



**We don't Teach,
We Educate**



International Baccalaureate®
Baccalauréat International
Bachillerato Internacional



Cambridge Assessment
International Education

Cambridge International School



Admission Policy





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 across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.





IB LEARNER'S PROFILE

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing difference aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.



Cambridge Assessment International Education

Cambridge Assessment International Education prepares school students for life, helping them develop an informed curiosity and a lasting passion for learning. We are part of the University of Cambridge.

Together with schools, we develop Cambridge learners who are confident, responsible, reflective, innovative and engaged – equipped for success in the modern world.

Cambridge Learner Attributes

Confident: in working with information and ideas – their own and those of others.

Responsible: for themselves, responsive to and respectful of others.

Reflective: as learners, developing their ability to learn.

Innovative: and equipped for new and future challenges.

Engaged: intellectually and socially, ready to make a difference.

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MISSION STATEMENT OF FIRSTSTEPS SCHOOL

FirstSteps School believes in providing a stimulating value-based learning environment based on mutual understanding and respect to develop caring, responsible and lifelong learners. We promote international-mindedness in our school community to nurture global citizens fulfilling our mission **INDIA FOR WORLD.**

- I** Inculcate universal brotherhood and values,
- N** Nurture innocence, uniqueness and creativity,
- D** Develop concern for environment in particular and the Planet Earth in general
- I** Imbibe entrepreneurial skills & international mindedness.
- A** Acquire habit of inquiry.

- F** Foster international education system,
- O** Open mind for the development of intellect, self-esteem, self-confidence and critical learning,
- R** Respect one-self and others,

- W** Welcome the change and develop it with a positive attitude and vision.
- O** Organise self-discipline
- R** Right environment to develop inquisitiveness for learning and to disseminate learning beyond the classroom.
- L** Learners for life time and leaders of tomorrow.
- D** Develop the virtue of understanding others' perspective.

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School Admission Policy

School Admission policy highlights and outline the admission procedures, requirements and the school's beliefs.

School Philosophy

We at FirstSteps School believe in equal opportunities and follow the 'First Come, First Serve' policy. We have an inclusive admission policy which recognises that all students are capable of learning, and each learner can reach their full potential and achieve success. The facilitators and support staff strive to meet the varied educational needs of all the students by utilising a range of learning and teaching approaches. The school leadership strives to provide resources and make necessary arrangements which allow every student to be challenged academically, infusing positive self-esteem, developing respect and concern for others and becoming lifelong learners. We welcome children with additional educational needs subjective to the availability of appropriate arrangements both - physical and human resources.

*At the heart of the curriculum and programme of the school, we aim to reflect the principles of learning: to enhance the student's knowledge, provide opportunities for academic growth, minimise the learning barriers and provide support and development of a positive identity.
(Principles of learning Cycle IB).*

Objectives:

1. To provide every student with a fair chance to get admission to the school.
2. To have a just and transparent policy for all parents.
3. To make the admission process easy for parents and students.
4. To ensure that the school maintains a progressive graph without compromising on quality education.

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ADMISSION COMMITTEE

Admission Policy Steering Committee:

Team	Members
Senior Leadership Team	Chairperson: Ms. Japji Cheema CEO: Ms. Ekroop Sidhu Cheema HOS: Ms. Jasbir Kaur
Academic Programme Heads and Coordinators	Principal: Mr. AkashRaut Head of Junior Wing /PYP Coordinator: Ms. Rachanjit Kaur Sandhu PYP Deputy Coordinator: Ms. Samridhi Singh Exam Officer: Mr. Gaurav Sharma

Admission Process:

- Prospective students and their families should direct enquiries to the Office of Admissions/Contact Numbers mentioned on the school website. The contact persons are (PYP-Coordinator/Deputy PYP Coordinator/Exam Officer).
- Applicants should then submit a completed application form and a school transcript (reports) from the last academic session in the form of Google form on the school website.
- The school will then schedule a Formal Interaction with the Programme Coordinator or Exams officer.
- The Programme Coordinator and Exam Officer will provide students and their families with detailed information about the school learning Programme.
- Adequate student-teacher ratio is maintained for an effective teaching-learning process.
- Admission once sought can be cancelled but admission fee once paid will not be refunded.
- Misconduct: Admission can be cancelled at any time of the year if found in violation of school rules & regulations.

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ADMISSION REQUIREMENTS

General Category:

Admission to Pre-Primary/Primary/Lower Secondary Wing

Preschool to Grade-8

- There will be an informal interaction of the student and the parents with the Head of Junior Wing/PYP-Coordinator or the Deputy PYPC for the Kindergarten wing and Primary section.
- For Lower Secondary (Cambridge section) -the informal interaction with the student will be conducted by the Exam Officer/Principal.

Admission to Secondary Wing

IGCSE - A levels

- There will be an age-appropriate diagnostic assessment covering the literacy and numeracy skills of the student as per the expected grade level.
- Subjects offered: Students accepted into the IGCSE/A Level program are requested to indicate their subject preference by completing the Subject choice Form. Students should bear in mind that there is no guarantee that they will get all the subjects opted.

Admission to EWS Category (Economically Weaker Section)

There is a reservation of 25% of seats at the entry level for economically weaker sections of the society under the RTE Act as per directions of the Education Department of Chandigarh Administration.

Age - Eligibility:

As per the school policy and the requirements of the International Curriculum, a student has to be of the following chronological age on or before 30th June

Grade	Eligibility Age
Pre-Kg	4 year+
KG	5 year+
Grade-1	6 year+
Grade-2	7 year+
Cambridge (lower secondary)	11-14 years
Cambridge IGCSE	14-16 years
Cambridge A LEVEL	16-19 years

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Documents Required:

Following are the documents required under the General Category:

1. Birth Certificate and Adhaar card (optional) from a competent authority.
2. Residence Proof and ID of both parents/guardians.
3. 4 recent coloured passport-sized photographs of the child/student and two stamp-sized photographs.
4. 2 passport size photographs of each of the parents.
5. For students coming from other schools:
 - Transfer Certificate
 - Progress Report card of the class last attended.
6. Medical Certificate in case of any concerns.

Review and Implementation of Admission Policy:

- Governing body members, HOS, School Principal and Co-ordinators review the admission criteria in consultation with subject teachers once in two years.
- All school policies are communicated to the teachers, students and parents through regular communication and are uploaded on the school website.
- PYP specific- The school conducts a parent Orientation for the pre-primary and primary wing to acquaint the parents with the method of inquiry, its progression and action.
- CAIE specific- The school conducts the parent Orientation at the beginning of every academic session for the secondary section to inform the parents about the approaches to learning, as per the requirements of CAIE. A detailed emphasis is laid on the assessment and progression in the session.

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