



## **Admission Policy**

The Gujarati Seva Samaj Educational Trust was formed in the year 1979 by Gujarati Seva Samaj, Madurai with the noble aim of serving the cause of education for all sections of the society in this 'Temple City'. The trust started Jain Vidyalaya in 2015, their second venture, to cater to the needs of the children of Madurai, irrespective of Religion, Caste or Creed.

### **School Vision**

To create leaders of tomorrow who are physically, psychologically, intellectually, and ethically strong, to overcome all challenges with ease in every sphere of life.

### **School Mission**

We, at Jain Vidyalaya, as a team, are committed to

- Providing equal opportunities to bring out and groom the latent talents through curricular, co-curricular, and extracurricular activities.
- Creating a positive and challenging environment, which nurtures individuality as well as team spirit.
- Continuous upgradation of resources in order to achieve confidence out of wisdom.
- Imparting value-based education to mould each individual into a better personality.
- Inspiring all stakeholders to develop into leaders of tomorrow.

### **School Objectives**

Jain Vidyalaya's key quality objective is to conform to stakeholder requirements, the relevant statutory and regulatory requirements, and to seek continual quality system improvement to ensure full stakeholder satisfaction at all times.

The school sets measurable targets for its quality objectives that are reviewed and modified periodically to measure performance, thus ensuring continual improvement.

Jain Vidyalaya's quality objectives are:

- To enhance student performance in academics, co-curricular activities, and extracurricular activities.
- To enhance stakeholder participation in school activities and programmes.
- To enhance staff participation and performance in school activities.

- To create a safe, healthy and supportive environment for the child's development.

The affiliation to the Central Board of Secondary Education recognizes classes from Grade 1 to 10 and Grades 11 & 12. However, the school also offers pre-primary programmes – Pre-Kg, Lower Kindergarten, and Upper Kindergarten for those parents who wish to enrol their children in these programmes.

Apart from this, the school proposes to offer the focused Careers programme from the International Baccalaureate (IB) – the IBCP. The International Baccalaureate® (IB) Career-related Programme (CP) is designed for students aged 16-19.#

The number of students in each classroom is restricted to 30. The entry for CBSE based curriculum is Grade 1. There are 3 sections – A, B & C from Grades 1 to 8 at present. The school does not take in any admissions in grades 9, 10, and 12. For all other grades, the admission procedure is laid out below:

1. The parents seeking admission for their wards need to fill in the enquiry form, which is accessible from the school website under the 'Admissions' tab. The acceptance for this begins from December every year for the succeeding Academic year beginning in April.
2. The prospective candidates need to undertake an aptitude test. The shortlisted candidates, along with their parents will attend a face-to-face meeting thereafter. Upon selection, a mail confirmation will be sent to the parent of the admitted child, whereupon they'll need to make payment of fees and confirm their admission. Failure to make the payment of fees within the stipulated time will lead to forfeiture of their seat, and the vacant seat may be allotted to other candidates on the waiting list. The admission is subject to the valid submission of the following documents:  
(Photocopies of all documents along with the Original for verification purposes)
1. Birth Certificate
2. Aadhaar Card copy
3. Community certificate (if applicable)
4. Transfer Certificate from previous school mentioning the eligibility to study in the respective grade.
5. Parent's Aadhaar card copy
6. Any other documents that are required as per any individual case.  
Failure to submit ALL the required documents will lead to automatic cancellation of the admission. Any fees paid till then will be refunded within 21 days after deducting the deliverables and nominal administrative charges.

7. Students seeking admission at Grade 11 can apply to either the CBSE board or the IBCP course.
8. For admission in senior secondary in the CBSE section, the candidate should follow these processes:
  1. Apply online, followed by a written aptitude test.
  2. A face to face interview of the candidate with the school leadership, which may include Management, Principal, Co-ordinators, Academic Counsellor or any senior leadership.
  3. Apart from the documents stated above, transcripts of Grade 9 are to be submitted along with the pre-board exam marks and predicted scores – all endorsed by the school principal where the candidate is currently studying.
  4. Upon selection, the parents will be intimated through email and/or SMS/WhatsApp messages.

