



NES International School Mumbai

- IB Continuum World School

SCHOOL CODE: 003810



Admission Policy



NURTURE



TRANSFORM



EMPOWER

IB 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.

To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students to become active, compassionate and lifelong learners, who understand that other people, with their differences, can also be right.

School Mission Statement

NES International School Mumbai, provides a holistic educational programme for students to become knowledgeable, open-minded, caring inquirers with intercultural perspective, instilling in them a strong urge to become lifelong learners, peace ambassadors and tomorrow's leaders in local as well as global context.

School Philosophy

NES International School Mumbai (NESISM) follows the NES motto-Nurture, Transform and Empower - with the conviction that every individual is unique with specific potential and learning ability that can and should be tapped. Thus, the driving philosophy at NESISM is that with proper nurturing and care, every child can grow up to be a responsible global citizen with a positive attitude towards personal growth as well as well-being of all life on the planet.

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Admission Policy Statement

Admissions to NES International School Mumbai, IB Continuum World School, a day boarding school, are committed to the principles of equality; in other words, it doesn't discriminate against individuals on the basis of race, colour, sex, religion or national or ethnic origin. NESISM takes into account factors including an applicant's prior educational and linguistic background for purposes of admission in order to fulfill the school's mission of providing education in the English language to the community at large.

Purpose of Admission Policy

- To ensure that the school gets the maximum admissions possible without making compromises.
- To have a fair and transparent policy for all parents
- To make the admission process easy for all stakeholders

Connection with Learner profile attributes

Inquirers: The admission policy aims to identify students who exhibit a strong sense of curiosity and a passion for learning. This is evaluated by reviewing their academic history, participation in extracurricular activities, and their interview responses that highlight their eagerness to explore new ideas and ask thoughtful questions.

Knowledgeable: The school examines the student's academic history, followed by interviews to understand their knowledge base and critical thinking skills. Applicants are expected to demonstrate a broad understanding of various subjects and a readiness to engage with complex global issues. The policy involves evaluating previous coursework, standardized test scores, and any additional academic accomplishments or projects.

Principled: The school aims to act with integrity, honesty, and a strong sense of fairness and justice during the complete admission process.

Connection with IB Standards and Practices

Culture (03)- Culture through policy implementation (0301)

The school secures access to an IB education for the broadest possible range of students. (0301-01)

The school implements and reviews an access and/or admissions policy that clearly describes the conditions for participation in the school's programme(s). (0301-01-0100)

The school provides relevant support materials, resources and structures to promote access to the school's programme(s) for as many students as reasonable. (0301-01-0200)

The school provides opportunities to access the programme(s) for the broadest possible range of students. (0301-01-0300)

PYP 1: The school articulates and demonstrates the PYP to include all students, regardless of learner variability, unless the school's regulatory environment precludes full enrollment and requires the school offer the relevant national or state/provincial curriculum to certain students. (0301-01-0311)

PYP 2: The school implements the PYP across all early years and/or primary grade levels offered at the school. (0301-01-0312)

MYP 1: The school monitors and evaluates its efforts to provide students with equal opportunities to undertake the MYP. (0301-01-0321)

DP 1: The school provides for the full DP, ensures that some of its students attempt the full diploma, then monitors and evaluates its efforts to provide students with equal opportunities to undertake the full diploma. (0301-01-0331)

DP 2: The school implements and reviews strategies to encourage students to pursue the full IB diploma. (0301-01-0332)

Eligibility - Age criteria for different grades

(as on 15th June of the academic year)

Parent- Toddler Programme

A child should complete 8 months and above.

Playgroup

A child should complete 2 years and above.

EYP: Nursery to Foundation Class

For Admission to the above classes, original Birth Certificate is required to be submitted. Age range - Nursery: 3 years and above, Reception: 4 years and above & Foundation: 5 years and above.

PYP: Grades 1 to 5

For admission to Grade 1, a child should preferably have completed Pre-Primary course and is required to submit Municipal / Authentic Birth Certificate. For Grade 2 and above, School Leaving Certificate and Marksheet of the grade below the grade of admission from a recognised / reputed school are to be produced. Age range for Grade 1 is 6 years and above.

MYP: Grades 6 to 10

The candidate should have completed the earlier grade just below the grade of admission from a recognised / reputed school. Marksheet and School Leaving Certificate should be provided. Age range for MYP 1 (Grade 6) is 11 years and above.

Students come to our school from many different countries with varying school calendars and enrollment practices. Our cut-off date is June 15th, and grade placement protocol reflects what we believe to be the most appropriate classification for the emotional and academic well-being of children attending the school. Therefore, while we recognize that some parents may wish to have their children placed in grades reflecting systems of other countries, to ensure the most appropriate learning environment for all students in the PYP Section, we rarely allow exceptions to the above grade placement protocol.

