

Admission policy

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A. Purpose of Admission policy

- A. To ensure that the school gets the maximum admissions possible without making compromises.
- B. To have a fair and transparent policy for all parents
- C. To make the admission process easy for all stakeholders

B. Connection with School Mission Statement

Fountainhead School Mission Statement:

“To Nurture leaders with character and competence”

The kind of leaders that the school hopes to nurture are those who can take charge of their lives, work effectively with others, do the right thing even when no one is watching them, and are internationally minded. Such leaders need both character and competence to survive and succeed.

Fountainhead School(FS) aims to provide a high-quality educational experience through a fair and transparent admission system and avoid unfair discrimination on grounds of disability, gender, religion or belief systems. The policy ensures appropriate procedure in respect to each application received for admission. It also seeks to set a selection criteria which is transparent, fair and consistent.

C. Connection with School Values

- **Fairness:** The school ensures that every applicant is evaluated holistically, considering diverse backgrounds and experiences, with clear and transparent criteria. Our commitment to equity ensures that all candidates have an equal opportunity to join our inclusive community.
- **Responsible:** The school emphasizes responsibility in our admissions process and holds itself accountable for transparent and ethical practices, ensuring that every decision is made with integrity and respect for all applicants. Our goal is to foster a community where responsibility and accountability are paramount.
- **Integrity:** Integrity is at the core of the school’s admissions process. The school is committed to honesty, transparency, and ethical decision-making, ensuring that every applicant is treated with respect and fairness. Our dedication to integrity fosters a trustworthy and principled school community.

D. Connection with Learner profile attributes

- **Inquirers:** The admission policy seeks students who demonstrate curiosity and a love for learning. This can be assessed through their previous academic records, involvement in extracurricular activities, and responses during interviews that show an interest in exploring new ideas and asking questions.
- **Knowledgeable:** The school reviews the student’s academic history and then prospective students may undergo tests and interviews to evaluate their knowledge base and critical thinking abilities. The applicants show a breadth of knowledge across various subjects and a willingness to engage with complex global issues. The policy includes evaluating prior coursework, standardized test scores, and any additional academic achievements or projects.
- **Principled:** The school aims to act with integrity, honesty, and a strong sense of fairness and justice during the complete admission process.

E. Connection with IB Standards and Practices

Culture (03)- Culture through policy implementation (0301)

- The school secures access to an IB education for the broadest possible range of students. (0301-01)
 - The school implements and reviews an access and/or admissions policy that clearly describes the conditions for participation in the school's programme(s). (0301-01-0100)
- The school provides relevant support materials, resources and structures to promote access to the school's programme(s) for as many students as reasonable. (0301-01-0200)
- The school provides opportunities to access the programme(s) for the broadest possible range of students. (0301-01-0300)
 - PYP 1: The school articulates and demonstrates the PYP to include all students, regardless of learner variability, unless the school's regulatory environment precludes full enrollment and requires the school offer the relevant national or state/provincial curriculum to certain students. (0301-01-0311)
 - PYP 2: The school implements the PYP across all early years and/or primary grade levels offered at the school. (0301-01-0312)
 - MYP 1: The school monitors and evaluates its efforts to provide students with equal opportunities to undertake the MYP. (0301-01-0321)
 - DP 1: The school provides for the full DP, ensures that some of its students attempt the full diploma, then monitors and evaluates its efforts to provide students with equal opportunities to undertake the full diploma. (0301-01-0331)
 - DP 2: The school implements and reviews strategies to encourage students to pursue the full IB diploma. (0301-01-0332)

F: Pathways of education at Fountainhead School



G: Admission process timeline across the school

For ease of administration, the school conducts admissions in a phases:

Phase	For which grades	Typical timelines/ months
Phase 1	Junior KG	September - October (e.g. Admission procedure for June 2024 begins in September 2023)
Phase 2	All other grades	December - January (e.g. Admission procedure for June 2024 begins in December 2023)

The dates for admission are published on the school website.

In addition, Fountainhead School accepts admissions year-round for grades in PYP, grades 7-9 in MYP, and grade 11 in DP. Admissions are also open for grades 5-11 in MLC, subject to seat availability in these grades.

H: Admissions team constitution

The school has an admissions team led by the Deputy Head of School that oversees admissions to all grades. Other members of the admissions team include an admissions incharge, an admissions coordinator and the Senior School Principal. Coordinators, principals, teachers and other administrative staff participate in the admissions process as per specific duties assigned to them.

The school has a 5 member "Parent Admission Committee" (PAC) comprising existing parents of Fountainhead School. The PAC acts as an observer of the admission process and certifies that the school has followed the admission policy as outlined. The objective of PAC is to ensure that the admission process is consistently monitored and that every stakeholder is communicated about the integrity, transparency and fairness of the process.