Admission to the IB Affiliated Programme – IBCP (Applicable only for Grade 11)

### **What is the CP?**

The CP is a framework of international education that incorporates the values of the IB into a unique programme addressing the needs of students engaged in career-related education. The programme leads to further/higher education, apprenticeships, or employment.

### **Who is the CP for?**

**The CP was specifically developed for students who wish to engage in career-related learning while gaining transferable and lifelong skills in applied knowledge, critical thinking, communication, and cross-cultural engagement.**

### **Roles and responsibilities of the Academic Counsellor in IBCP Admission Process ;**

- An Academic Counsellor plays an integral role in the IBCP admission process, ensuring students receive tailored guidance and support throughout their academic journey. They begin by assessing each student's interests, strengths, and career aspirations, helping them select appropriate DP subjects and career-related studies that align with their goals. The counsellor provides detailed explanations of the IBCP structure, including its components, benefits, and relevance to future career opportunities. They address any queries from students and parents, ensuring clarity about the programme's expectations.

- In collaboration with the admissions team, the counsellor verifies that all prerequisites are fulfilled and assists in preparing necessary documentation. Post-admission, they offer consistent support to help students adapt to the IBCP curriculum, navigate challenges, and maintain balance across academic and career-related studies. They also help students explore pathways for higher education and guide them in utilizing the programme to build a strong foundation for future success. The counsellor's involvement ensures a seamless admission process and sets students on a trajectory toward achieving their academic and career aspirations.

### 1. Eligibility Criteria:

- **Age Requirement:** Students must be between 16 and 18 years old at the time of admission.
- **Educational Background:** Completion of the equivalent of Grade 10 or another Government of India recognized high school program.
- **Language Proficiency:** Adequate proficiency in the language of instruction—English.

### 2. Application Process:

- **Application Form:** Completion of an official application online form provided by the school through the school website.
- **Personal Statement:** A statement explaining the student's interest in the IB CP and their chosen career pathway.
- **Academic Records:** Submission of transcripts from previous schools, including predicted scores – all documents endorsed by the HoS/Principal.

### 3. Selection Criteria:

- **Academic Performance:** Evaluation of previous academic records to ensure the student can handle the rigors of the IB CP. The typical list of the required academic records is Transcripts, other certificates from participating in competitions, and other academic achievements. Academic performance alone will not be considered to either admit or not admit an applying candidate for this programme.
- Admission tests will be designed to assess a student's overall readiness and potential, rather than solely focusing on English proficiency. Students whose best language is not English will not be denied admission based on language challenges but will be supported through tailored interventions.
- **Personal Interview:** To assess the student's suitability for the program. Performance in the written test, along with confidence during the interview, general awareness, subject awareness, ability to communicate clearly, etc., will go on to decide if the candidate is selected or not. The pedagogical team & Academic Counsellor will conduct the personal interview.

- **Career Focus:** Demonstrated interest in and commitment to a specific career pathway. A committee of senior leadership from the school will collectively decide on this particular aspect of the candidate.
- **Holistic Review:** Consideration of extracurricular activities, leadership qualities, and community service.
- The selection process is in place to gauge the best fit learner profile as per the IBR mission and not for rejection purposes. Adequate counselling and follow-up sessions will be available to the candidate to provide ample opportunities for all prospective candidates.

### **Principles of Admission Embedded in Inclusion Policy:**

#### **When designing and developing the curriculum, the school aims to meet the principles of equity and inclusive education through:**

It is possible that students may gain admission from various other boards whose pedagogy and assessment patterns may be quite different from that of the IB. The school will conduct a bridge course at the beginning of the year so that all learners get to achieve a basic minimum proficiency.

Designing and developing a universally designed curriculum that is inclusive, fair, and accessible for all IB learners. Ensuring representation across cultures, nationalities, identities, and experiences.

Encouraging them to think critically and holistically about a subject with an awareness of their biases. This can help reduce or remove cultural bias and expose learners to multiple coexisting narratives and ways of knowing.

Making reasonable adaptations to ensure accommodating, assessing, and instructing children with diverse needs. Ensuring that pupils have equal opportunity, full participation, and protection of their rights. Ensuring that parents can play their part in supporting their ward's education.

