



**SEEDLING**  
INTERNATIONAL ACADEMY  
ACROSS EDUCATIONAL HORIZONS

## **ADMISSION POLICY**

**January 2019**



## **ADMISSION POLICY**

Seedling International Academy is committed to the I.B. Mission statement to develop “Internationally minded people who recognize their common humanity and shared guardianship of the planet” and shall “help to create a better and more peaceful world”. (I.B. 2006). The school aims to prepare students to excel at the University level with the required focus on academic rigour, an understanding of issues of local, national and global significance, emphasis on developing a spirit of enquiry, excellent work ethic and critical learning skills.

The Academy welcomes students from different boards/systems and other World schools who wish to transfer to the Cambridge and I.B. Diploma program at Seedling International Academy.

### **GENERAL ADMISSION POLICY**

- Admission at Seedling International Academy is open to students between 5 years to 18 years depending on the availability of seats.
- Sibling/s will be given preference provided a seat is vacant.
- The student is required to fulfill the age criteria/ equivalent grade as mentioned by the admission guideline/ policy.
- Children with special learning needs, abilities and challenges will be evaluated on case to case basis as per IB standards and practices.
- Meeting with the Principal and Coordinator is scheduled for the benefit of the child and parent to know us in a befitting manner.
- In case of cancellation of admission, admission fee and school fee will not be refunded.

### **ADMISSION REQUIREMENTS**

At Seedling International Academy, admission to the Cambridge and I.B. Diploma program is open to all individuals who fulfill the following criteria :

1. Articulate fluently and effectively orally and in writing.
2. Are adept at and enjoy mathematical calculations.
3. Are keen on enhancing their knowledge and participating actively in the teaching and learning process.
4. Are ready to explore new ideas and concepts and share their thoughts and ideas with other students.
5. Possess a passionate desire to learn independently through enquiry and research.
6. Are focused with well defined goals and are ready to challenge their own capabilities to progress continuously towards higher levels of achievements.
7. Are encouraged and supported by their family and peers.
8. Students with the ‘fire in their belly’, zealous, preserving and with an understanding that there is no limit to learning and wish to be active participants in an interconnected global world will be deemed as perfect to take admission in the Academy.

### **GRADE PLACEMENT**

Students are ordinarily placed in the appropriate grade indicated by their previous schooling. If a question regarding placement arises, the following factors are considered in parent/school discussions:

1. School records
2. Chronological age
3. Evidence of maturity

#### 4. Results of entrance test or standardized tests

The school may exercise acceleration of students (skipping a grade) in cases of high achievement. New students who are not ready may be placed at a lower grade level at the Principal's discretion.

### **PROCEDURE TO BE FOLLOWED FOR ADMISSION**

#### **Advertisements**

SIA releases advertisements in all media to advertise admissions. The school has a Rolling Admission Policy which means admissions are open throughout the year. Exceptions to this policy however apply to the second year of the IGCSE and DP Programs.

#### **Forms**

**Forms are available in the school office or may be downloaded from the school website. Attested copies of the birth certificate and photograph are to be attached to the form.**

### **ADMISSION PANEL**

A panel of three members constitutes the admission panel which includes the Director, Principal and the SIA Coordinator. In the absence of the Director, the Joint Director and in the absence of the Principal, the Vice Principal looks into the admission.

### **INTERACTION**

For admission to all grades, an interactive session of the parents and child is held with the Principal or SIA Coordinator.

### **TESTS**

No formal tests will be held for admission upto Grade 8.

A written test for Grade 9 upwards and above will be taken to assess the child's educational aptitude and skills and evaluate readiness of that grade level

#### **New students should:**

1. Submit a signed, completed application form.
2. Complete all necessary testing.
3. Submit a transcript or copy of school report cards for the previous two school years.
4. Submit a copy of the student's Identity Card.
5. Undergo an admissions interview with the principal or designated school official.
6. Pay registration and academic Fees.
7. Medical records and SEN recommendations, if any, to be attached.

### **IB DIPLOMA ADMISSION POLICY** **(EXTERNAL STUDENTS)**

## **ADMISSION PROCESS FOR STUDENTS FROM OTHER SCHOOLS FOR THE IB DIPLOMA PROGRAM**

Seedling International Academy will be following the following procedure in selecting external students who are seeking admission to the International Baccalaureate Diploma Program.

