



Ilmesters

Admission Policy

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AIM

The aim of Ilmesters is to promote a learning environment which is accessible to all. We at Ilmesters thrive to focus on a holistic approach where a learner is encouraged to grow academically, socially and emotionally.

The purpose of Ilmesters Inclusive Education Policy is to provide inclusive education for students who have minor challenges which can be met within the defined curriculum through differentiation.

It is our responsibility to identify, monitor and record the progress of children to provide the required learning support. At Ilmesters, students are given opportunities to fulfil their academic and social needs.

A9: The school supports access for students to the IB programme(s) and philosophy. (Programme Standards and Practices Jan 2014)

B 2.8: The school provides support for its students with learning and/or learning support requirements and support for their teachers. (Programme Standards and Practices Jan 2014)

ADMISSION PROCEDURE

Registration

Parents are required to visit school and contact admission office for the admission details. Provided the availability of the seat in the requested age group, they are required to fill the registration form. Registration can also be done through online form available on the school website (<http://www.ilmesters.edu.pk/admission-form/>)

Required documents

Documents required to be submitted at the time of the registration:

S. No.	Documents	PYP	MYP	DP
1.	Two passport size photographs	✓	✓	✓
2.	Birth Certificate (Copy)	✓	✓	✓
3.	School leaving certificate (if applicable)	✓	✓	✓
4.	Previous school progress report	✓	✓	✓
5.	Psychological Assessment Report (where applicable)	✓	✓	✓
6.	Parent's Form "B", Passport and CNIC (copies)	✓	✓	✓
7.	Parent's NTN Certificate (Copy)	✓	✓	✓

Other documents needed after admission is granted:

S. No.	Documents	PYP	MYP	DP
1.	Four passport size photographs in school uniform	✓	✓	✓
2.	Child's Passport/CNIC/NICP copy		✓	✓
3.	Medical form	✓	✓	✓
4.	Code of conduct and behavior (Signed)		✓	✓
5.	Medical and other consent forms (Signed)	✓	✓	✓
6.	Pakistan studies/Islamiat/Urdu exemption application (dual nationals) if applicable. Child will be required to attend classes		✓	

Disclosing any SEN condition

As per Ilmesters Inclusive Education Policy, parents are required to disclose any special need conditions if they know of in the form. Supported documents must also be provided with the form.

Process

Registration is processed as the form is submitted along with the documents and the payment of processing fee.

- Parents are contacted and given date and time for the interview (Playgroup) and written assessment (KG, PYP-DP). Assessments are meant to evaluate students' skills and capabilities. Assessments are taken for Maths, English, Urdu and General knowledge.
- MYP-DP students are required to attend one full day school.
- Both parents and student are interviewed followed by the assessment.
- Based on the results and the feedback by the respective subject teacher, and the interview, the IB coordinator and Principal in consultation with the Head of School decides whether the applicant qualifies for the admission or not.
- Siblings and children of staff members may be given priority but admission is not

guaranteed.

- Ilmesters reserves the right to refuse any admission, and promotion in any given class if the Principal, Coordinators and teachers believe that the learner is unable to meet the academic and social needs of the current level.
- When parents register their children, it is on the understanding that they accept and support all policies and procedures of school for the duration of the time they are associated with the School.

Ilmesters PYP Exhibition:

As per Ilmesters Assessment Policy, it is mandatory for PYP 5 students to participate in the process of Exhibition. The students will only be promoted to MYP 1 if their performance in Exhibition is at least satisfactory and they have written the research report as an evidence of their learning.

Subject selection for MYP certificate

Students must choose at least one subject from each of the following groups:

Group 1- Language and Literature (Language A) (English)

Group 2- Language Acquisition (Languages B) (French/Urdu)

Group 3- Individuals and Societies (Integrated Humanities)

Group 4- Sciences (Biology/Chemistry/Physics)

Group 5- Mathematics (Standard)

Group 6- Arts (Visual Arts/Design/Physical and Health Education)

In addition, followings are compulsory;

Interdisciplinary

Personal project

Service as action requirement

Ilmesters MYP to DP Promotion Requirements for existing students

As per Ilmesters Assessment Policy, for existing students to be promoted from MYP to DP, a student's MYP-5, and mock exam report should demonstrate:

- that the student has met Ilmesters's expectations for Action as Service;
- achieved 5 or above for each Higher Level subject;
- achieved 4 or above for each Standard Level subject.
- at-least 50% marks in Non-IB subjects
- attendance of at least 90% in each course

Students who fail to meet few of these criteria will have their promotion reviewed by the school. Student might be promoted on two months' probation, after consultation with concerned teachers, parents and student.

For student seeking admissions in MYP-5 and DP-2

Admissions in MYP-5 and DP-2 are open only for students coming from other IB world school in case of transfer/migration. Non-IB students are not given admissions in MYP-5 and DP-2.

