



ADMISSION PROCEDURE

Admission Policy

Navrachana International School, Vadodara (NISV) is a co-education, English medium IB World School affiliated to International Baccalaureate (IB), Cambridge International Examination (CIE) and Central Board of Secondary Education (CBSE). Students are enrolled as boarders or day scholars. Admission is granted on the basis of the school admission policy.

Admission Criteria

1. Availability of seats
2. Age of the student*
3. A confidential report from the Head of the student's present school
4. Acceptance of the NISV standard terms and conditions for studies at the school(see 'Agreement' details)
5. Successful completion of the schools' admission process

Admission Requirement

To register for admission the following need to be submitted.

1. Duly filled Application Form
2. Physically fitness Report duly signed by a certified medical practitioner
3. Original Transfer Certificate from previous school
4. Photocopy of Scholastic Record/ Transcript of the results for last three years (if applicable)
5. Photocopy of Immunization details
6. Photocopy of Passport of the student (alternatively birth certificate along with proof of citizenship)
7. Photocopy of OCI (if applicable)
8. Payment of fee

Other Requirement

1. Original documents with copies attached to the Admission Form for verification.
2. Examples of the student's schoolwork in the form of exercise books, portfolio etc.

*Age Criterion

| GRADE | Academic year 2015-16 |
|-------------|---------------------------------|
| Nursery | 3+ on 31 st May 2015 |
| Prep Junior | 4+ on 31 st May 2015 |
| Prep Senior | 5+ on 31 st May 2015 |
| Grade 1 | 6+ on 31 st May 2015 |

The school decision is final and binding in all matters.



Grant of Admission

On the spot admission is granted to a student if he/she satisfies all the provisions of the Admission criteria and on payment of the requisite fee. The admission status will be considered provisional till the required fee payment is duly made following the submission of the necessary documents

Overseas Candidates

Overseas applicants, who are unable to attend the interaction should courier/email all the required documents to the school office and later participate in an interaction. In addition they should also provide a confidential recommendation from their existing school along with their last transcript. Such information should come directly from the candidate's existing school in a sealed envelope. Interviews, via teleconferencing are conducted for overseas candidates.

Parents should note that the status of admission will remain provisional till the original Transfer Certificate and other relevant documents are submitted to the school office at the beginning of the academic session.

Policy for Foreign Nationals

Documents required (According to Immigration by-laws, Government of India)

The immigration bye-laws of the Government of India states that a foreign national staying in India for a period of more than six months registers his/her name in the local immigration bureau within 14 days of their arrival in India and acquire residency permit.

The school will assist the parent/local guardian by providing a bonafide certificate for day scholars. For the residential boarders, the school will provide a letter signed by the Talati of Bhayali village. The local guardian/parents would require to follow the process of registration. In case of expatriates staying in the hostel, designated members from NISV staff will be the local guardians.

The documents required for the process are mentioned below-

1. The student should hold a student visa. On getting provisional admission in the school, the school will issue a bonafide letter for visa. The same can be collected from the office or a scanned copy will be mailed on request from the parent.
2. Passport size photographs of the student- 15 copies (Size 3.5cm x 3.5cm)
3. Passport size photographs of both the parents- 2 copies each (Size 3.5cm x 3.5cm).
4. Photo copy of passport of student and both the parents - 2 copies each.
5. ID Proof/address Proof of the local guarding of the student.
6. Authority letter from both the parents on Rs.100/- stamp paper nominating the local guardian. In case of expatriates staying in the hostel, designated members from NISV staff will be the local guardian.
7. Address LIB office.
 - a) 9th Floor Kuber Bhavan, Kothi- Raopura- Vadodara.
 - b) Police Station, Taluka Police Station, Bhadra Kacheri, Panigate, Vadodara.
 - c) DSP office Kothi Kacheri, Vadodara.
8. ID Proof and Address proof of the parents/guardians from the respective country.
9. If student shifts from any residential school of India to NISV, the Resident permit FRRO needs to be transferred to NISV.

Note - Provisional admission granted to a student will not be confirmed without a residency permit. A copy of the permit is required to be submitted to the school in 15-days time.

APPLICATION PACK



Navrachana International School Vadodara

NISV



ADMISSION FORM

Date of Application

Admission sought in grade

Admission sought as Boarder Day Scholar

Affix
Passport
Size
Photograph

CBSE

Cambridge

IB

A. Student Detail

Student's Name

Surname

First Name

Middle Name

Date of Birth

Sex

Nationality

Passport No.

