



Lancers International School

Admission Policy

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LIS Vision and Mission

Vision

Nature is the best educator. It is universal, absolute and constant. We believe Lancerians will inherit its completeness. They will be humanitarian in their approach, deft at adaptation, innovative and resourceful in times of crisis and international in their outlook, capable of carving a home for themselves in any global grid.

Mission

Our mission is to provide an environment in which all Lancerians will become lifelong learners, who are responsible, disciplined, and ethical young men and women. Lancerians are understanding and tolerant towards peoples of all races and cultures.

Admission at Lancers International School

Lancers International School (LIS) is an inclusive and diverse learning community. As a community we believe in the celebration of diversity. This goes far beyond tolerance to recognition of the enormous educational opportunity presented by full diversity.

The main principle governing the school's admissions policy is whether or not each child would flourish within the curricular programmes it offers.

Process

Students of all ages can apply to Lancers International School at anytime of the year. The admissions process helps us to ensure we have the right match between what you are looking for in a school and what we hope for in a student.

Families can begin the application process by completing the registration form. This Our process of admissions is through an informal interview between the student, their family or their representative and members of our Admissions Team during which the availability of a place will be discussed. Prior school reports, and any supporting documentation should be brought to the admissions interview. All students will be required to demonstrate their English language competency before a place in either Full Curriculum IB or English Foundation is finally confirmed.

School Tour

LIS recommends where possible that the student and parents spend a little time on a school tour prior to the decision of acceptance and the Admissions Office will make these arrangements. There are no application deadlines and space permitting as LIS admits students year-round.

Applications

Applications can be made up to 1 year before entry. For applicants for the next academic year, availability of places may be subject to the outcome of the school's pre-registration process, which is completed at the beginning of the third term.

Additional Support for Learning

For children with special educational needs and/or disabilities we advise parents/guardians to discuss their child's requirements with the Admissions Team at the first opportunity so that we can reflect on the school's capacity to support the child, so ensuring the child is able to thrive at the school. During the admissions process we will discuss thoroughly with parents/guardians any adjustments that can be reasonably made for the child if they are to join the school.

More information on Additional Support for Learning at the school is indicated in the school's Inclusion Policy.

Application Procedure

Stage 1

Typically, a family will meet a member of the school's Admissions Team at the school during which time the availability of places will be discussed. If a family then decides to apply for a school place, a fully completed Application for Admission form and Application Fee must be submitted along with a copy of current school reports. School reports must identify the current school address. Application forms are available at the school website.

LIS might seek permission from the parents/guardian prior to contacting the student's current school in order to obtain a character reference. Please note that the completion of this stage does not guarantee a place at the school. If the student has any special educational needs, these will be discussed and additional reports, including a recent full Educational Report, will be required in order for the school to assess its capacity to support the student.

Stage 2

Once the completed 'Application for Admission' form, Application Fee and any supporting documentation have been received, the Admissions Office will complete any necessary follow-up e.g. by seeking further school reports, request a piece of authentic English writing and an admissions decision will be made as soon as possible. This may be an extended period if an observation is required or the Admissions Office has difficulty in contacting the former school for references.

Where a child requires Special Educational Needs Support, the school's offer of a place will outline the proposed first term's provision.

Stage 3

The final decision will then be relayed to the family by telephone or email. If a place is offered, the family has seven working days to accept the place, which is completed by the payment of the non-refundable deposit. This 'saves' the place until the next billing period when full fees are due. The place is finally confirmed once full payment for the term ahead has been received.

No student may start LIS without advanced payment of fees. LIS invoice schedules will be available during the admission process.

Waiting List

If a place cannot be offered immediately, the student may be placed on the school's waiting list. Application forms and fees are required before a waiting list status is given. Priority of admissions will be provided to students on the waiting list.

Admission to the IB Diploma Programme

LIS is an inclusive school, wherein; endeavour is to encourage all new admissions to join the International Baccalaureate Diploma Programme. However, admission is based on each student's individual ability.

The following regulations need to be followed while admitting a student to Year 1 and 2 of the IBDP at Lancers International School:

1. Students coming in after appearing in an IGCSE examination should have obtained at least 4 C (or 3C if the total number of subjects is 5) grades or high, and not more than 2 D grades or lower.
2. For student coming from CBSE, ICSE or equivalent National Curriculum curriculums will have to have a minimum aggregate of 60%.
3. There will be no entrance test after the declaration and presentation of the result but only an interview that a student will have to go through.
4. If the results have not been declared, an admission test in English and Mathematics will be conducted followed by an interview. If admission is granted, then this admission will be provisional subject to fulfillment of the conditions mentioned in point no. 1 and 2 above.
5. The subject in whom the student has scored a D will be taken only as a SL subject.
6. For Maths HL, the eligibility is a grade A (IGCSE) or 80% (CBSE or ICSE)
7. For being promoted to year 2 of the IB DP the student will have to score an overall score of 22/42 with a grade point of 2 in not more than 1 subject. This is up from the previous 18.
8. In case a student fails to meet the above criteria, the student will have to repeat year 1 or switch to course.
9. In case of the latter, the subject chosen should at least have a grade point of 3.
10. For admission to year 2, the student must have achieved a total grade point of 22/42 in the final report of the previous school that he/she has attended.
11. A declaration for the number of hours attended in each subject has to be obtained from the previous school by the admissions department.
12. EE subject and research question should have been decided at the previous school and no change will be permitted in them. A written confirmation will be required.
13. A declaration from the parent and the student with regard to the above conditions being read, understood and signed has to be obtained by the admissions department before admission is granted.

