



**NAHAR  
INTERNATIONAL  
SCHOOL**

**Admission Policy  
For Cambridge 'A' Levels  
2023-2025**



Nahar International School (NIS, We, The School) is a Private Unaided Minority and an inclusive co-educational School affiliated to the Cambridge Assessments International Examinations (CAIE), UK.

The school is committed to ensuring a transparent, effective admissions process that is supportive of the school's vision and mission, also the needs of its entire community, while remaining fully compliant with all applicable Government regulatory requirements.

### **Vision**

The School is committed to developing socially responsible global citizens in a safe, creative and educationally challenging environment that encourages collaboration and the achievement of individual excellence through self-discovery.

### **Mission**

- We will aim to raise a generation founded on life values of Honesty, Respect, Responsibility and Citizenship.
- The students of our school will compete only with their own abilities, striving to improve their own record.
- We will strive to inculcate a passion for learning and a curiosity about the world, making our students learners for life.
- We will fortify our students with the ability to discipline their own study experience.
- For our students, the frontiers of learning will extend beyond books and into the enrichment provided by art, drama, music and sports.
- Every student of our school will be an asset to the community, applying his knowledge and thinking, to the betterment of it, through community service.
- Our ambition is to produce Global Citizens of the 21st Century by exposing them to world issues and perspectives.

### **The NIS Learner Profile**

- Responsible Self Learners
- Knowledgeable Initiators
- Confident Communicators
- Principled Pupil
- Open – Minded Thinkers
- Reflective Leaders
- Compassionate Individuals



The NIS Student imbibes the **NINE ATTRIBUTES** of NIS (Through their journey of learning every student imbibes the Nine Attributes that are integral to the NIS Philosophy)

### **Reverence**

To have a profound respect for all people and all positive attitudes of life that that promote ideal living.

### **Responsibility**

To have a sense of duty that binds one to the course of action demanding the completion of a task or goal; to have a sense of answerability about one's conduct.

### **Fairness**

To be non-discriminatory with regards to people, actions and environments; to ensure justice and truth in all one's efforts, without fear or desire.

### **Empathy**

To be able to identify with and understand what another person is feeling or experiencing, to comprehend the experiences and perspectives that shape them and to allow this to help form a deeper, more informed and fairer opinion of them.

### **Courage**

To be able to be strong in the face of pain, challenge, difficulty or a fearful situation, and to have the confidence to move forward with this spirit.

### **Perseverance**

To not give up, despite difficulty or delay in achieving success; the tenacity to persist in a course of action in spite of obstacles with much effort and belief in one's capabilities.

### **Resilience**

To possess the ability to recover after being strained with difficulties.

### **Collaboration**

To work towards a common goal in harmony, using cooperation and effective communication to succeed

### **Initiative-taking**

To have the readiness to embark on a new plan or venture, showing a willingness to take charge and get things done, as well as take responsibility, without needing to be told what to do.

Keeping these attributes in mind, Nahar International School, welcomes students of all nationalities, cultures, languages and faiths.



Nahar International School offers admissions to internal as well as external students to the Cambridge 'A' Levels for the Academic Year 2023-2025. *Admissions are subject to availability of seats and adhering to the admission requirements*, which is applicable to siblings as well.

### **Academic Calendar**

Cambridge International A Level is typically a two-year course, and Cambridge International AS Level is typically one year. At NIS, for the Cambridge 'A' Level Program the academic calendar is as follows

*For As Levels – mid April 2023 to March 2024*

*For A Levels – mid March 2024 to March 2025*

The School has a five-day week\* (Monday to Friday). The timings are from 0815 hours to 1530 hours\*\*.

*\*The school may ask students to come on certain Saturdays either for extra classes, or for some activity or event.*

*\*\* The number of hours per day depends on the subjects/ activities chosen by the student.*

*\*\*\* Activities after school hours will be considered beyond the academic realms and will be charged accordingly.*

### **Exam Schedule\***

At NIS, the Cambridge International AS & A Level examinations are held in the following months and the results are issued in June.