### **ELIGIBILITY CRITERIA**

In case of candidates who have done their MYP they must possess certificate of completion of MYP (issued from their respective school).

All candidates who have done their Grade X from an Indian Board (CBSE, ICSE & State Boards) or have done IGCSE must show evidence that they have completed appropriate courses to a Grade 10 level in a previous school. This is usually done by providing a school report of the first semester of Grade 10 (or the second semester of Grade 10 if applying in the summer prior to Grade 11) or IGCSE or equivalent examination results.

□ The students will be required to complete the application form and attach the relevant documents as specified in the form

□ All candidates who have done their Grade X from an Indian Board (CBSE, ICSE & State Boards) or have done IGCSE or MYP have to appear for an entrance test. The entrance test will comprise of Science, Math & English Components.

□ The student must obtain a minimum of 60% marks in the entrance tests taken at SIA for admission to the international curriculum. He/She will be allowed to appear for a personal interaction where he/she will be interacting with a team comprising of Head of the school and the Diploma Coordinator, to understand his/ her aptitude for the Diploma Program. After the interaction with the student a final decision on his/her admission will be taken.

□ Provisional Offer letter of admission of the student is given to the parents

□ He/ She will then meet with the DPC and the subject teachers to decide on the subject choices for IB DP. After attending a common session (about 3-4 weeks) for all subject levels, the teacher along with DPC looks at their assessment will help the student decide on the subject level choices. The assessments of the teacher will be based on the IBDP given criteria. TOK CAS and EE informative sessions are conducted to brief them on the core components of the program.

**(INTERNAL SEEDLING STUDENTS)****ADMISSION PROCESS FOR STUDENTS SEEKING ADMISSION TO IBDP AT SIA**

Seedling students will automatically be given admission to the IBDP on completion of Grade 10 from any board. They will not have to go through the regular admission procedure of assessments or interviews to seek admission in the IB Diploma Program at SIA.

There will be no assessment for internal students. For admitting internal students in to the DP & for subject allocation, the internal assessment conducted in Grade IX and X and the recommendation of the concerned subject teachers will be taken as a basis for final decision. Scholarship tests will be held for Inhouse students to provide scholarships to them.

Based on the recommendations students will be offered admission as a full fledged Diploma Programme student. Also in some cases based on the needs of the students, the school may counsel the student to explore other options available outside the school for various reasons.

**IGCSE ADMISSION POLICY**  
**(EXTERNAL STUDENTS)****ADMISSION PROCESS FOR STUDENTS FROM OTHER SCHOOLS FOR THE**  
**IGCSE**

Seedling International Academy will be following the following procedure in selecting students who are seeking admission to the Cambridge International Qualifications.

The students will be required to complete the application form and attach the relevant documents as specified in the form

There will be an entrance test for the students. The tests will be on Science, Math & English.

The student must obtain a minimum of 60% marks in the entrance tests taken at SIA for admission to the international curriculum. He/She will be allowed to appear for a personal interaction where he/she will be interacting with a team comprising of Head of the school and the CIE Coordinator to understand his/ her aptitude for the Program. After the interaction with the student a final decision on his/her admission will be taken.

**IGCSE ADMISSION POLICY**  
**(INTERNAL STUDENTS)**

**Seedling students do not have to go through the regular admission procedure of entrance exams or interviews to seek admission in the IGCSE program at SIA.**

**PATHWAYS TO ADMISSIONS AT SIA**

Grade	External Students	Internal Students
Grade 1 – 8	Interaction only	
Grade 9	Entrance test + Interaction	Result + Teacher Feedback
Grade 11	Entrance test + Interaction	Result + Teacher Feedback

**COURSE SELECTION FOR THE IB DIPLOMA PROGRAMME.**

The list of courses offered under the I.B. Diploma program at Seedling International Academy are as follows :

**GROUP – I (1ST LANGUAGE)**

- ☐ Language A - English language and literature (HL & SL)  
Hindi (HL & SL)

**GROUP – II (2ND LANGUAGE)**

- ☐ Language B - Hindi (HL & SL)  
English (HL & SL)
- ☐ Language ab initio French  
(Selection of languages in Groups 1 & 2 will be as per the Language Policy.)