LIS does not hesitate to encourage students to opt for their mother tongue as far as possible in group 1 as an A1 SL Self Taught.

LIS will support all students who opt for the self-taught mother tongue in Group A1. The school foresees that Korean, Japanese or Chinese may be an option in this category according to the constitution of the current student body population.

If a student requests for language A1 that is not automatically available in any of the coming IB examinations, a special request will be submitted to IB Cardiff before the deadline date i.e. 18 months before the written examination for which the language A1 examination is requested. Candidates will also be permitted to offer two languages in A1 and work towards a bilingual Diploma.

All such students will be given the guidance and support as per the instructions sent by IB. It is the school's responsibility to ensure that all choices comply with the regulations and instructions in the Language A1 Guide. The school will also take

responsibility for conducting the IB examination for all such students as per the IB regulations"

On first approaching the school for admission to grade 11, prospective students and their Parents meet with the Admission Manager to carry out a preliminary discussion of administrative matter. On successful completion of the same they are then directed to the office of the Secondary School Principal/Diploma Programme Coordinator. This is where students and parents are advised as to choice and levels of subjects, core components as well as the ideology of the Diploma Programme.

Finally, while advising and selecting the most appropriate choices of subjects for a students, it is to be kept in mind, a students future plans, if known, to University as well as career choices.

Subject choice guidelines for Diploma Programme from IGCSE students

The subject choices for DP will be based on IGCSE subjects as under:

IGCSE		DP	
Subject	Level	Subject	Level
English as first language	Extended	English Language & Literature	HL or SL
English as first language	Core	English Language & Literature	SL
English as a Second Language		English Language & Literature English Language B	SL SL
Mathematics Extended / International		Mathematics Mathematical Studies	HL or SL SL
Mathematics	Core	Mathematical Studies	SL
Physics	Extended	Physics	HL or SL
Physics	Core	Physics	SL
Chemistry	Extended	Chemistry	HL or SL
Chemistry	Core	Chemistry	SL
Biology	Extended	Biology	HL
Biology	Core	Biology	SL
Hindi		Hindi Language B French AB Initio	HL or SL SL
French	Extended	French Language B	SL
French	Core	French Language B	SL

Entry Procedure

The following procedure is in place upon completion of admission into the school.

No.	Item	Person-In-Charge
1.	<p>Official Welcome The admissions office sends a welcome email to the family with copy the school office. The welcome email may include:</p> <ul style="list-style-type: none"> a. Welcome letter from the Head of School b. Reminders: School forms, uniform, first day pack, etc. 	Admission office
2	<p>School Office Welcome The school office sends a welcome email to parents incorporating the department's welcome pack which may include:</p> <ul style="list-style-type: none"> a. Welcome letter from Department Coordinator b. Who's who in the school c. Class assignment d. Schedule of parent orientation with cc the Homeroom Teacher e. Copy of the school calendar for students 	School Office
3	<p>Homeroom Teacher's Welcome Homeroom Teachers will send a welcome email to the parents incorporating the following documents:</p> <ul style="list-style-type: none"> a. Homeroom Teacher's profile page b. Access details to Managebac or Class Dojo <ul style="list-style-type: none"> a. School Policies b. Parent Handbook c. Programme Brochures c. Class curriculum document (POI for PYP only) d. Class timetable e. Parent Orientation schedule <p>Parent Orientation Schedule At the beginning of each semester, parents will be invited to attend the Grade Level Parents Orientation. The school office welcome email to parents will include invitation to this parent orientation.</p> <p>However, if admission is taken in the middle of a semester, the homeroom teacher invites the parent to a one-on-one orientation meeting.</p>	Homeroom Teacher

Admission fee Policy

-) Registration, Admission, Development, IT are non-refundable amounts, including where a student withdraws admission or communicates his/her intention not to attend the school at any time before the scheduled commencement of the academic year or even after joining the school.
-) In case the child withdraws his/her admission and doesn't join the school for any reason, the withdrawal will happen on the basis of our **Withdrawal Policy**.
-) The school management reserves the right to increase/revise/alter the fee for the next academic session.
-) If the student fails to join for whatever reasons, after paying the admission fee and 1st installment of School Fee, the fee already paid to the school will not be refunded. The same fee is not transferrable to any other candidate and the un-availed admission does not hold good for the successive quarter/academic year/years too.

References

IB Standards and Practices, International Baccalaureate (2014)

Making the PYP Happen: A Curriculum Framework for International Education, International Baccalaureate (2009)

PYP, A Basis for Practice, International Baccalaureate (2009)

Guide to School Authorization: Middle Years Programme, International Baccalaureate (2015)

The Diploma Programme: From Principles To Practice, International Baccalaureate (2015)