



JAYSHREE PERIWAL INTERNATIONAL SCHOOL

(FORMERLY KNOWN AS STEP BY STEP INTERNATIONAL SCHOOL, JAIPUR
Mahapura SEZ Road, Ajmer Road, Jaipur Ph. 9782744444, 9782744445)



STUDENT ADMISSION POLICY AND PROCESS

Jayshree Periwai International School (JPIS) IB World School, running the International General Certificate of Secondary Education (IGCSE) and the International Baccalaureate (IB) streams of curriculum, is open to students from all walks of life and from across the world, seeking admissions in Pre Primary to 12th grade. Furthermore, the school is inclusive to the extent of also admitting students with mild and moderate special education needs. This document provides an overview of JPIS's beliefs and practices regarding the student admission.

Admission Facts:

Student eligibility shall be determined based on school policies and in accordance with the programme requirements.

No student, who otherwise qualifies as per the policy, shall be denied admission to the School on the basis of colour, race, religion, gender, national or ethnic origin, or shall be discriminated by way of treatment, evaluation or any other consideration.

The student will be evaluated on their ability to meet the school's academic standards, successful history of academic performance and appropriate personal conduct. Students must show fluency in English, as the medium of instruction is English, so that it does not impact their studies.

This is done through an assessment process, which involves written evaluation, face-to-face interview and past reports from the previous school (academic and all other relevant reports depending on the grade and the programme applied for).

The school admits students who would thrive in the learning environment of the school with their academic and personal needs met by the programmes offered in school.

The school accepts applications for admissions throughout the school year. Lateral admissions during an academic session would be based on the academic and behavioral merits of the student, recommendations carried, reasons for change/transfer and the applicant's assessment on adaptability to the new environment. The Management's decision will be final in such matters.

Students are required to meet the following criteria hereunder:

Stage	Classes	Criteria
Pre-primary (PYP)	Nursery, KG, Prep	Minimum age 2 years. No test; discussion with parents only.
Primary (PYP)	1 st to 5 th	Minimum age 5 years. Test of English and Mathematics.
Middle School	6 th to 8 th	Sequential age. Test of English and Mathematics.
Secondary Education (IGCSE)	9 th and 10 th	Sequential age. Test of English and Mathematics. Alignment of subjects if coming in from other boards.
IB- Diploma Programme	11 th and 12 th	Sequential age. Test of English and Mathematics. Alignment of subjects if coming in from other boards.

For Classes 1 and above, JPIS provides both the options: Day Boarding and Term Boarding facilities. The fee structures for each mode of schooling along with facilities provided are detailed in the Fee Structure. Charges for external examinations such as IGCSE (Grade 10th), IB Diploma (Grade 12th) etc. are not included in the Fee structure as they are governed by the respective boards and vary, subject to subject, year on year.

Day School for Classes Nursery to 8 run from 8:00 am to 2:15 pm. For students of Classes 9th to 12th the timings are 8:00 am to 4:45 pm. All students will have a five-day schooling i.e. Monday to Friday, normally. Boarding school students will be provided Teacher supervised Assistance Sessions on Saturdays, till noon.

JPIS can provide day scholars of Nursery to 8th, extended school hours till 4:45 pm. Additional games and hobby classes and assisted Home Work completion will be provided for such students for an additional Fee.

The New Academic Year at JPIS begins in July, each year. However, students may join in April – June quarter as well, with an additional Pre-Term Fee. For such students, therefore, the first year would have 1+4 quarter's fee to be collected.

Special Remedial Classes will be provided to desirous students.

Except for Caution Money all Fees paid will not be refunded once the student is admitted to JPIS.

Decision of the school's selection committee will be final.

Admission Process:

STEP 1: The parent fills in the Application form, the counsellor explains the principal beliefs of school, gives a brief on the programmes offered, explains the process of admission to the parent.

STEP 2: School tour is organized for the parent. The parent is introduced to the infrastructure and facilities. Opportunity to meet a teacher and watch a class in progress comes along as per the day's routine.

STEP 3: The filled in application with relevant details will be submitted to the school as per the specification.