AS Levels – February/ March 2024

A2 Levels – February/ March 2025

### **The School vacations**

Fall Break	September 19 to 24, 2023
Diwali Break	November 10 to 20, 2023
Winter Break	December 22, 2023 to January 02, 2024
Spring Break	March 25 to 29, 2024
Summer Break	May 31 to July 08, 2024

### **Age Factor**

For the AS Levels, students are expected to be 16 years of age at the time of admission.



## ‘A’ Levels Admission Procedure

Applicants for admission to NIS are advised to adhere to the following stages

1. To start the admissions procedure, the desirous student or parents must fill in an enquiry form or visit the website- [www.nahar-is.ac.in](http://www.nahar-is.ac.in) and access the enquiry form on the Admissions tab.
2. The parents and the students must attend an orientation session (virtually) with prior appointment. The orientation session will give a clear insight about the school, the philosophy and curriculum.
3. Completing the enquiry form and attending the orientation does not guarantee admission.
4. Post orientation, parents will receive a link to the admission application form to fill and submit the same with relevant documents within a the stipulated time. *(Note: Our admission policy requires parents to declare if their ward has any special learning needs. If this is the case, then apart from normal admission tests, the school also requires a standardized assessment (psycho-educational reports) which has been conducted within the last two years. These results will determine the appropriateness of the student’s enrolment in the school. We require parents to inform and submit reports to the school of any previous testing. If the student has received any exemption from the previous examination board, a detailed report of the same has to be submitted. During the academic year, if the team identifies a need for an educational psychological evaluation or any other assessment, the school will require full parental cooperation in order to provide a programme which is in the best educational interest of the child.)*

### 5. Academic achievement

	Internal Students	External Students		
		IGCSE Students	MYP Students	CBSE/ ICSE/ SSC Students
Grades/ Percentage/ Points	Minimum 6 ‘C’s’*	Minimum 6 ‘C’s’*	Minimum 4 ‘5’s’**	75%***
School Transcripts (Attested) (Grade 9 & 10)	Yes	Yes	Yes	Yes



Recommendation Letters (2 letters addressing student behavior, attendance, motivation and self-discipline)	Yes	Yes	Yes	Yes
<i>NIS Entrance Test</i>	N.A.	Yes	Yes	Yes

*\* This should include two subjects from Languages and at least 2 subjects from your chosen subject area*

*\*\*This should include English and any 4 subjects.*

*\*\*\* This should include 2 Languages, Mathematics, Sciences and Social Sciences subjects*

6. **Assessments:** The school has decided to admit students from varied curricula. Every student undergoes an assessment that demonstrates their academic potential. The assessment will act as a tool to help the school to learn and understand the student's ability on Language, Mathematical, Reasoning, Logical, Analytical and Application skills that form the foundations of further learning.
7. **Qualifying the Assessments:** Every student qualifying, post assessments, will receive an invitation to the one to one counselling session, within a week.
8. **One to One Counselling (internal and external students):** All applicants declared qualified for the program will undergo counselling 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 session is to consider the applicant's potential to independent learning skills and commitment towards the program as well as the subject selection.
9. **Learning Contracts:** All applicants must sign a learning contract indicating their awareness of the rigorous nature of the programme and constituting their commitment to meeting its academic deadlines. All applicants must sign an academic honesty contract indicating their commitment to NIS's policy of academic honesty.
10. **Meeting with the Principal:** A brief meeting with the Principal is scheduled to offer the admission and welcome the student and parents to the NIS family.
11. **Admission Offer:** The admission offer is made once the meeting with the Principal is completed. The school makes every effort possible to make admission decisions available to parents within 45 days, if applicable. For students of determination, the admission process may take a little longer depending on the complexity of a particular student's



needs and also based on the information shared at the time of application.

NIS promotes inclusive practices and strives to meet the needs of all students. On occasion this may mean that the school cannot offer a place to a particular student where, in the opinion of the Academic Team, the student concerned will not be able to develop or thrive in the academic and social environment of the school or the school's structure does not meet his / her educational or socio - emotional needs

**12. Verification of Documents:** Once the offer is made, all documents submitted will be re-verified. Any missing document has to be submitted within a weeks' time.