I: Age criteria for different grades

The age criteria is as follows:

Grade	Age Criteria
Junior KG	Should complete 4 years on or before 31st May of their year of entry
Senior KG	Should complete 5 years on or before 31st May of their year of entry
Grade 1	Should complete 6 years on or before 31st May of their year of entry
Grade 2	Should complete 7 years on or before 31st May of their year of entry

Beyond Grade 2, if the candidate has completed the previous grade and has performed satisfactorily in the previous school and in the readiness test for admission, then they will be admitted to the next class.

J: Admission in the Early Years Programme (EY)

Admission Criteria:

For Junior KG admission, the following categories will receive priority in the order listed below:

Categories	Priority
Category A	This category is for children of Fountainhead School staff. No priority will be given if the staff joins after the admission process is completed.
Category B	This category is for siblings of Fountainhead School students (the younger child of a parent who already has a child studying in Fountainhead School).
Category C	- Students who are admitted to The Village Early Learning Centre & Flutterby Early Learning Centre are considered as Category C candidates - Students enrolled before 30th June are also considered under Category C. - An equal 50:50 ratio of boys and girls is maintained during the admission process.. - The school reserves the right to change the ratio of 55:45 either way based on the gender ratio of candidates. - If number of applicants are more, a draw is conducted to select candidates for admission
Category D	Admissions open as per seat availability, for other preschool candidates.

The waitlist of Junior KG is carried forward to Senior KG and Grade 1. Hence, a separate admission process is not required for these grades. If the waitlist is exhausted and there are vacancies in these grades, then the admission committee is empowered to make a fair decision on the admission process to be followed.

Steps for admission process in Early years:

1. Attend the Education for Tomorrow (EFT) workshop. It is a mandatory workshop for all parents interested in seeking admission at Fountainhead School
2. Submit online form and required documents
3. Review of submitted online form and documents by admissions team
4. Interaction with parent/candidate (if necessary)
5. Draw to select students for admission (if necessary)
6. Publication of admission list and waitlist
7. Confirmation of admission after payment of fees

The school reserves the right to retain 1 or 2 seats for staff which may be released latest by 31st May or 1st week of June of the academic year.

K: Admission in the Primary Years Programme (PYP: Grades 1-6)

Admission criteria:

Grade	Selection criteria
Grade 1 - 6	- Interested candidates appear for a readiness test which gives an insight into the candidate's prior knowledge and deficit areas with respect to the grade level curriculum. The readiness test includes the following: - Written test for English, Math, Hindi - Reading and comprehension test - Oral interaction - A consolidated cut off score (CCS) is determined by the school for each grade. The following points are considered while calculating the CCS (Appendix 2) for each

	candidate: ○ Readiness test performance ○ Previous report cards ○ Children of staff, siblings of current students, female candidates, former students, students from other IB schools earn 5 additional points while calculating the CCS ● Candidates who clear the cutoff are considered for admission. These candidates are offered admission or a waitlist number. ●
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Steps for admission process in PYP:

1. Collect admission packets from school
2. Submit online form and upload required documents
3. a. Candidate appears for readiness test and oral interaction
b. Parents attend the EFT workshop
4. Review of submitted documents and results of readiness test by admissions team
5. Publication of admission list and wait list
6. Confirmation of admission after payment of fees

The school reserves the right to retain 1 or 2 seats for staff which may be released latest by 31st May of an academic year.

L: Admission in the Middle Years Programme (MYP: Grades 7-9)

Admission criteria:

Grade	Selection criteria
Grade 7-9	● Interested candidates appear for a readiness test which gives an insight into the candidate's prior knowledge and deficit areas with respect to the grade level curriculum. This helps the admission team in assessing the candidate's ability to meet the requirements of the MYP. The readiness test includes the following: ○ Written test for English, Math, Hindi ○ Oral interaction ● A consolidated cut-off score (CCS) is determined by the school for each grade. The following points are considered while calculating the CCS (Appendix 2) for each candidate: ○ Readiness test performance ○ Previous report cards ○ Children of staff, siblings of current students, female candidates, ex-students, and students from other IB schools earn 5 additional points while calculating the CCS ● Candidates who clear the cutoff are considered for admission. These candidates are offered admission or a waitlist position.
Grade 10	Admission to grade 10 is considered only if the candidate is transferring from the same curriculum board and has similar subject choices. The request for admission in such a case is reviewed on an individual basis by the Senior School Principal / MYP Coordinator

Steps for the admission process in MYP:

1. Collect admission packets from school.

2. Submit the online form and upload the required documents
3. Candidate appears for readiness test and oral interaction
4. Parents attend the EFT workshop
5. Meeting with the well being counselor.
6. Review of submitted documents and results of readiness test by admissions team
7. Publication of admission list and waitlist
8. Confirmation of admission after payment of fees

Siblings will receive preference for admission only once per academic year. If a parent fails to complete the admission process within the given timeline, no sibling preference will be granted.

