



**NAHAR
INTERNATIONAL
SCHOOL**

**Admission Policy
For IB Diploma Program
2023-2025**



Nahar International School (NIS, We, The School) is a Private Unaided Minority School affiliated International Baccalaureate (IB), Switzerland to offer the International Baccalaureate Diploma Program.

The IB Diploma Program is open to all students, regardless of previous educational experience, and is an extension of NIS's mission to promote the development of world citizens. We value students' that bring an array of individual talents and needs. We respect different opinions, cultures and traditions; show empathy and compassion.

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.



IB Learner Profile

The aim of the IB program is to develop internationally minded people who recognising their common humanity and shared guardianship of the planet; help to create a better and more peaceful world.

IB learners strive to be:

Inquirers

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from experience.

Caring

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.



Risk-takers

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced

We understand the importance of balancing different aspects of our lives – intellectual, physical and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

Every Student imbibes the **NINE ATTRIBUTES** of NIS

Reverence

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

Responsibility

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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 IBDP 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

The Nahar International School, for IBDP, currently intends to follow an overall academic calendar from July to May. The School has a five day week*, and the timings are

0815hrs to 1630hrs (subject to change)

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

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 IB Diploma Program, students are expected to be 16 years of age at the time of admission.

IB Recognition

The International Baccalaureate's Diploma Program gives the Foundation of International Education. It is globally recognized by Universities with its students gaining competitive offers for further study.

Higher Education Institutions around the world admit students based on their Diploma/ Certificate and many have specific admission policies and guidelines for IB Students. Admission Criteria can vary from across educational systems and institutions.



IBDP Admission Procedure

Students seeking admission to NIS must demonstrate that they are students who embrace and embody the IB Learner Profile. We expect applicants to have inquiring and open minds, to be diligent and reliable, to be good communicators and to have an openness to learning new things. Good time management skills and organizational skills are also indispensable qualities for students to be successful in the IB Diploma Program. In addition to these applicants are advised to adhere to the following stages of the admission process

1. To start the admissions procedure, the desirous student or parents must fill in an enquiry form by visiting the website- 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 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 form to fill and submit the same with relevant documents within 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 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. The school will provide all access arrangements/ provisions to the student after required approval from the IB)*

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)	N.A.	Yes	Yes	Yes
Recommendation Letters (2 letters addressing student behavior, attendance, motivation and self-discipline)	N.A.	Yes	Yes	Yes
Essay on Personal Project and Service Action	No	Yes	Yes	Yes
<i>NIS Entrance Test</i>	N.A.	Yes	Yes	Yes

** This should include two subjects from Languages and at least 1 subject from Humanities, Sciences, Mathematics and Creative, Technical & Vocational*

***This should include English and any 3 subjects that you plan to take as 'HL'*

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

***** For internal students, the above mentioned parameters need to be taken care by the student post their IGCSE exams.*

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 to succeed not only in their individual subjects but also in the core components of CAS, theory of knowledge and the extended essay. During this session, students will also be advised on their suitability towards IB Diploma or the IB Course depending on the outcome of the session.



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:** The Academic Team will then deliberate on the students' application, assessment results and the outcome of the counselling session. Within one weeks' time, the Office of Admissions will contact the student and family to schedule the final meeting with the Principal. A brief meeting is scheduled to offer the admission and welcome the child 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 occasions, 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:** Students who are admitted and have accepted the offer will have to 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 nonrefundable or transferable under any circumstances.
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 school tours for our parents and students with prior



appointments for in-person tours. 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 IBDP committee comprises of:

1. Principal
2. IBDP Co-ordinator
3. HOD - Student Well Being
4. Team of IB Teachers
5. Career Guidance and University Counsellor

Criteria of 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 Fees
- Tuition Fee
- 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
- Essential Agreement
- Learning Contract

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)
- Grade 9 and 10 Marks card and Certificate Attested Copy
- Psycho Educational Assessment/ Speech/ Occupational Therapy Report, if any
- **Recommendation Letters from two teachers of the last school attended.**
- **Application for their candidature and a brief explanation of their extracurricular and community service activity.**



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 DP 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.

Leaving Certificate will be issued only after all clearance formalities are completed including the clearance of dues. Leaving 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 DP Curriculum

The curriculum is made up of the DP core and six subject groups. The DP core aims to broaden students' educational experience and challenges them to apply their knowledge and skills.