IBDP: Equivalent to Grades 11 and 12.

The candidate should have completed the grade just below the grade of admission from any recognised board. Marksheet and School Leaving Certificate should be provided. Age range is 16-19 years.

Students enrolled at the NESISM must reside with their parents or local guardians in and around Mumbai.

Language

English is the Language of Instruction in all grades (except during second language lessons). The ability to successfully access the curriculum in English within a reasonable time and to thrive in the school environment are the guiding principles for admission to the school.

Academic Achievement

This is primarily achieved by reviewing the applicant's previous school records and other recommendations. For the Primary Years Programme, we conduct a verbal interview and we require students from Middle School to take a Placement Test.

The Nature of Inclusion at NESISM

Provision for Inclusiveness in NESISM's Access and Inclusion Policy aims to enhance the quality of education for diverse learners by providing an appropriate and inclusive education to all the students. It further aims to develop an inclusive environment that is effective, friendly, welcoming, healthy, protective and gender sensitive for all learners. NESISM supports the policy of IB regarding students with learning support requirements and assessment access requirements.

- The Admission Policy of NESISM considers students with Learning and or Attention Difficulties.
- Students can also be referred by the teachers or parents.
- NESISM is committed to provide inclusive holistic and quality education to all the candidates, including those with disabilities. We admit students with dyslexia and dyscalculia (mild to moderate) under special provision. Special academic provisions are provided by the school (only on proper documentation) as per the School's Access and Inclusion Policy.
- The school may require the parent to pay special fee in case of providing a shadow teacher.
(For more details refer to the Access and Inclusion Policy.)

NESISM is a prime unit of NES & SVB Group of Institutions; hence students hailing from the parent group will have special provision in admission, following the prescribed Admission Policy and procedures.

Admission process

Step 1 : Enquiry Stage

NES International School Mumbai has a rolling admission procedure. All applications, once completed, are addressed immediately. There are either phone calls made to the front desk, walk in enquiries, enquiries through the school website or emails. After the initial inquiry any doubts are cleared by the admission office. After the inquiry the admission application form has to be filled in order to schedule a School visit.

Step 2 : Application Form

The application form must be completed by the parents and student(s). In addition, we request the candidates to submit the required documents. Completed admission form must have the signature of both parents on the consent form. This will help us serve our students in the days and months to come.

Step 3 : Schedule Visit To NESISM

NESISM encourages parents considering enrollment at NESISM to visit the campus while school is in session in order to tour the facilities and experience the school atmosphere first hand. During the visit the admissions staff will show the campus. School tours are scheduled daily between 12 noon and 03:00p.m. (Monday - Friday). However, this needs to be scheduled via an appointment through the school front desk.

Step 4 : Interview and interaction with Head of School

The interview and interaction with the Head of School is a crucial step in the admission process, designed to assess various aspects beyond academic qualifications. Here's a breakdown of what typically happens during this stage:

- **Purpose and intent:** The Head of School may inquire about a range of topics such as the applicant's academic achievements, extracurricular activities, personal interests, career aspirations, and values. They might also discuss the applicant's previous school experiences and reasons for wanting to join our institution.
- **School Culture and Values:** The interview often includes discussions about the school's mission, values, and culture. This helps the Head of School gauge how well the applicant aligns with these aspects and how they might contribute positively to the school community.
- **Behavioural Questions:** Applicants may be asked behavioural questions to understand how they handle challenges, work in teams, or demonstrate leadership. These questions provide insights into the applicant's character and problem-solving skills.

- **Opportunity for Questions:** Towards the end of the interview, there is typically an opportunity for the applicant to ask questions. This demonstrates their interest in the school and allows them to clarify any doubts they might have about the institution.

Overall, the interview and interaction with the Head of School serve as a holistic way to evaluate candidates, ensuring that those admitted not only meet academic standards but also contribute positively to the school's community and culture.

Step 5 : Decision of Admission

The impressions from the interview, along with other components of the application, help the Head of School and the Coordinators assess the applicant's overall suitability for admission. Factors such as academic records, recommendations, and standardized test scores (if applicable) are also considered alongside the interview.

The Founder-Principal, Head of School and the Programme Coordinators of the school review all applications. Other school personnel, such as Learning Support Team, may also be involved in the review process.

After reviewing complete application documents and determining our space availability in addition to the interviews, the admission officer will connect with parents via email notifying them of acceptance, rejection or placement in a wait pool. Applicants accepted for admission should contact the school office via email to confirm their intention to enroll.