Admission in MYP-5 (Grade-10), students should have completed MYP-4 from an IB system school. The progress report demonstrate,

- attaining IB Grade-4 or higher in their MYP-4 mid/final report, securing minimum 3 in all subjects including IDU.
- at-least 50% marks in Non-IB subjects
- portfolio showing participation in MYP Action as Service to achieve Learning outcomes (LOs)

For admission in DP-2 (Grade-12), students should have completed DP-1 from an IB system school. The progress report demonstrate,

- attaining 20 points or more in their DP-1 final report, securing minimum of 2 in all subjects.
- participated/shown progress in Extended Essay, Theory of Knowledge and school's CAS requirements

Further requirements for DP:

Students entering Diploma Programme are expected to attempt the full IB diploma, because when applying to universities, the diploma can certainly be an advantage due to its rigorous nature. However, some students choose certificates (taking only some IB exams, but not the full program). A certificate can be earned in a single subject by meeting all assessment criteria to a satisfactory level. Certificate students take IB exams but are not enrolled in all the necessary subjects for a full diploma

For full Diploma, students must:

- Take three Higher Level (HL) Courses over a two year period
- Take three Standard Level (SL) Courses over a two year period
- Take a two year course in the Theory of Knowledge (TOK)
- Write 4000-word Extended Essay (EE) in a subject of their choice
- Undertake a Creativity, Action & Service (CAS) program

At least three, and not more than four of the six subjects selected are taken at higher level (HL), the others at standard level (SL). HL courses represent 240 teaching hours, and require a greater depth of study across a broader range of content in the subject. SL courses require 150 hours and provide breadth of study across the whole Diploma Programme.

DP SUBJECTS OFFERING AT ILMESTERS

Studies in Language and Literature

Group 1

- English A: Language and Literature
HL and SL
-

Language Acquisition

Group 2

French/Mandarin (will be offered on demand from 2022)

Individuals and Societies

Group

3

- Economics HL
 - Business Maths and SL
 - Digital Societies
-

Sciences

Group 4

- Biology HL
 - Chemistry and SL
 - Physics
 - Design Technology
 - Sports and Health Science
-

Mathematics

Group 5

Arts		
Group 6		
	· Visual Arts	HL and SL
	· Music	HL and SL

SPECIAL EDUCATIONAL NEEDS (SEN)

Due to limited resources and lack of any separate SEN unit, Ilmesters is unable to cater to students with learning disorder or disabilities who have complex special educational needs.

Therefore, as per Ilmesters Inclusive Education Policy, only students with learning difficulties and non-severe to moderate special needs like minor dyslexia, ADHD are given admissions, as they can be supported through differentiation in teaching and assessment strategies by the teachers.

If a student during the course of study is identified by teacher(s) that requires to be evaluated, parents will be contacted and concerns will be shared. Parents will then be required to get the assessment done for proper course of action. All official documents of assessment are required to be shared with the school before any further decision is taken.

Any remedial or special arrangements if required will have to be provided by the parents as school fee doesn't include this cost.

B1.5: The school has developed and implements an inclusion/learning support requirements policy that is consistent with IB expectations and with the school's admissions policy. (Programme Standards and Practices Jan 2014)

PHYSICAL DISABILITY

Students with physical disabilities are given admission depending on if it is possible for the school to make arrangements for the particular disability of the student.

FEE CONCESSION

- 10% sibling concession is given in monthly fee to children from the same family.

Children of staff members are given additional concessions as follows:

- First child is given 100% waiver after 6 months of enrollment
- Second child and onwards will be given 40% discount in monthly fee

Need base scholarship or concession is also given to families facing financial issues. However, these are kept confidential.

ADMISSION POLICY REVIEW

Ilmesters Admission Policy is a working document. The policy is reviewed and revised annually by the Head of School, Principal, PYP-DP coordinators and teachers. Changes are implemented if and when needed.

COMMUNICATION OF THE ADMISSION POLICY

The Ilmesters Admission requirements as per Admission policy are communicated to prospective parents at the time of registration and during admission inquiry. The copy can be sought for reading from the office on request.