Investing time, resources, and processes in making any and every class accessible and differentiated for learners of all abilities, including the exceptional ones.

The school is committed to fair practices for admissions for all applicants and prohibits discrimination based on region, religion, community, language, or socio-ethnic background.

The school has a managed number of places for students with mild to moderate learning disabilities or special educational needs.

- The school recognizes the diversity of linguistic backgrounds among students and is committed to ensuring that language barriers do not hinder access to the CP programme. Admission decisions will not solely rely on test results but will take a holistic approach, focusing on identifying the potential of each student and providing the necessary support to succeed in the programme.

#### 4. Prerequisites and Preparation:

- **Subject Requirements:** Some career pathways may have specific subject prerequisites.
- **Preparatory Courses:** Encouragement or requirement to take certain courses before starting the IB CP to ensure readiness. Wherever required, the school faculty will conduct bridge courses after enrolment, in order to familiarize the students with the programme and also with the specific subject requirements.
- The school is committed to providing equal opportunities for students from diverse linguistic and cultural backgrounds. Language barriers will not hinder admission; instead, appropriate support will be provided to ensure their success in the CP programme.

Support for Students Whose Best Language is Not English:

Inclusive Admission Process:

- Admission tests will be designed to assess a student's overall readiness and potential, rather than solely focusing on English proficiency.
- Students whose best language is not English will not be denied admission based on language challenges but will be supported through tailored interventions.

Language Support Strategies:

- **English Language Support Programme:** Students will have access to specialized language development support, aligned with IB's Language Policy, to help them acquire academic and functional English skills.
- **Mother-Tongue Support:** Where possible, the school will facilitate resources or mentorship in the student's best language to strengthen their learning and confidence.
- **Continuous Monitoring and Support:**

To ensure ongoing success, students will receive regular assessments of their language progress, and individualized support plans will be developed in collaboration with language specialists, subject teachers, and the CP coordinator.

- Collaborative Effort.
- The school will work closely with students, parents, and faculty to create an inclusive environment where all learners feel valued and supported, regardless of their linguistic background.

#### 5. Commitment and Agreement:

- **Student Agreement:** Students are required to sign a commitment to adhere to the program's requirements and standards. They need to adhere to the students Code of Conduct, as amended from time to time, at all times.

- **Parental Involvement:** Encouraging or requiring parental involvement and support for the pupil to complete his submissions on time and to adhere to the completion timelines of other requirements of the course. It is required of the parent to meet the school representatives if and when required regarding their child's academic progress and/or any other matter concerning him/her.

## **6. Fees and Financial Aid:**

- **Fees:** Detailed information about the cost of the program is available on the school website and as amended from time to time. The fees will be announced well before the start of the academic year.

## **7. Deadlines:**

- **Application Deadlines:** Deadlines for application submission and supporting documents. The registration for admissions for the academic year 2025-26 will open on Dec. 2, 2024, and will close on May 15, 2025. The academic session will typically begin from the month of June, the date of which will be announced in the month of April/May that year.
- **Notification of Acceptance:** The admitted candidates will be notified by email about their admission status.

## **8. Admission Procedure:**

- Admission Register to be maintained by entering the name of every student joining the program.
- Successive numbers must be allotted to students on their admission, and each student should retain this number.
- A student shall not be allowed to migrate from one "school" to another during the session.
- A student leaving the school at the end of a session or who is permitted to leave the school during the session shall on a payment of all dues, receive an authenticated copy of the Transfer certificate up to date.

This policy has been devised by the pedagogical team with inputs from school management representatives, faculty and other school leadership teams.

## **Review Process**

The Governing body, along with the Pedagogical team, was involved in the creation of this policy document. This document will be next reviewed in Dec. 2025. Further review timeframes will be updated during the next review.

*\* Jain Vidyalaya is a candidate school\* for the CP. This school is pursuing authorization as an IB World School. IB World Schools share a common philosophy- a commitment to high-quality, challenging, international education- that we believe is important for our students.*

*\* Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), 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>.*

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#### References:

Jain Vidyalaya website and internal document.

IB website: [ibo.org](http://www.ibo.org)