M: Admission in the Diploma Programme (DP: Grades 11 and 12)

M.1. Eligibility criteria for internal candidates

No eligibility criteria is applicable in case of students from Fountainhead School who complete MYP in Grade 10 and want to move to the DP.

M.2. Eligibility criteria for external candidates

1. The academic performance of candidates will be judged based on the mark sheet for those candidates who have completed grade 10 or equivalent from any recognized board of education and have obtained the mark sheet. In case, the candidates are yet to appear for the exams or receive the mark sheet, the internal examination results and / or the academic report for the previous two years will be asked for and/or
2. Candidates who have done MYP and do not have any internal examination in their school, they must have satisfactorily completed their individual / group MYP personal project (as per the report of the school's internal supervisor) and/or
3. Candidates who have done MYP and have appeared in their school's final internal examination then they must have a decent academic performance and/or
4. Candidate must have satisfactory behavioral record and should not have been expelled from any Indian or foreign school
5. Candidate must not have been charged with any criminal offense in the period before joining Fountainhead School

N. Assessment details for admission to DP

N.1. For Internal Candidates

There will be no assessment for internal candidates. [Appendix 1](#) gives the detailed process followed for admitting internal candidates in the DP and their subject selection process.

N.2. For External Candidates

Grade	Assessment criteria
Grade 11	- Interested candidates appear for a readiness test which gives an insight into the candidate's prior knowledge and deficit areas with respect to the grade level curriculum. These tests are designed to help the admission team make an assessment of the candidate's ability to meet the requirements of the DP. The readiness test includes the following: - Written test for English, Math, Hindi, and Sciences (Biology, Chemistry, Physics) based on the career option - Oral interaction - Candidates who clear the readiness test are considered for admission. These candidates are offered admission or a waitlist position.
Grade 12 or Grade 11 in 2nd term	Admission to grade 12 or term 2 of grade 11 is considered only if the candidate is making a shift from the same curriculum and has the same subject choices. The request for admission in such a case is reviewed on an individual basis by the Senior School Principal. The school may ask for additional documents like DP year 1 mid-term and term end report, recommendation letter from previous school etc. If required, the DP coordinator will contact the previous school's DPC for academic details.

O. Reassessment

The candidate may appear for re-assessment if the application has been rejected. There will be a gap of a minimum two days between re-assessments. However, if the candidate is unable to achieve the required score in the reassessment as per the CCS ([Appendix 2](#)), the school will offer them the option of a Diploma Course (DP Course) in such cases. The implications of getting admission as DP course student for IBDP will be communicated to the candidate and the parents and consent will be taken in writing.

Subject Allocation

- For allocation of HL in English, Math & Group 4 subjects : For allocation of HL a high score in the school's assessment test and a high level of proficiency (based on previous school's academic reports) is recommended. However, the candidate may still go for higher level in the subject of their choice on the condition that a review regarding the progress in that particular subject will be done periodically and the candidate may be recommended to move to SL if they are not able to meet the expectations of HL.
- The Diploma Programme course students can either register for one, two or all three Core requirements (TOK, EE and CAS). However the final decision will be made by the school on the basis of the student's ability and performance in the entrance test or the subsequent progress during the initial period of three months from the date of admission. The progress of the candidate will be determined solely based on the Diploma Programme Coordinator/ Senior School Principal's report on the student's progress and the report will be considered as full and final, in such cases.
- Students taking DP course with 6 subjects or less and not doing a full Diploma can still opt for TOK or EE or CAS. The progress on the core subject taken will be reviewed by the Diploma Programme Coordinator / Senior School Principal periodically, and if required a recommendation will be given to the student whether to continue or not. As a school requirement, students opting for DP course have to opt for CAS, add CAS reflections and give a mock presentation for TOK. The school believes that these components help in ATL

skill development.

- Students are supposed to fill an online form in the school app (Nucleus) to select the subjects that reflect their choice.

Steps for admission process in DP (Grade 11)

1. Collect admission packets from school.
2. Submit online form and required documents
3. Candidate appears for readiness test and oral interaction
4. Review of submitted documents and results of readiness test by the admissions team
5. Meeting with career counselor and DP coordinator for subject selection
6. Meeting with the well-being counselor
7. Publication of admission list and waitlist
8. Confirmation of admission after payment of fees

P: Admission to Maverick Learning Centre:

In 2019, Fountainhead School launched the Maverick Learning Centre (MLC), a pioneering initiative in self-directed, project-based learning. The MLC is dedicated to providing a stimulating, encouraging, and safe environment where children can develop essential skills to thrive in an ever-evolving world. Our goal is to help students discover their passions and become experts in their chosen fields.