Place of Birth

Blood Group

Height

Weight

Caste

Religion

Address

City

PIN

State

Country

B. Educational History

Current School

Name

Address

Name of the principal

Medium of Instruction

Exceptional Academic achievement

Has your child ever received a double promotion

Yes/No

Has your child ever been identified as gifted or talented?

Yes/No

Has your child ever been detained? Grade

Yes/No

Has your child ever been suspended from school?

Yes/No

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C. Family Information

Family Group Photo

Father's Detail

Name _____
Surname First Name Middle Name

Nationality _____ Passport No. _____
Qualifications _____ Occupation _____
Name of the company _____ Designation _____
Office Address _____

City _____ State _____ Country _____
Tel. No. (Res.) _____ (Office) _____ (Mobile) _____
E-mail _____ Sign _____

Mother's Detail

Name _____
Surname First Name Middle Name

Nationality _____ Passport No. _____
Qualifications _____ Occupation _____
Name of the company _____ Designation _____
Office Address _____

City _____ State _____ Country _____
Tel. No. (Res.) _____ (Office) _____ (Mobile) _____
E-mail _____ Sign _____

Sibling Details

| Name | Current school | Grade |
|------|----------------|-------|
| | | |
| | | |
| | | |

APPLICATION PACK



IB World School
Geneva, Switzerland



CAMBRIDGE
International Examination, UK



CBSE
New Delhi, India



BRITISH COUNCIL
International School Award
2012-2015



Partner
der Zukunft

NISV

Navrachana International School Vadodara



Affix
Photograph
of the Guardian

Guardian's Detail

Name _____
Surname _____ First Name _____ Middle Name _____

Nationality _____ Passport No. _____

Qualifications _____ Occupation _____

Name of the company _____ Designation _____

Office Address _____

City _____ State _____ Country _____

Tel. No. (Res.) _____ (Office) _____ (Mobile) _____

E-mail _____ Sign _____

Note : Boarders should have a local guardian from Vadodara



Agreement

The parent's /guardian's signature below constitutes agreement with the following:

1. Having read, understood and agreed to abide by the school policies and procedures
2. Having understood that students participate in all activities in house & out bound field trips for educational purposes, as a part of the regular school programme. All in house & out bound activities (trips etc.) would be supervised by staff or responsible adults who will exercise all reasonable caution. However, the parents and guardians agree that the school or school board cannot accept responsibility for accidents either at the place of activity or en route.
3. Meeting all financial responsibilities with respect to the education of the child in the school.
4. Meeting eligibility requirements for admission to the grade applied for, as stated in the application pack of NISV.
5. Giving their consent to the Head or Coordinator or Teacher in-charge to act on their behalf, should the need arise for their signature during medical emergency. I agree to my child receiving such medical or surgical treatment as deemed necessary and understand that critical health information which will impact my child's education or well being will be given to persons responsible for my child's care.
6. Adhering to changes, if any, in the standard terms and conditions of the school from time to time, as circumstances may require.
7. Accepting that the decision of the school management shall be final and irrevocable.
8. Supporting the school in enforcing all its rules, students' dress & behavior code.
9. Accepting that the school reserves the right to revoke the admission/strike the name off the register of a student, on the grounds of a questionable sense of propriety and decorum on the parent's part.
10. The information given/filled in this application form is true to the best of our knowledge. In case of any change in the information provided we shall support the application with the required legal document.
11. We understand that the school reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect information.
12. We have no objection to our child's/ parents' photograph being displayed in school hoardings and publications.
13. We agree that the child can visit or be sent to the school counselor as and when required.
14. I have read the school policy & will read the circulars as and when given and abide by them. Also, I will follow the communication channel laid down by the school.

Father's Name

Mother's Name

Guardian's Name

Signature

Signature

Signature



MEDICAL EXAMINATION REPORT

Personal Information (filled on)

_____ (DD) _____ (MM) _____ (YYYY)

Student's Name _____

Surname First Name Middle Name

Birth Date _____ Sex _____ (Male/Female)

(DD) (MM) (YYYY)

Emergency Contact

Person to call _____ Relationship _____ Tel. Nos. to call _____

Family doctor's name _____ Tel. No. _____

Blood Group _____ Height _____ Weight _____ Vision _____

Allergies

Is your child allergic to anything? Yes/No

If yes, what is your child allergic to? _____

What is the reaction? _____

What is the treatment? _____

Epilepsy

Does your child have epilepsy? Yes/No

If yes, please provide details _____

Asthma

Does your child have asthma? Yes/No

If yes, please enclose a complete Asthma Management Plan

Is your child physically challenged? Yes/No

If "yes", please describe and attach any relevant information _____

Has your child ever had hearing difficulty? Yes/No If yes, please mention _____

Has your child ever had vision problems? Yes/No If yes, please mention _____

Hospitalization

Has your son/daughter been hospitalized in the last 5 years? Yes/No

If so, for what reason? _____

Does your child have a medical condition the school should know about?

