



 **Cambridge Assessment  
International Education**  
Cambridge International School



# Admission Policy

---

Candor International School

LAST REVIEWED : 11 JUNE 2022



## **Table of Contents**

<b>Contents</b>	<b>Page Number</b>
Vision and Mission	1
Overview of Curriculum offered at Candor International School	2
Overview of the Admissions Process	5
Inclusion	7
Review and Implementation of Admission Policy	7
References	8

## **CANDOR INTERNATIONAL SCHOOL**

### **VISION**

Candor International School aspires to nurture young adults who will be catalysts for positive change both nationally and internationally; and who will ensure the protection of the environment, and the preservation of ethical and moral values in an age of constant social, political, economic, technological and environmental change. The vision will be articulated through the core values of:

- Love of Learning through lifelong enquiry
- Respect for diversity of people, faith, culture and ideas
- Concern for community at all levels
- Integrity of thought, speech and action
- Openness to adopting the best models
- Transparency of standards and practices

### **MISSION**

Candor International School aims to nurture lifelong learners, who, through respect and intercultural understanding, technology, creativity, collaboration and an active engagement in community service, become citizens of the world to contribute, and make a difference, to their generation.

### **The 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 organisation works with schools, governments and international organisations 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.

### **Cambridge Assessment International Examination (CAIE) Mission**

Our mission is to promote excellence in education. We do this by playing a leading role in developing and delivering educational assessment in over 160 countries around the world. We have a deep-seated belief in the value of education and we work with our stakeholders to ensure that all our assessments support high quality learning.

We are an integral part of education and training worldwide covering all aspects from teacher training, through vocational and general qualifications, to curriculum development.

We have a strong track record in advising governments and education bodies on education reform and engage regularly with policy makers on the education agenda, and how best to provide learners with the knowledge and skills that they need.

### **Overview of Curriculum offered at Candor International School**

Candor International School is an inclusive day-cum-residential school that believes in providing all students an equal opportunity.

Candor International School is authorised to offer the International Baccalaureate's Primary Years Programme (PYP) for K1 to Grade 5 and the IB Diploma Programme for Grades 11-12. It is accredited by Cambridge Assessment International Education-CAIE's International General Certificate of Secondary Education (IGCSE) for Grades 6-10 and AS and A levels.

Admission is open from Pre K to 12 students of the local and international community regardless of race, gender, religion, or country of origin. Candor follows a transparent admission process the details of which can be found in the subsequent parts of this policy.

## **Academic Year**

The Candor International School academic year consists of two semesters.

Semester 1 - August - December

Semester 2 - January - June

The school invites applications for the following classes:

Kindergarten – Pre-K, K1 and K2 ( EYP)

Primary School – Grades 1 to 5 ( PYP)

Middle School – Grades 6 to 8 ( Middle School Programme)

Senior School – Grade 9 and Grade 10 ( IGCSE)

– Grade 11 and Grade 12 ( IBDP)

– Grade 11 and Grade 12 ( AS and A level)

## **Application Form**

The admission forms can be downloaded from the school website, completed online or procured from the admission office.

## **Admissions Committee**

The admissions process is overseen by an Admissions Committee composed of the Principal, the Admissions Officer, the Programme Coordinators, and the Head of the Department of Special Educational Needs (if required). This committee looks into all aspects of the admission process and takes all relevant decisions regarding enrollment of new students.

## **Admission into the Primary Years Programme**

Candor School offers the IB PYP for students from Kindergarten to Grade 5. Admissions are based on interactions between the student, parents and the Programme Coordinator(s) and the Principal. In special cases wherein the student might have any additional learning needs, the Special Educational Needs Department is involved to recommend a way forward.

### **Admission into Grade 6-10**

Students seeking admission for grades 6 to 10 are required to submit for the perusal of the school, their past scholastic, and co-curricular records. They also need to undergo placement assessment tests in English and Mathematics so that the school can assess the students' proficiency in language and numeracy. Based on the students' performance in these tests, as well as the interactions with the Programme Coordinator and Principal, the school offers guidance with respect to subject choices, as well as provides personalised support to students [including additional learning support for students who qualify for the same [refer to Inclusion Policy]].

### **Enrolment into Grade 11-12**

For Grade 11, Candor offers students the choice of either joining the Cambridge AS/A Level or the IB Diploma Programme.

### **Entry Requirements:**

It is an expectation of the school that students who enrol for the AS level or the IB Diploma Programme must have secured at least 50% in their Grade 10. There are no marks related entry requirements for IB Course Credits but the student must have completed Grade 10 from an accredited educational board.

### **For existing Candor students:**

Existing Candor students and their parents are given a detailed orientation on both the programmes followed by counselling to help them make an informed decision on which course to pursue. This orientation/counselling is undertaken by the individual Programme Coordinators and the University Counsellor with support from the Principal. Prior academic and behavioural records of the students are examined in detail by the Admissions Committee before confirming the enrolment. It is an expectation of the school that students who enrol for the AS level or the IB Diploma Programme must have secured at least 50% in their Grade 10.