REFERENCES

Registration and Admission Procedure Manual. (2015, August). Retrieved February, 2017, from <http://learningalliance.edu.pk/web/wp-content/uploads/2015/07/Admissions-Policy-Manual-23-7-2015.pdf>

ST. Martin's School Admission Policy. (n.d) <http://www.stmartinsschool.net/wp-content/uploads/2015/09/Admissions-Policy.pdf>

Special Education Need. (n.d) <http://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/specialneeds/sen/aboutsen>

APPENDICES

Appendix-1: ILA Admission form



Ilmesters



Campus-I: B-31, Block-6 PECHS, main Shahra-e-Faisal, near Soneri Bank, Karachi Tel:021-34524423

MYP/DP Campus: D-29, Clifton Block-2, Karachi

Tel:021-35305505

E-mail: info.ilmesters@gmail.com, senior.ilmesters@gmail.com www.ilmesters.edu.pk

For Office Use Only		ADMISSION FORM	
APPLICATION FORM NUMBER		A	Photo of child
Date Application Received	:	R	
Date Of Expected Admission	:	WL	
Date Of Admission Fee	:		
Date of payment of Registration Fee	:		
Registration Fee Receipt Number	:		
Please complete all relevant parts of this and require documents:			For Office Use Only
			(1) No

Family Name: _____ Child's First Name _____

Applying for grade : _____ Academic session: _____

Studying in grade: _____ School Name: _____

Date and reason for leaving _____

Date Of Birth _____ Nationality1: _____ Nationality 2: _____

Home Address: _____

Telephone No: _____ Mobile: _____

Mother's Name: _____ Profession: _____

Mother's mobile: _____ Email: _____

Father's Name: _____ Profession: _____

Father's mobile: _____ Email: _____

Emergency contact Name: _____ Relationship: _____

Telephone : _____ Mobile: _____

Language Profile:

First language spoken at home: _____ %Time Spoken _____

Other language/dialects spoken: _____

Second language: _____

Sibling/s details:

Brother/Sisters (Name)	Date Of Birth	Elsewhere	Applying to Ilmesters
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

Disclosing Medical Condition/s:

Does Your Child have any difficulties with,

Condition	No	Yes	Details
Vision			
Hearing			
Physical limitations (other)			
Genetic Disorder			

Disclosing SEN Condition: Provide detailed Assessment/Evaluation report from a reputable institute.

Dyslexia			
ADHD			
Any other			
Allergies (if any)			
Food / Medicine			
Asthma			

Any reason your child should not take part in physical and health education /sports programme?

I, _____ HEREBY AFFIRM THE VALIDITY OF THE INFORMATION I HAVE PROVIDED IN THIS APPLICATION. BY SIGNING THIS FORM, I ACKNOWLEDGE THE FACT THAT IF ACCEPCTED, I AGREE TO ENROLL MY SON/DAUGHTER IN ILMESTERS ACADEMY AND PAY ALL ADMISSION AND TUTION FEES BY THE SET DATE THROUGHOUT HIS/HER STAY AT ILMESTERS OR MY CHILD'S ADMISSION WILL BE CANCELLED. I ACCEPT THE SCHOOL POLICY OF FEE INCREMENT

UPTO 7% EVERY YEAR AND THE REVISION OF FEE STRUCTURE AFTER 3 YEARS.

SIGNED: _____

DATE: _____

(Parent / Guardian)

FOR OFFICE USE ONLY

Date of parent interview: _____

Interviewed by: _____

Comments: _____

Date of Application Approved/ Denied: _____

Details: _____

Admission Date (Term): _____ **Admission into Class:** _____

Required documents

Documents required to be submitted at the time of the admission:

S. No.	Documents	PYP	MYP	DP
8.	Two passport size photographs	✓	✓	✓
9.	Birth Certificate (Copy)	✓	✓	✓
10.	School leaving certificate (if applicable)	✓	✓	✓
11.	Previous school progress report	✓	✓	✓
12.	Psychological Assessment Report (where applicable)	✓	✓	✓
13.	Parent's Form "B", Passport and CNIC (copies)	✓	✓	✓
14.	Parent's NTN Certificate (Copy)	✓	✓	✓

Other documents needed after admission is granted:

S. No.	Documents	PYP	MYP	DP
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7.	Two passport size photographs in school uniform	✓	✓	✓
8.	Child's Passport/CNIC copy		✓	✓
9.	Medical form	✓	✓	✓
10.	Code of conduct and behavior (Signed)		✓	✓
11.	Medical and other consent forms (Signed)	✓	✓	✓
12.	Pakistan studies/Islamiat/Urdu exemption application (dual nationals) if applicable. Child will be required to attend classes		✓	

Appendix-2: Age Criteria for Admission

Age Criteria	Age
Play Group	1.6 – 2.5
Nursery	2.6 – 3.5
Pre-K	3.6 – 4.5
Kindergarten	4.6 – 5.5
Grade 1	5.6 – 6.5
Grade 2	6.6 – 7.5
Grade 3	7.6 - 8.5
Grade 4	8.6 – 9.5

Grade 5	9.6 – 10.5
MYP 1 (Grade 6)	10.6 – 11.5
MYP 2 (Grade 7)	11.6 – 12.5
MYP 3 (Grade 8)	12.6 - 13.5
MYP 4 (Grade 9)	13.6 - 14.5
MYP 5 (Grade 10)	14.6 - 15.5
DP 1 (Grade 11)	15.6 - 16.5
DP 2 (Grade 12)	16.6 - 17.5