**GROUP – III INDIVIDUALS AND SOCIETIES**

- ☐ Economics (HL & SL),
- ☐ Environment Systems and Societies (SL)
- ☐ Business & Management (HL & SL)
- ☐ Information Technology in a global society (HL & SL)

**GROUP – IV EXPERIMENTAL SCIENCES**

- ☐ Biology (HL & SL)
- ☐ Chemistry (HL & SL)
- ☐ Environment Systems and Societies (SL)
- ☐ Physics (HL & SL)

**GROUP – V MATHEMATICS**

- ☐ Mathematics Analysis and Approach
- ☐ Mathematics Applications and Interpretations.

**GROUP – VI ARTS**

- ☐ Visual Arts (HL)

- ☐ Higher Level subjects to be taught for 240 Hrs.
- ☐ Standard Level subjects to be taught for 150 Hrs.

To be eligible for the IB Diploma program, the student is required to study 6 IB courses with one subject taken from each group. Further, all IB Diploma students must choose 3 courses at the Higher level and 3 courses at the Standard level. An exception is made if a student does not wish to opt for a subject in

Group VI and can take up an additional subject from one of the other groups. Also, students opting for the three Sciences would be registered for an irregular Diploma, upon submission of a special request to IB with Documentary evidence.

### **IB DIPLOMA STUDENTS MUST ALSO COMPLETE:**

A course in Theory of Knowledge (TOK).

A 4000 words Extended Essay in any one subject of their choice.

A Creativity Activity and Service (CAS) program.

While making their choice, students should consider their areas of interest, proficiency, eligibility requirements, higher education goals, career plans and I.B. requirements. They should also keep in mind that the universities at the national and international level may have specific requirements for the given programs. The Students need to familiarize themselves with these requirements before they finalize their subject choices. It is also important that subject choices are discussed comprehensively with parents, peers, counselors and teachers before decisions are made as these decisions are likely to have long term effects on the student's life and career.

Students must keep in mind that the options they fill in the admission form are only subject preferences. The school does not guarantee that all subject preferences will be allocated to a student in view of time table and eligibility constraints.

### **FURTHER ADMISSIONS INFORMATION**

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

- as an IB Diploma candidate
- as an IB Course/ Certificate candidate

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

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

- work very hard.
- approach tasks with a sense of purpose.
- demonstrate self-discipline and responsibility.
- learn from fellow students as well as teachers.
- share with, and contribute to the community.

### **DOCUMENTS REQUIRED**

**The aspirants are required to submit the following documents**

1. The duly completed admission form with 2 recent passport size photographs of the applicant.
2. Submission of attested documentary evidence that the candidate complies with eligibility requirements of the school for admission to the I.B. Diploma.
3. A copy of the admission policy duly signed by the applicant and his parents/guardian.
4. Medical documentation in case the aspirant has a medical condition which may affect learning.

### **CONFIRMATION OF ADMISSION**

Confirmation of admission will depend on

1. How the student performs in the Entrance Test or interview / interaction.

2. His/Her performance at the High School level.
3. Co-curricular participation and achievements.
4. Written recommendations from teachers / counselors.

### **STUDENTS WITH SPECIAL EDUCATIONAL NEEDS**

Number of SEN students per class will be restricted. In order to accommodate the needs of SEN applicants, the school can cater adequately with reasonable adjustment based on the available resources. The school counsellors will consider each case individually. It is necessary for parents or legal guardians to provide us with full information regarding past SEN records so that we can make sure that the students' needs are met. Having considered all information submitted, the Principal will make a decision on admission. If the school feels that the case is too difficult, the student is referred to a special school for his/her development. Failure of the parents to provide the school adequate support and documentation may lead to denial of admission.

### **ACADEMIC HONESTY UNDERTAKING**

All candidates must sign an Academic Honesty Undertaking indicating their commitment to the highest standards of academic integrity.

The admission policy is a working document of the academy and will be reviewed from time to time.

### **BIBLIOGRAPHY**

IBO. *Diploma Programme General Regulations: Diploma Programme*. Geneva: International Baccalaureate Organization, Sept. 2016. PDF.

IBO. *Diploma Programme: From Principles into Practice For Use from August 2015*. Geneva: International Baccalaureate Organization, Apr. 2015. PDF.

IBO. *Academic Honesty in the IB Educational Context*. Geneva: International Baccalaureate Organization, Nov. 2016. PDF.