### **For new students:**

Once the new applicant has submitted the filled up application form, the Admissions Officer reaches out to the parents to schedule an interaction with the relevant Programme Coordinator and the Principal. During this interaction, the new students/parents are given a detailed orientation about the school and programme philosophy and the demands for the specific courses [CAIE/IBDP]. The interaction also focuses on helping the students with their subject choices, and in the case of IBDP, to decide their HL and SL subjects. Once the interaction is complete, the students then proceed to write aptitude tests in Mathematics and English so that the school can get an idea of the students' prior knowledge/skill and can plan corrective action/support as and if required.

## **An Overview of the Admissions Process**

The Admissions Process at Candor International School, Bangalore, involves the following:

1. Admission Enquiry: Parents can either call the school or fill out the preliminary enquiry form from the school website.

Tel: +91-80-30852807/888/999 Mob: +91-94832-99999

School website: <https://candorschool.edu.in/>

2. Application form: Prospective students will fill out the online application form shared by the admission team. Parents are requested to email the completed, signed and scanned application form to [admissions@candorschool.com](mailto:admissions@candorschool.com)
3. School Visit: Parents and students will be taken on a tour of the campus. In case the parents are not able to visit the school, they can take a virtual tour of the campus.
4. Interactions with the Programme Coordinator and the Principal.
5. Aptitude Tests for English and Mathematics
6. Acknowledgement - A confirmation email from the admission department will be sent to the parents for completing the admission process.
7. Fee Payment

### **Pre-Admission Procedure**

For every new enrolment, the following documents need to be submitted -

1. Photocopy of the Birth Certificate
2. Original Transfer Certificate from the school last attended
3. Conduct Certificate from the school last attended
4. Photocopy of the scholastic achievement records from the school last attended confirming successful completion of the preceding class as well as co-curricular records
5. Submission of completed medical records
6. Four passport size photographs
7. Any other necessary information regarding transport, dining, and boarding as required for the student.

## **Additional Documents for Overseas Students**

1. A valid passport
2. A student visa – regular or provisional
3. Proof of availability of sufficient funds for the duration of studies in India for self-financing international students.
4. An equivalent certificate is mandatory from the AIU (Association of Indian Universities) for students who have studied abroad (grades 9 & 10) to enable and facilitate their admission to Indian universities.
5. The school will provide the necessary documents to support a student visa once the registration is complete.

## **Post Admission Procedure**

1. Once admission is granted, parents are required to deposit the fees and submit the following documents.
  - 1.1. Transfer Certificate in original. (For foreign students the school will require a letter from the Principal of the last school attended stating the Bonafide of the student along with the report of the last examination given).
2. Once the fee and documents are submitted, parents will receive an Admission Confirmation email from the school. This will inform them about further formalities, to be completed, if any.
  - 2.1. School uniforms and books can be bought from the Stores Department in the school. The book list is available with them.
  - 2.2. The student will receive the timetable from the homeroom teacher/programme coordinator.
  - 2.3. The student handbook and parent handbook is shared for better understanding of school policies.



### **For mid-term admissions**

2.4. Parents need to inform the school of their ward's joining date at least one week prior. This is mandatory because the staff needs to be informed to expect a new student on a particular day and needs to make preparations accordingly. Parents can also contact the school admission officer in case of any further queries.

2.5. Teachers assist new students with the syllabi covered in the class to date.

### **Inclusion**

Candor is an inclusive school and believes in providing equal opportunities to all learners. As such, admission is never denied on the grounds of a student having physical disabilities/challenges or learning disabilities and difficulties, as long as the school is confident that it has the resources and infrastructure to adequately support the child. The school has a dedicated SEN [Special Education Needs] Department to support the learning needs of students with disabilities/learning disorders as well as an in-school Counsellor who can offer emotional support to students who require the same. [Check Inclusion Policy for further details]

Before a Special Needs student is enrolled, scanned copies of their clinical assessments should be sent to the Admissions Officer. Based on the input from the Head of Department of Special Education Needs and Counsellor [where required], meetings are scheduled with the parents and student to better understand the child's needs and to determine the school's ability to provide adequate services to the students. Based on the outcome of the meetings and the documentation provided, the Admissions Committee takes a final decision on the admission of the student.

In case the school feels that the student requires infrastructure or support that the school lacks, it may refer the student to another school which has the required resources and infrastructure. The school also expects full transparency from the parent with regards to the medical/psychological records of the child [where applicable] so that necessary support can be provided. The school reserves the right to cancel any enrolment if found that false information and documentation have been provided.

### **Review and Implementation of Admissions Policy**

The Admissions Policy is reviewed at the end of every academic year by a team composed of the Principal, the Programme Coordinators, the Admissions Officer and the Head of the Department of Special Education Needs. The policy is available on the school's website for the pursuit of interested stakeholders.

Last reviewed on June 11, 2022

## References:

“Candor International School.” *Candorschool.edu.in*, 2016,

*candorschool.edu.in/admissions/admissions-policy/*. Accessed on June 11, 2021

IBO. “Mission.” *International Baccalaureate®*, *ibo.org/about-the-ib/mission/*. Accessed on June 11, 2021

Cambridge Assessment. <https://www.cambridgeassessment.org.uk/Na/-/Induction/Our-Vision/Our>. Accessed on June 5, 2022