



ADMISSION POLICY

FOR

PYP & MYP

Rupani Academy is a candidate school for the Middle Year Program (MYP). The school is pursuing authorization for MYP as an IB World school. Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Programme(PYP), the Middle Years Programme(MYP), the Diploma Programme, or the Career – related Programme(CP). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its Programmes, visit <http://www.ibo.org>



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we 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 the 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.



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SCHOOL ADMISSION POLICY

Rupani Academy is an International Baccalaureate authorized school for Primary Years Program (PYP) and **candidate school** for Middle Years Programme (MYP), pursuing authorization as an IB World School for IB Middle Years programme. IB World Schools share a common philosophy- a commitment to provide high-quality, challenging, and international education- that we believe is important for our students.

INTERNATIONAL BACCALAUREATE 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. (IBO)

RUPANI ACADEMY MISSION STATEMENT

To provide quality education focusing on life skills and personality development for the upbringing of a generation of productive and contributing global citizens.

VISION

A sustainable, educated, and pluralistic society for future generations.

PHILOSOPHY AND PURPOSE OF ADMISSION POLICY:

This admission policy is based on the principles of transparency, equitability and fairness in aiming towards providing quality education. Rupani Academy is a diverse community of students, faculty, and staff members from a wide range of economic, cultural, social, and geographical (rural/urban), linguistic, and religious backgrounds. The school engages a diverse community of students. Therefore, we welcome students and faculty from diverse communities locally and globally in our school (Rupani Academy). The Academy shall make all possible endeavours to ensure that students admitted in school benefit from the educational and recreational provisions at the academy and are successful in achieving their social, emotional and learning goals.

Nonetheless, it is understood that not all students would be able to benefit from the model of education established at Rupani Academy, thus a comprehensive policy is designed to help the school leadership team in identifying such students and allow them to make the best of facilities available.

Rupani Academy does not guarantee admission to every applicant and reserves the right to deny admission to any applicant if, it appears to the admission committee, that doing so is in the best interest of the school and/or the student. In doing so the following considerations are most likely to be taken into account:

- a) A student with any kind of unlawful record.
- b) A student who does not have the required documentation to reside and study in Pakistan.
- c) A student who has been expelled from the previous educational institution on grounds of violent or aggressive behaviour and gross misconduct.
- d) A student who is not able to provide viable guardianship document.

1. ADMISSION PROCESS:

- 1.1 The information about the Academy's admissions shall be disseminated at least two months before the planned date of the commencement of the classes.
- 1.2 Admissions are announced through the following communication mechanism approved by the management/ communication department:
 - a) It is communicated through displaying admission posters and banners.
 - b) Giving admission advertisement in local channels/cables.
 - c) Developing WhatsApp groups and sharing the admission announcement in groups.
 - d) Conducting parental sessions on admissions.
- 1.3 Admission Committee shall be established which shall be responsible for managing, processing and maintaining the transparency in the Academy's admission system, policies and procedure.
- 1.4 Admission test item will be developed by the admission committee and shall be reviewed by with the involvement of the principal.
- 1.5 The decisions of the Admission Committee shall be deemed as final in all matters regarding the admissions.
- 1.6 All the documents related to admissions, like copies of announcements, admission criteria, question papers, marking schemes, students' answer sheets, lists of merit / short listed candidates, etc. should be kept secured and preserved for the period of three years after the admission.

2. ENTRANCE EXAM AND INTERVIEW

Rupani Academy reserve the right to review applications holistically, focusing on academic excellence, their leadership potential, and personal context as demonstrated by their prior academic performance, the record of extracurricular activities, community activities.

2.1 ADMISSIONS FROM PP I- CLASS 2:

An informal assessment is conducted, combined with an interview with the parents. It is required that both parents are available for the interview, unless there are any extenuating circumstances, which should be brought under the principal's notice.

Assessment is generally based on level of confidence in communication, concept of letters/colors/numbers, speaking and reading skills for language of instruction i.e English and development of motor skills.

2.2 ADMISSIONS CRITERIA FROM CLASSES 3 TO 6.

Students beyond Early Years are given subject tests according to their class levels. Subject tests include English, Mathematics and Urdu. Passing criteria includes English 50% with overall 50%.