The MLC is part of our commitment to alternative learning, initially serving students in Grades 7 and 8. Over time, the program has expanded to support students up to Grade 12, and we have recently extended this opportunity to students starting from Grade 5.

Steps for admission process in MLC:

1. Collect admission packets from school.
2. Submit online form and required documents
3. Meet the MLC team
4. Complete the tasks allotted by the MLC team
5. In case of SS admission - Meeting with the well-being counselor.
6. Final approval to be taken from SSP
7. Publication of admission list
8. Confirmation of admission after payment of fees

P: Admission of candidates with previously identified learning needs

Admission of candidates with previously identified learning needs is done on a case-to-case basis. The school may admit such candidates if it is established that the school can offer the required support and that the candidate can be integrated in the classroom. The following steps are followed in such cases:

- The parent meets the admission in charge and submits documentation of the candidate's learning needs. This includes a recent psychological report, cognitive record and medical records.
- The admissions head along with the well-being counselors review the submitted documentation. The additional learning support team is involved if needed. A meeting with the parents, an interaction with the candidate and an assessment of the candidate may be scheduled.
- Based on the results of the above and the school's ability to support the candidate within the given setup, the admissions team will make a decision, subject to the availability of seats.

Q: Rejection/cancellation of admission

Fountainhead School may reject/cancel an application under the following cases:

- Candidate fails to secure minimum CCS as pre-defined by the school. In such cases, candidates may choose to re-appear for the readiness test. Decision for re-appearing for the readiness test is made by the admission head or the Senior School Principal.
- Fees are not received within the given timeline.

R: Ethical practices followed for admission

The admissions team is committed to the school values and objectives of the admission policy.

- While the school already follows a fair and ethical process, to make the process more robust and watertight, the PAC serves as an invigilator / external auditor for the entire admission process.
- The school does not consider donations or the ability to donate as a factor in the admissions process.
- The admission process does not ask for any religious / caste / political / social affiliations and is neutral in this regard.
- Any recommendation or influence from an external source to secure admission will result in immediate cancellation of the application.
- Siblings will get preference for admission only once for that academic year. If the parent fails to complete the admission process during the given timeline, then no sibling preference will be given.

S: Connection with other policies

Language policy

The student language profile is collected at the time of admission. This provides information to the school about the language preferred by parents, home and family languages of the candidate and whether the candidate is a first generation learner of English.

 [FS Language Policy](#)

Learning diversity policy

The readiness test conducted at the time of admission gives an insight about the learning needs of the candidate. Some candidates require additional support to enable them to access the school curriculum in a manner that allows them to reach their full potential.

 [FS Learning Diversity & Inclusion Policy](#)

T: Bibliography

- “Programme Standards and Practices 2020.” *IBO*, IBO, Apr. 2020, www.ibo.org/globalassets/new-structure/become-an-ib-school/pdfs/programme-standards-and-practices-2020-en.pdf.

U: Appendices

Appendix 1: Detailed process for admitting internal candidates to the DP

Diploma Program Coordinator (DPC) / Senior School Principal (SSP), along with the career counselors, will conduct a DP orientation session with parents and students separately
One on one meeting with a career counselor will be conducted for students to first understand their interests and career choices before orientation
The first draft of the subject selection form has to be filled by parents on Nucleus after the DP orientation session.
A 15-minute meeting will be scheduled with the parent and student only after the stage 1 subject selection form is filled out by the parent.
A consolidated report of grade 9 and grade 10 of each student prepared by the school will be used in the meeting
The student's career / course choices filled in the subject selection form, discussion with parents and student, and student interest will be used during the discussion to arrive at the final subject selection
After a one-on-one meeting, the final subject selection form will be opened for parents to fill out on the nucleus.
After this, if a student wants to change the subject then the form will be opened only after the window period is over.

Students will be encouraged to go for a full Diploma, but based on student needs, a student can opt for DP course from grade 11 itself or may make a decision at any point of time before the student appears for final IB examination. 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.

Appendix 2: Decision table for Grades 1-6 for admission:

The CCS is the key factor which decides whether a student has qualified for admission or not.

1. The CCS for a student is calculated.
2. Depending on the CCS of the cohort of applicants, a cut off for each grade is decided. The admissions head has the authority to make this decision and it may change from year to year. The admissions head may choose to make two cutoffs (Qualified and Conditionally Qualified)
3. Category B is defined as siblings of current students at FS who have qualified and conditionally qualified. Category B is given first preference for admission. There will be a draw amongst Category B students for determining admission / waitlist sequence.
4. Category D is defined as general applicants who are not children of staff/ siblings of current FS students. In Category D, a draw is done to determine admission/ waitlist sequence. Candidates who have qualified will be included in one pool and once that is exhausted, candidates who have conditionally qualified are included in the next pool of students.