**13. Admission Confirmation:** Once an offer is made and documents verified, parents must take up the placement offer within two weeks. The place must be secured by making the payment of the admission fee or else it may result in the place being offered to another candidate. On accepting the offer and completing the initial admission formalities. A formal intimation of admission confirmation is sent within a week of payment of fees. The admission fee is non-refundable or transferable under any circumstances.

If you are offered a placement part way through school year, the tuition fees will be prorated term-wise.

**14. Conditional Acceptances:** In exceptional cases, the school may offer a Conditional Acceptance. This may be a result of observations made during the admission assessment or interactions. In such cases, clear conditions and a timeline will be agreed between the school and the parents.

**15. School Tour:** We conduct in-person school tours for our parents and students with prior appointments. We also offer virtual tours, if required.

The criteria outlined above do not, on their own, determine an applicant's eligibility. Individual circumstances and student interest are also taken into account. In all admissions cases, the head of school makes the final decision.

### **Admission Panel**

The A Levels committee comprises of:

1. Principal
2. Head of Secondary
3. Team of A Level Teachers
4. Career Guidance and University Counsellor



### **Criteria for Admission**

- Meeting all admission procedures, submission of relevant documents and qualifications.
- Meeting with the admission requirements, clearing the NIS Entrance Exam and Counselling session.
- Meeting all financial obligations

**Background of the Ward** - The school will not discriminate against students from any social, religious or economic background.

### **Acceptance of Admission**

Admission will be deemed confirmed on receipt of the following, within the specified deadline:

- Admission Fee
- Tuition Fees
- Leaving Certificate from the school last attended. If the Leaving Certificate is not available at the time of making the application, it must be produced before the commencement of regular classes.
- Admission Acceptance Form

The Admission Acceptance Form, to be signed by parents, confirms acceptance of their financial responsibilities to the Nahar International School, an agreement that they and the student will conform to the Regulations / Policies of the School including the Fees Structure as stated in the Hand Book. Confirmation of Admission is at the sole discretion of the School's Management.

### **Documents to be submitted with the admission form**

- 2 sets of passport size photograph of Mother, Father and child
- Medical Examination Report (all immunizations must be current and certified by a Physician)
- Original Birth Certificate
- PAN Card (both parents)
- Aadhaar Card (for Indian Nationals - both parents and child)
- Passport copy (for Foreign Nationals and NRI's)
- Residence Proof
- Leaving Certificate (from the last school attended)
- **Attested copies of Grade 9 and 10 Marks card and Certificate**
- **Recommendation Letters from two teachers of the last school attended.**



### **Admission Withdrawal**

The parents/ students who decide to withdraw at the end of the academic year must submit a written application 2 months prior to the A Levels Co-ordinator. This will also enable the school to process the required documents relevant to withdrawal of the student. Otherwise the first term fee will be charged and the school leaving certificate will be issued only after the school re-opens.

The school leaving certificate will be issued, only if, a withdrawal form is prepared which verifies aspects such as return of library books, outstanding fees, forwarding address and if there has been any damage to property, it should be replaced and so forth.

Fees once paid for the term will not be refunded. Fees paid in advance for the next term will be refunded provided relevant documents are attached.

Transfer Certificate will be issued only after all clearance formalities are completed including the clearance of dues. Transfer certificate will be issued within 30 working days after the student leaves the school.

### **Admission Cancellation**

In case parents wish to cancel their child's admission, before scheduled, last date of Admission for the academic year, a letter or email for cancellation must be sent. The Admission Fees paid is not refunded under any circumstances as the same is spent in the Admission process.

If the Student withdraws from the program prior to the start of the academic year, all tuition and term fees paid will be refunded only if and when all seats are occupied as per the form submitted by the school. In case the seat vacated cannot be filled by the School at the start of the academic year, the fees paid shall be forfeited in entirety by the parent and in case all vacated seats cannot be filled by the school i.e. the number of students withdrawing their admission exceeds the number of students replacing them, advance fees paid by the parents of the vacating students will be forfeited in entirety.



