

# ADMISSION POLICY

|   |               |
|---|---------------|
| First Admission policy document finalized | December 2018 |
| First review                              | January 2020  |
| Next review                               | 2022          |

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

## A. Connection with School Mission Statement

Sahitya School Mission Statement:

Sahitya School is a space for individuals interested in discovering what it means to learn and live in a personally meaningful and socially responsible way.

Sahitya School School aims to provide high quality educational experience through a fair and transparent admission system and avoid unfair discrimination on grounds of disability, gender, religion or belief systems. The policy ensures appropriate procedure in respect to each application received for admission. It also seeks to set a selection criteria which is transparent, fair and consistent.

## B. Sahitya School Values

- Fairness
- Responsible
- Integrity
- Excellence

## C. Admission process timeline across school

For ease of administration, the school conducts admission in a phase wise manner:

| Phase   | For which grades   | Typical timelines/ months |
|---------|--------------------|---------------------------|
| Phase 1 | Nursery, Junior KG | January- April            |
| Phase 2 | All other grades   | January- May              |

The dates for admission are published on the school website.

## D. Admissions team constitution

The school has an admissions team led by the Management of School that oversees admissions to all grades. Other members of the admissions team include an admissions incharge, an Administrator and School Principal, Coordinators and teachers and other administrative staff participate in the admissions process as per specific duties assigned to them.

## E. Age criteria for different grades

The age criteria is as follows:

| Grade     | Age Criteria   |
|-----------|--|
| Nursery   | Should complete 3 years on or before 31st May of their year of entry     |
| Junior KG | Should complete 4 years on or before 30 September of their year of entry |
| Senior KG | Should complete 5 years on or before 30 September of their year of entry |
| Grade 1   | Should complete 6 years on or before 30 September of their year of entry |
| Grade 2   | Should complete 7 years on or before 30 September of their year of entry |

Beyond Grade 2, if the candidate has completed the previous grade and has performed satisfactorily in the previous school and in the readiness test for admission, then they will be admitted in the next class.

## F. Admission in the Grades 1-6

| Admission criteria: |   |
|---------------------|---|
| Grade 1 - 6         | <ul style="list-style-type: none"><li>• Interested candidates appear for a readiness test which gives an insight into the candidate's prior knowledge and deficit areas with respect to the grade level curriculum. The readiness test includes the following:<ul style="list-style-type: none"><li>◆ Written test for English, Math, Kannda and Hindi</li><li>◆ Reading and comprehension test</li><li>◆ Oral interaction</li></ul></li><li>• A consolidated cut off score (CCS) is determined by the school for each grade. The following points are considered while calculating the consolidated cut off score (CCS) for each candidate:<ul style="list-style-type: none"><li>◆ Readiness test performance</li><li>◆ Previous report cards</li></ul></li><li>• Candidates who clear the cutoff are considered for admission. These candidates are offered admission or a waitlist number.</li></ul> |

## Steps for admission process in Grades 1-6

1. Collect admission packet from school.
2. Submit online form and required documents
3. a. Candidate appears for readiness test and oral interaction
4. Review of submitted documents and results of readiness test by admissions team
5. Publication of admission list and wait list
6. Confirmation of admission after payment of fees