Step 6 : Requirements Prior To Enrollment - Payment of fees and documents

All fees for new students, including the registration fee, resource fee and the relevant term's tuition fees must be settled prior to enrollment in order for the students to commence classes. Students are required to provide a release form from their former school showing that all outstanding fees or charges have been settled. Pending formalities need to be completed which includes: payment of balance fees, filling admission and student language profile form, signing of the necessary school documents and submission of all relevant past academic documents.

Wait Pools

- When the number of eligible applicants exceeds the availability of seats for a particular grade in an academic year, admission applications may be placed in a wait pool until a seat becomes available.
- Students with siblings already studying at NESISM are given priority status within the wait pool.
- When placing an application in a wait pool, we try to provide the candidate with a realistic assessment of the chances and possible timing for admittance.

Step 7 : Getting Ready To Join NES International School Mumbai

After the amount for the school fees are paid and the required documents submitted, the parent will receive a welcome mail from the homeroom teacher stating all the classroom details.

Documentation

Sr. No	Section	Documents Required
1	Nursery – Grade 1	- Original Birth Certificate - Medical Certificate - Copy of previous Year Academic Report - 4 photos of student - 2 photos of each parent
2	Grade 2 – Grade 12	- Copy of Birth Certificate - Medical Certificate - Attested copies of last 3 years academic records. - Original previous School Leaving/Transfer Certificate. - 4 photos of student - 2 photos of each parent

Payment of Fees

- Fees should be paid in installments as per the respective fee structure of the school.
- Students who are taking mid-term admissions have to pay fees on pro rata basis.
- All fees are payable in Indian Rupees. NESISM accepts fees either by NEFT or through Cheques.

Remote admission procedure

- Basic Inquiry form to be filled via the school website, or an email to be sent to the school email or to contact the number given on the school website
- Fee structure will be shared with the parent
- Zoom interview will be scheduled
- Registration amount to be paid
- Pending formalities need to be completed which includes: payment of balance fees, filling admission and student language profile form, signing of the necessary school documentations and submission of all relevant past academic documents.

Fee Policy

Payment of Fees

Fees can be paid in 4 installments as per the respective fee structure of the school.

Sr. No	Description	Due Date
1.	1st Installment of Fees	On or before 15th April
2.	2nd Installment of Fees	On or before 15th June
3.	3rd Installment of Fees	On or before 15th September
4.	4th Installment of Fees	On or before 15th December

The fees structure differs from grade to grade and is on the basis of year of admission taken.

Fee Composition for Parents

Category 1- Existing Parents	Category 2- New Parents
Annual Fees	Annual Fees
-	Registration Fees (Non-Refundable)
-	Security Deposit (Refundable only after completion of 2 Academic Years)
Other Fees	Other Fees
Resource Material	Resource Material

Upon acceptance by NESISM, parents are required to remit the amount either by cheque or NEFT, communicated to the parents in the acceptance letter, to block the seat. Resource Material Fees is taken by separate cheque along with the first installment.

Late payment charges

Due dates are strictly observed at NESISM. Late payment charges of Rs.50/- per day will be levied in case payment is not made by the due date.

Withdrawal Policy

A written notice of withdrawal must be submitted to school. Students leaving at the end of the academic year must inform the school latest by 31st January of the active academic year failing which fees as applicable would be levied.

The school leaving certificate will be issued only after all dues are cleared and library books returned.

The school reserves the right to withhold the leaving certificate for not complying to the above and also for non- payment of fees.

Non-payment of school fees & examinations

The students will not be permitted to appear for school examinations if the school fees & other dues are not paid in full to the school.

Furthermore, IBDP students will not be registered for IB examinations if the school fees & other dues are not paid in full to the school.

Declaration by Parents/Guardian

This form must be completed & signed before the student can be considered for admission to the school. (Appendix -I)

Admission Policy Review and Communication Process

The admission policy, like other policies, is reviewed every 2 years, or when there are changes in the IB policy/ stipulations or as and when required.

Implementing and communicating the updates to the policy is done by the Admission department for new parents.

Reference

- “Programme Standards and Practices 2020.” *IBO*, IBO, Apr. 2020, www.ibo.org/globalassets/new-structure/become-an-ib-school/pdfs/programme-standards-and-practices-2020-en.pdf.

Appendix - I

DECLARATION FORM BY PARENTS/GUARDIAN

I have read, understood and agreed to above fees policy and terms and conditions therein. I understand that this document forms a part of the admissions documentation required for admission to NESISM.

Signature of parent: _____

Date: _____