## The Cambridge 'A' Level Curriculum

'A' Level stands for Advanced Level and AS Level stands for Advanced Subsidiary Level. An AS Level contains half the content of the corresponding A Level and is normally completed in the 1<sup>st</sup> year. This allows for flexibility, as learners can complete AS Levels as qualifications in their own right. Learners can take all the assessments for their full 'A' Level at the end of the 2<sup>nd</sup> year.

'A' Levels are highly specialised and a student will normally take three to four subjects. Our school currently offers AS/A Level courses in the following subjects

Group	Subject choices
<b>Group 1</b> (Language & Literature)	<ul style="list-style-type: none"><li>• English General Paper – 8021/</li><li>• English Language - 9093</li></ul>
	<ul style="list-style-type: none"><li>• Hindi Language - 8687</li><li>• Spanish Language - 8682</li><li>• French Language - 8685</li></ul>
<b>Group 2</b> (Humanities & Social Sciences)	<ul style="list-style-type: none"><li>• Economics - 9708</li><li>• Psychology – 9990</li><li>• Global Perspectives &amp; Research - 9239</li></ul>
<b>Group 3</b> (Science)	<ul style="list-style-type: none"><li>• Physics – 9702</li><li>• Biology – 9700</li><li>• Chemistry – 9701</li><li>• Environmental Management - 8291</li></ul>
<b>Group 4</b> (Mathematics)	<ul style="list-style-type: none"><li>• Mathematics - 9709</li></ul>
<b>Group 5</b> (Creative and Professional)	<ul style="list-style-type: none"><li>• Business Studies - 9609</li><li>• Computer Science - 9618</li><li>• Art and Design – 9479</li><li>• IT - 9626</li></ul>

The student needs to select 5 subjects including English from Group 1 which is mandatory. The remaining 4 subjects can be selected from Group 1 to 5. The student can select more than 1 subject from 1 group or can select all 4 subjects from the same group. *For a subject to be offered, minimum 4 students need to be registered. The school may use discretion to offer/ drop any subject.*



## **‘A’ Level Grading Structure**

The Cambridge International ‘A’ Level is reported on a grade scale from A\* (Highest) to E (minimum required performance). There is no A\* grade for Cambridge International AS Levels, which run from grade A to E. Typical University entry requirements are above three passes at Grade C and English for academic courses in established universities. Very popular courses will often require higher grades.

It is advisable for students applying to Indian Universities to take the English Exam at the Cambridge ‘A’ Levels (Grade 12).

The School will observe the Student’s progress for the first six months and in some instances, may be advised to withdraw from a particular subject and pursue a different subject instead, if the student finds it difficult to cope with the curriculum. The student may also be advised to extend the program by another year making it a 3 three year program. The decision to do so is made in conjunction with Parents, the ‘A’ Level Co-ordinator and Head of Secondary in consensus with the Head of School.

The Parents and Student will have to sign an Essential Agreement stating that they have understood and accepted the scope of the Course Program.

**The process for obtaining Indian equivalent percentage of the points awarded in the A Levels:** For the current session, the student should make the request through the ‘A’ Level Co-ordinator.



### **Monitoring the Effectiveness of the Policy and Review Process**

This policy document will be reviewed as and when the Admissions Office deem it to be necessary and in any case no later than 2/5 years from the date of publication.

The Advancement Officer will ensure its implementation through planning, meetings, and based on rules and regulations.

### **Admission Policy Committee**

This policy was developed by the committee members listed below. All members of the school were invited to reflect on and give input regarding the implementation and execution of admissions at Nahar International School. A plan is in place to review the policy every two years.

Principal of NIS - Vandana Arora

Head of Secondary – Praveen Khattar

Advancement Officer – Theresa Joseph

### **Version History**

<b>Version</b>	<b>Approved by</b>	<b>Date of Approval</b>	<b>Date of Implementation</b>	<b>Date of Review</b>
1	Ms. Vandana Arora Head of School	May 2018	August 2018	July 2021
2	Ms. Vandana Arora Head of School	September 2021	September 2021	August 2022
3	Ms. Vandana Arora Head of School	September 2022	September 2022	September 2023