STEP 4: The applications are scrutinized and the admissions committee will schedule an observation/test for the applicant. The observation/test is conducted by way of play activities, academic activities, written test or face-to-face interview as per the requirements age/grade wise.

STEP 5: The observation/test records are analyzed by the respective grade wise academic team and the school's decision for the candidate's admission is conveyed directly to the parent. The parents are given a timeline to complete the admission formalities and the process moves to next step. In situations of admission denial also, the admissions committee communicates the same to the parents.

STEP 6: The admission is deemed to be complete on the payment of admission fee and submission of relevant documents to the school admissions office. With that the family becomes a part of JPIS family.

The Admission stage for applicants for Nursery, KG and Prep is initiated by the discussions with the child in the presence of the parents, by Designated Assessment Teachers (DAT). In case an assigned DAT happens to know the applicant or the parents in any way, s/he should declare the same and have the assessment responsibility changed to another DAT. Final decision for admission would be taken by the Head of Admission Committee.

For admissions to Classes 1 to 9 and 11, all applicants have to take a diagnostic written test in English and Mathematics. The level of questions in the test would be appropriate to the applicant's last examination passed. Answer sheets would be evaluated by DAT. The final decision would be taken after a face-to-face discussion of the applicant with the Admission committee. Meritorious students are awarded merit scholarships.

RTE- (Right To Education Act- 2009)

This is part of our community service commitment and also a directive by the Government of India. Students from lower socio-economic strata, mostly with dominant MT as Marwari fall under the RTE Act. Admissions for these children are based first come first serve basis.

The school provides aid in the following ways:

- 1) The school communicates with the parents in the MT
- 2) Although English is the most preferred and encouraged language however, the school instructs and allows RTE students to communicate in the mother tongue, gradually making them comfortable in English language.
- 3) The school also provides intermittent guidance and counseling to parents as and when required.

Admission Policy for students with inclusive education needs:

JPIS aims to make education **accessible** to all students to provide **equal opportunities of learning**. In its effort to have a **least restrictive environment**, parents are expected to provide all the assessment reports, psycho-educational testing report and other appropriate supporting documents to best address the needs of students to be engaged in learning.

Service provided:

- ❖ The school provides environmental accommodations to physically challenged students and makes reasonable adjustments for their appropriate mobility around the campus to gain access to the full curriculum.
- ❖ Classroom support, individual remediation, reinforcement of concepts and existing curriculum differentiation is also available for mainstream inclusion of students with needs.

Admission Criteria:

- ❖ A current formal psycho-educational assessment report (signed by a clinical psychologist) is required for every new admission to request for examination considerations

The range of severity of disability of students admissible will be placed between borderline to mild disability criteria.

Post admission, the school facilitates for the smooth transition of the student and the family. Parent Orientation Programs are planned to enable the student and family be inducted into the school system.

Admission shall be provisional till all documents are submitted at school office and are found in order.

For each admitted applicant, the following list of testimonials needs to be collected, within 15 days of admission:

1. Birth certificate
2. Passport copies of the applicant and parents (for hostel)
3. Past year mark sheet to be submitted. E.g. If seeking admission to Grade 5 then mark sheet has to be submitted for Grade 4
4. Co curricular certificates (if any)
5. Reference letter from current school.
6. School Leaving certificate (after receiving from current school)
7. Passport size photographs of applicant & one each of the parents.

The student / parent shall be liable for any wrong information leading to cancellation of admission. All fee / dues paid shall be forfeited.

Inquiries about the school, the curricula, pedagogy are also addressed telephonically, online or face-to-face throughout the year. JPIS being the pioneer world school with IB and IGCSE curricula in Jaipur, it needs to ensure that inquiries are handled with utmost maturity and painstaking caution. Only well informed Senior Teachers, who are patient listeners, articulate speakers and well prepared on the FAQs handle this.