Prospective candidates will be interviewed along with their parents/guardian to observe and evaluate qualities that may not be evident in the applicant's examination scores or application forms. These qualities include an open and inclusive attitude toward those from different countries, cultures, and socio-economic backgrounds, clarity of thought and vision, and an awareness of one's goals for themselves and their communities. The school reserves the right to determine the appropriate age group placement of each applicant. (Rupani Academy)

2.3. ADMISSIONS CRITERIA FOR MYP:

Students should have completed their primary grades either from any IB or non IB school. Students will appear in a written test of Math, Science, English, Urdu and analytical thinking and reasoning. Candidates result will be shared and discussed with parents and perspective candidates will be interviewed for final selection. However, Students with IB background will be given preference. Rapanui academy offers admissions to MYP throughout the year (if seat are vacant) to students with valid reasons for the change of Schools.

3. TO BE CONSIDERED FOR ADMISSION, AN APPLICANT'S PARENTS:

- a) Have understanding to relate with the IB philosophy
- b) Are aware and accept the nontraditional IB teaching and assessment methods
- c) Have respect and acceptance for a diverse school community;
- d) Commit to pay the nominated finances and other responsibility of their child throughout the studies.

4. NONDISCRIMINATION POLICY:

Rupani Academy is committed to upholding a diverse community in an atmosphere of mutual respect and appreciation for differences. Rupani Academy's inclusive policy clearly states non-discrimination approach towards educational disparities. Also does not discriminate on the bases of race, religion, national/ethnic origin, sex, sexual orientation, gender identity and expression, age, disability, or service in the military or other uniformed services (Rupani Academy).

5. SEN ADMISSION POLICY

The school has the right to admit students with learning difficulties or physical disabilities only if adequate provisions can be made to meet their respective needs. The aim is to promote inclusion so that children with special educational needs can achieve their full learning potential through access to broad, balanced, creative and challenging curriculum and a wide variety of opportunities and experiences.

In case of any moderate to severe cases of mental and physical health disabilities, it is the responsibility of parents to arrange shadow teacher for the child. However, behaviorist therapist of school will assist the shadow teacher, parent and child.

6. PROCEDURES TO FOLLOW FOR ADMISSIONS AT RUPANI ACADEMY:

- a) Registration form will be issued along with Boucher by paying fee (non-refundable)
- b) Parents submit the registration form before placement test
- c) Diagnostic/placement test will be conducted on mentioned dates
- d) Merit list will be developed on the basis of test
- e) Shortlisted candidates will be contacted for interview
- f) Parent and student will be informed via phone call about admission to the school in the assigned class.
- g) Parents will receive admission form and relevant fee structure.
- h) Parents will submit all the required documents along with admission form within a week

- i) Admission will be confirmed once the fee (non-refundable) is submitted within seven working days
- j) Admission will be closed at the end of March, each year. (Mid-year admissions will be given only for posting and transfer cases from IB schools)

The mandatory documents to be attached with the Admission Form include:

- a) A photocopy of leaving certificate from last institution attended
- b) 2 recent passport size photographs
- c) Attested photocopy of Birth Certificate/smart card/form B
- d) Report card from last school
- e) Photocopy of parents/ guardian CNIC
- f) Affidavit
- g) Disability certificate (if any) from certified doctor/ psychologist
- h) Disclosure regarding any medical needs/ special needs is mandatory.

School Exit Procedure

- a) Prior information should be given a month before leaving school.
- b) The fees paid will not be refunded at the time of exit except security if all dues are clear.
- c) The student's progress report card will be given only for the completed term. However, formative assessment record will be shared.

7. CHILDREN'S AGE FOR ADMISSION:

Rupani Academy ensures that, for the admission in Primary Years Program (PYP) against each grade is in accordance with the following:

Grades	Age bracket
Pre-Primary I	3-4 years
Pre-Primary II	4 - 5 years
Pre-primary III	5 -6 years
Grade I	6 - 7 years
Grade II	7 - 8 years
Grade III	8 - 9 years

Grade IV	9-10 years
Grade V	10 -11 years
Grade VI- MYP-1	11-12 years
Grade VII- MYP-2	12-13 years
Grade VIII- MYP-3	13-14 years
Grade XI- MYP-4	14-15 years
Grade X -MYP-5	15-16 years

POLICY DISTRIBUTION & REVIEW

- ✓ All Rupani Academy IB policies will be shared with all stakeholders via school official webpage and in whatsapp groups
- ✓ All Rupani Academy IB policies will be reviewed annually during IB Pre-planning workshops

Reviewed: 14 February, 2024

References:

Rupani Academy- <https://rupaniacademy.org/admissions/>

International Baccalaureate- <https://www.ibo.org/about-the-ib/mission/>

A PYP learning community https://resources.ibo.org/pyp/works/pyp_11162-51464?root=1.6.2.2.5.3