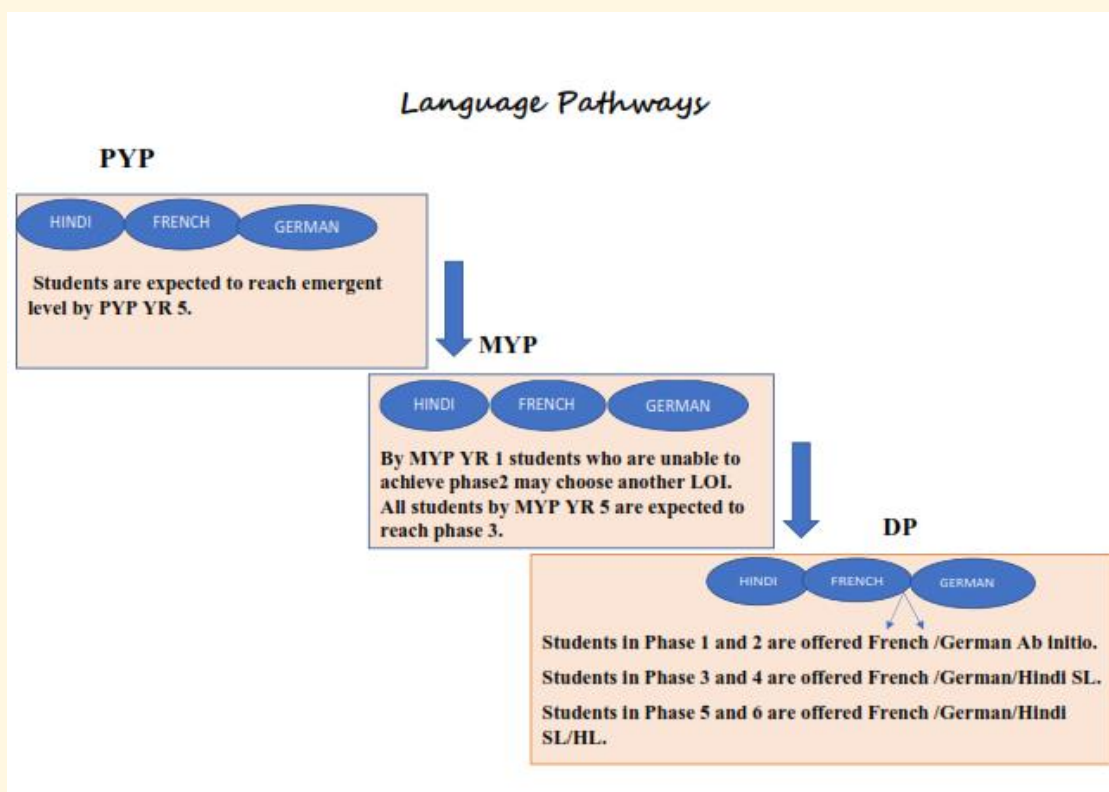
The school consciously strives to gauge English language proficiency level at the time of admission. This enables the school to devise support systems to equip them with language skills to deal with everyday school life.

NISV aims to

- Enable achievement of language proficiency in English language through the spoken and written word
- Provide scaffolding through the use of mother tongue where necessary
- Develop aural comprehension and complementary language skills

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- Encourage the use of English language in a variety of contexts and academic co-curricular activities
- Groom higher order thinking skills in English language for approaches to interdisciplinary teaching and learning
- Inculcate international mindedness and appreciation of diverse cultures/ ethnic backgrounds, through language in literature to mould global citizens
- Nurture understanding of command terms and subject specific terminology
- Emphasize English as means of communication to support effective student teacher interaction and peer dynamics to develop cognitive academic language proficiency
- Introduces the children to the regional language by from grade 1 through simple hands on activities and worksheets to familiarize them with regional context.
- Encourages and assists the students to learn their mother tongue through the online books available in our e library.



Assessment Policy

At NISV a range of Pre- assessments, Formative assessments and Summative assessments are incorporated in the homeroom which demonstrate student achievements.

1. Pre-Assessment: Pre- assessments help teachers and students to find out about a student's prior knowledge.

2. Formative Assessment: This provides information that is used to plan the next stage of learning. It is interwoven with learning and helps teachers and students find out what the students already know and can do so that further impetus can be provided in order to improve knowledge and understanding. It provides regular and frequent feedback to the teacher and the student. This process helps learners to improve knowledge and understanding, fosters self- motivation and enthusiasm for learning, engages in thoughtful reflection, develops the capacity for self- assessment and recognizes the criteria for success.

3. Summative Assessment: This is the culmination of the teaching and learning process and takes place at the end to provide students with opportunities to demonstrate what they have learnt. It measures the understanding of the central idea of the unit and prompts students towards action. Summative assessments can assess several elements simultaneously; they inform and lead to improvement in student learning and the teaching process.

Assessment in the classroom includes:

- Collecting evidence of student's understanding and thinking
- Documenting learning processes of groups and individuals
- Engaging students in reflecting on their learning
- Developing clear rubrics that address the essential elements of the PYP
- Identifying exemplary student work
- Keeping records of tests/tasks
- Maintaining anecdotal records of student performance

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Steering Committee-

The committee comprises of Member- Board of Trustees, Head of School, Parent Representative, Senior Student Representative, Programme Coordinators, HODs, Counsellors and Librarian.

Review dates

The policy will be reviewed every 3 years led by the Steering committee.

Last Review Date	January 2021
Next Review Date	January 2024

The review committee will make sure that any revision to the policy is coherent with the beliefs and values of the IBO requirements.

References

IB Program Standards and Practices

IB Learner Profile Booklet

Guidelines for developing a school language policy – IBO 2020

Poddar and DYP School Language policy



The Navrachana logo comprises three leaves of the Bodhi tree under which Lord Buddha attained enlightenment. The leaves signify the three vital facets of the child's physical, mental-emotional growth, and development. This translates as Navrachana, which is "New Creation".

The emblem thus symbolizes the aim of the school, which is to build, nurture, and groom these three qualities, to create well-balanced and multifaceted individuals who consistently strive to realize their true potential