The three core elements are:

- **Theory of Knowledge** - reflects on the nature of knowledge and on how we know what we claim to know.
- **The Extended Essay** - is an independent, self-directed piece of research, finishing with a 4,000-word paper.
- **Creativity, Action, Service** - students complete a project related to those three concepts.

NIS proposes to offer the following subjects

Subject Groups	Options
I. Studies in Language & Literature - Language A:	English and Literature (Mandatory) (HL/SL)
II. Language Acquisition - Language B:	Hindi (<i>for students exposed to Hindi</i>) (HL/SL)
	Hindi ab initio (<i>for students not exposed to Hindi</i>) (SL)
	French (<i>for students exposed to French</i>) (HL/SL)
	French ab initio (<i>for students not exposed to French</i>) (SL)
	Spanish (<i>for students exposed to Spanish</i>) (HL/SL)
	Spanish ab initio (<i>for students not exposed to Spanish</i>) (SL)
III. Individual and Societies :	Business Management (HL/SL)
	Economics (HL/SL)
	Psychology (HL/SL)



	Environmental Systems & Societies (SL)
	Global Politics (HL/SL)
IV. Sciences	Biology (HL/SL)
	Chemistry (HL/SL)
	Physics(HL/SL)
	Environmental Systems & Societies (SL)
	Computer Science (HL/SL)
V. Mathematics	Mathematics - Applications & Interpretations (HL/SL)
	Mathematics – Analysis & Approaches (HL/SL)
VI. Arts	Visual Arts (HL/SL)
	Theater (HL/SL)

For a subject to be offered, minimum 4 students need to be registered. The school may use discretion to offer/ drop any subject.

Choosing subjects in the Diploma Programme

Students choose courses from the following subject groups: language acquisition; individuals and societies; sciences; mathematics; and the arts.

Students may opt to study an additional sciences, individuals and societies, or languages course, instead of a course in the arts. This will be awarded after seeking prior approval and consent from IB.

Students will take some subjects at higher level (HL) and some at standard level (SL). HL and SL courses differ in scope but are measured according to the same grade descriptors, with students expected to demonstrate a greater body of knowledge, understanding and skills at higher level.

Each student takes at least three (but not more than four) subjects at higher level, and the remaining at standard level.



DP Grading Structure

In DP, students receive grades ranging from 7 to 1, with 7 being the highest and 1 being the lowest.

A student's final diploma result score is the combination of all the scores received for each subject. A Diploma is awarded only if the student has gained minimum 24 points with 9 points in SL subjects and 12 points in HL subjects combined, this is subject to certain minimum levels of performance including successful completion of the three DP Core elements.

The DP Core

Theory of Knowledge (ToK) and Extended Essay (EE) elements are awarded individual grades and collectively contribute up to 3 additional points towards the Diploma score.

Creativity, Action and Service (CAS), does not contribute to the points total however, participation for 18 months during the 2 year IB Diploma Program is a mandatory requirement for the Diploma.

Higher Level and Standard Level Courses

Irrespective of the subject level, the same number of points are awarded to Higher Level and Standard Level courses. This reflects IB's belief on the importance of achievement for the student across the broad range of academic disciplines.

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

- as an IB Diploma candidate
- as an IB Course candidate

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

Although the full IB Diploma Program is one that everybody can benefit from, it is not necessarily one in which all students will automatically achieve success. The School will observe the Student's progress for the first six months and in some instances, a student may be advised to withdraw from the full diploma program and pursue individual courses instead, if the student finds it difficult to cope. The decision to do so is made in conjunction with student's parents and the DP Coordinator with final approval from the Principal.

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 Diploma: For the current session, the student should make the request through the IB 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

IB Co-ordinator – Resham Puri

Advancement Officer – Theresa Joseph

Version History

Version	Approved by	Date of Approval	Date of Implementation	Date of Review
1	Ms. Vandana Arora Head of School	July 2016	September 2016	May 2018
2	Ms. Vandana Arora Head of School	May 2018	August 2018	July 2020
3	Ms. Vandana Arora Head of School	August 2020	September 2020	May 2022
4	Ms. Vandana Arora Head of School	September 2021	September 2021	July 2023
5	Ms. Vandana Arora Head of School	September 2022	September 2022	July 2023