Day School Kit:

a.	Fee Structure Brochure	Annexure 1a Annexure 2
b.	FAQ sheet IGCSE FAQ sheet IBDP	Annexure 3 Annexure 4
c.	Subject Form IGCSE Subject Form IBDP	Annexure 5 Annexure 6
d.	Application form Conveyance Form Sports and Hobby Choice	Annexure 7a Annexure 8 Annexure 9
e.	Annual school Calendar	Annexure 10

Boarding School Kit:

a.	Fee Structure Brochure	Annexure 1b Annexure 2
b.	FAQ sheet IGCSE	Annexure 3
c.	FAQ sheet IBDP	Annexure 4
d.	Subject Form IGCSE Subject Form IBDP Application form	Annexure 5 Annexure 6 Annexure 7b
e.	Boarders checklist	Annexure 11
f.	Sports and Hobby Choice	Annexure 9
g.	Annual school Calendar	Annexure 10

The above Admission Kit (available at all the Jayshree Perival group schools) may either be requested for, over the counter on cash payment or ordered online. Online requesters would get the kit couriered across. Domestic and Overseas courier charges would be applicable.

The schools fees can be paid in two installments, as per Annexure 1a & b. The part of the fee that needs to be paid at the time of admission must be done within 7 days of selection test results to ensure that the seat is booked. Payments arriving after expiry of due date will attract a Late Fee. Transport request form also needs to be collected along with the aforesaid first payment, so as to have enough time to work out logistics, more so in cases of a currently un-serviced new route.

The Post-admission process starts with allocation of sections to the new students. Day scholars (8:00 am to 2:15 pm) would usually be in Section A of their respective Classes. Sections B and thereafter would be for Day Boarding and Boarding School students. Lists of new students to be provided to the respective Class Teachers with necessary demographic details of the new students and their subject choices, to be able to welcome and receive them on the prescribed date of reporting (DOR).

JPIS will provide necessary logistics support from the nearest airport, metro, railway and roadway terminals for new admits to be picked-up along with their baggage, on the prescribed DOR. Requests for pick-up and similar support on any other date, than the prescribed DOR, would be chargeable.

All pending payments towards Quarterly Fee, Caution Money etc. and testimonials of the new student need to be collected on the DOR. A deficiency declaration form duly signed by the Parent or Guardian and the student (Annexure – 12) stating the deficiencies in documents, testimonials or Fee, needs to be taken from the Parents/Guardians along with an outer limit of 30 days by when the same would be submitted to the school. Failing to comply, the parents accept, that JPIS would have the right to cancel the admission of their ward/child, forthwith, refunding only the caution money (if that has been paid).

Post the reporting activities and allotment of transport arrangements for the Day Scholars and Day Boarders, the respective Class Teachers would introduce the new student to the class, vibrantly, facilitating the comfort and rapport building of the new fish with the existing school.

For the constant care and well being of the Boarding School students, JPIS provides for Hostel Parents (HP). Each floor of the Hostels at JPIS (boys and girls) has an experienced and qualified HP who would stay in the furnished residence on the floor for which she is an HP. All new boarding students would be assigned their HPs for ensuring that each child has an immediate anchor and support for growing their roots. The HPs would not only provide crucial support for the new comer (students) but also ensure that necessary parental watch is kept on the children who are still in their formative years.

Class Teachers and respective Coordinators of JPIS take periodic feedbacks from the boarding scholars about their well-being. For speedy redressal the escalation matrix for any matters of grievance is through the Hostel Parents to the Head of Hostel Parents to the Director of JPIS.

3.0 Minor deviations w.r.t. the process above may be authorized by the Principal of JPIS.

All other deviations in Process or Policy parameters must be authorized by the Governing Members or Director of JPIS.

Withdrawal Policy:

All withdrawals from the school can be made only on a written request to the School Administration by the parents/guardian of the child. The application has to be made one month prior to the withdrawal of admission for any grade or else fees for the next quarter/academic year will be charged . It should state the reason for the student leaving the school and the date of leaving.

Those who leave in May must in all cases pay the fees for the month of June.

Transfer Certificate will be issued only when the above conditions are fulfilled and after depositing charges for processing. Processing time for issue of TC is 15 days.

Consistent failure of payment of fees before the due date will result in the student's name being struck off the rolls.

Enclosures: Annexure – 1 to 12

Head of School

Jayshree Periwal International School

Director

Jayshree Periwal Group of Schools

(Signature with Date)

(Signature with Date)