Sanjan Nagar
Public Education Trust
Higher Secondary School

“Enabling Our Future”

Admission Policy
updated
2022
“Our vision is to enable children and youth to become caring, knowledgeable, and creative citizens of tomorrow for the meaningful progress of our society through a holistic education experience.”

**IBO 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.”

**A Note for Parents:**

Dear SNPET-HSS Parents,

At SNPET, our school policies are rooted in the IB philosophies, standards and practices. We aim to model the principles of the IB learner profile and the IB mission in each of our policies. Our policies have been developed through discussions with teachers, parents and students to determine both content and layout. These are the policies mandated by the IB:

1. Admissions
2. Inclusion
3. Language
4. Assessment
5. Academic Integrity

Sanjan Nagar is a journey of lifelong learning unlocking the potential of children/families from diverse and disadvantaged backgrounds. It is an evolving school for nurturing of young learners through inquiry based liberal education in a global context bearing the motto ‘Enabling our Future’ Our school policies are intended to embrace and encourage diversity.

In each of our policy documents, you will find the philosophy driving the policy, your child’s rights to quality learning and community responsibilities, a description of how each policy upholds the IB learner profile, and links to the other policies.

Thank you, in advance, for reading these policies thoroughly.

Warmest regards,

SNPET-HSS
Admission Committee:
- School Principal
- PYP/ High School Head
- One Teacher from the concerned section

Admission schedule:
- February to March: Playgroup to grade 9
- July-Sep: Higher Secondary School grades 11-12

Advertisement:
- Local TV cable
- Social Media Platform
- Banner
- Brochure
- Newspapers
- Orientation sessions in different institutions (for HSSC admissions)

Admission process:
1. The admission form with all required documents should be filled out and returned to the school office.
2. The school’s admission committee will contact the parents to arrange a meeting with the potential candidates and parents.
3. Meet with the Educational Leadership Team to discuss the school’s educational offering and visit the Campus.
4. Interview/or admissions tests and/or observational assessment
5. Decision on admission by Educational Leadership Team
6. Invitation to enroll or be placed on the waiting list

Fee Structure:

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Admission fee</td>
<td>Rs. 6,000</td>
</tr>
<tr>
<td>Annual charges</td>
<td>Rs. 1,500</td>
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<tr>
<td>Monthly Tuition fee</td>
<td>Rs. 3,600</td>
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Categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>N-FF/SB-1</td>
<td>Full fee / Sibling-1</td>
<td>Rs. 3,200</td>
</tr>
<tr>
<td>SB-2/CON-2</td>
<td>Sibling-2/Concession Category 02</td>
<td>Rs. 2,800</td>
</tr>
<tr>
<td>SB-3/CON-1</td>
<td>Sibling-3/Concession Category 01</td>
<td>Rs. 2,300</td>
</tr>
<tr>
<td>SB-4</td>
<td>Sibling-4</td>
<td>Rs. 3,200</td>
</tr>
<tr>
<td>TS/TD</td>
<td>Fee for Staff child</td>
<td>Rs. 2,000</td>
</tr>
</tbody>
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Scholarships:

a) **Need-Based** 10% of newly enrolled can get a need-based scholarship (deserving cases)

- All students, after admission, are assigned a student ID number.
- All records must be maintained in Hard and Soft copies.

Exceptional learning or behavioral and medical needs:

We can provide some support for students with mild learning difficulties. We require that families inform us of any previously identified special needs for children with disabilities or previous trends on type and intensity of extra educational support at the time of admission. The school’s section head with the help of its inclusion partners will evaluate students with diagnosed learning or behavioral and medical issues. In some cases, parents may be asked to commit to providing extra support for their child, which may take the form of in-class support or out-of-school provision.

Grade Placement:

We usually place students in the continuing grade from their current schooling or the grade appropriate to their age, seeking to differentiate for their individual emergent needs evidenced from the admission test context.

Admission:

Admission is at the discretion of the school. It may be denied for valid reasons, such as lack of place and/or an evaluation that SNPET cannot cater to the student’s learning, behavioral or medical needs. In general, admission will also be automatically denied in the following cases.
### Admission rights and responsibilities

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td><strong>Parents and Students</strong></td>
<td><strong>Parents and Students</strong></td>
</tr>
<tr>
<td>1. Any parent or applicant can apply for admission without any ethnic or socioeconomic difference.</td>
<td>1. Parents have the responsibility to provide correct and authentic documentation.</td>
</tr>
<tr>
<td>2. Parents have the right to get information about the school curriculum program and key initiatives</td>
<td>2. Parents are responsible for providing accurate information about a child's academic, physical and psychosocial needs.</td>
</tr>
<tr>
<td>3. Parents have the right to visit the campus at the time of admission.</td>
<td>3. Parents have the responsibility to follow school policies.</td>
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<tr>
<td>4. Parents have the right to apply for sibling policy.</td>
<td>4. Parents have the responsibility to ensure the regularity and punctuality of the student.</td>
</tr>
<tr>
<td>5. Any parent or applicant can apply for a scholarship based on the school scholarship policy.</td>
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<tr>
<td>6. Parents have the right to be safe at school</td>
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<tr>
<td>7. All students have equal rights to avail of educational opportunities.</td>
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<tr>
<td>8. Parents have the right to know the school policies and complaint procedure.</td>
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<table>
<thead>
<tr>
<th>School</th>
<th>School</th>
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<tbody>
<tr>
<td>1. Admission is at the discretion of the school.</td>
<td>1. To process the admission without any discrimination.</td>
</tr>
<tr>
<td>2. School has the right to know truthful information about students and parents</td>
<td>2. School has the responsibility to provide easy access to school policies.</td>
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<td>3. School has the responsibility to provide a safe and inviting environment.</td>
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Connections to other IB Policies

Admission and Language
Student’s wishing to be admitted at SNPET from Nursery to G5 and above must take an admission test that includes both languages, Urdu and English before entry. Language background information along with other information including age, previous academic records help in the placement of students in the respective grades.

Admission and Assessment
In the EY-PYP(playgroup) we take admission based on students' and parents' interviews with the section head and PYP coordinator. In PYP(Nursery- G5) we assess admission tests of languages, and numeracy and interview( parents and students) with the section head and PYP-Coordinator, progress or report card, and school leaving certificate from the previous school is required.

Admission and Integrity
To observe integrity parents are expected to provide correct information and authentic documentation at the time of admission.

Admission and Inclusion
We welcome children from different ethnic socioeconomic backgrounds. Human rights are respected. All candidates for admission are treated equally irrespective of their religion and belief socioeconomic and ethnic origin. Parents are expected to submit complete information about the applicant about his/her academics, physical and socio emotional needs.

Advice for Parents:
Families whose students enroll in SNPET are expected to commit to the following:
- Our Vision and Mission, SNPET-HSS and the IB PYP values/IB Profile
- Attendance at informative school presentations, workshops, and three-way conferences - parent-students and teachers
- Provision of opportunities for their son/daughter to develop and express themselves in their mother-tongue and/or medium of instruction

REVIEW PROCESS:
The policy is reviewed annually in collaboration with all stakeholders.