Please describe _____

APPLICATION PACK



Navrachana International School Vadodara

NISV



Is your child currently under medication / treatment? Yes/No

Please indicate the type and purpose _____

Other Medical Conditions

If yes, please provide details _____

FOR YOUR INFORMATION

Any medication to be administered at School requires a prescription from the medical practitioner treating your child. The prescription on the doctor's letter head, bearing the child's name and the medicines prescribed with the requisite dosage should also be submitted. The school Medical Center / Infirmary, is equipped to provide non-prescription medicines. These are administered by the school nurse on the advice of the school doctor / physician / pediatrician.

Please list any medications that you DO NOT want to be administered to your child. I will notify the medical centre in writing if any changes are required to be made.

History of immunization

Please attach an immunisation report signed and attested by a doctor.

Diphtheria _____ Tetanus _____ Pertussis (Whooping Cough) _____

Polio _____ Mumps/Measles/Rubella _____

Hepatitis A _____ Hepatitis B _____ Influenza _____

Encephalitis _____ Rabies _____ Tuberculosis _____

Any other information which will be helpful

I declare that the information I have provided on this form is complete and correct and that I will notify the Medical Center in writing if any changes are required to be made.

Date _____

(DD) (MM) (YYYY)

Parent's / Guardian's Signature

Responsibility in an emergency - (please read carefully)

In an emergency, I authorize the school to provide consent for medical attention for my child. I agree to my child receiving such medical or surgical treatment as deemed necessary and understand that critical health information which will impact my child's education or well being will be given to persons responsible for my child's care.

Name _____

Relationship to student _____ Signature _____

Date _____

(DD) (MM) (YYYY)



COURSE SELECTION SHEET

IB PYP Language Selection (Grades 2 to 5)

Language A English

Language B _____ (French/German/Hindi)

IB MYP language profile of the student at the time of admission

Name _____

Grade _____

FIRST LANGUAGE (LANGUAGE A)

English

Hindi

Gujarati

Other (Mother tongue)

LANGUAGE ACQUISITION

English

(If not opted as first language)

Hindi- Mother Tongue

(If not opted as first language)

Studied

Other

German- Mother Tongue

Studied

Other

French- Mother Tongue

Studied

Other

THIRD LANGUAGE (as support to language B/ other)

Hindi-

Gujarati-

APPLICATION PACK



NISV

Navrachana International School Vadodara



IGCSE (Grades 9 & 10)

Name _____
Surname First Name Middle Name

For ICE Award-7 Syllabi, 1 Syllabus from each group, 1 Syllabus from Language B, any 1 Syllabus from Group 2 to 5.

| Group | | Subject | Tick the relevant subject |
|------------------|---------------------------------|--|-------------------------------------|
| Group I | Language A | English | <input checked="" type="checkbox"/> |
| | Language B | Hindi | <input type="checkbox"/> |
| | | French | <input type="checkbox"/> |
| | | German | <input type="checkbox"/> |
| Group II | Humanities & Social Sciences | Economics | <input type="checkbox"/> |
| | | Literature in English | <input checked="" type="checkbox"/> |
| Group III | Science | Combined Science | <input type="checkbox"/> |
| | | Physics | <input type="checkbox"/> |
| | | Chemistry | <input type="checkbox"/> |
| | | Biology | <input type="checkbox"/> |
| Group IV | Mathematics | Additional Mathematics | <input type="checkbox"/> |
| | | Mathematics | <input checked="" type="checkbox"/> |
| Group V | Creative Technical & Vocational | Art & Design | <input type="checkbox"/> |
| | | Computer Studies (CS) | <input type="checkbox"/> |
| | | Business Studies | <input type="checkbox"/> |
| | | Information and Communication Technology (ICT) | <input type="checkbox"/> |

Note: - Personal Project as per IB MYP guidelines is compulsory for all.

IB MYP (Grades 6 to 10)

Name _____
Surname First Name Middle Name

| | Group | Subject | Tick the relevant subject |
|---|--|---|---------------------------|
| 1 | Language A (6 to 8) | English | <input type="checkbox"/> |
| | Language A (9 & 10) | English as first language and Literature in English | <input type="checkbox"/> |
| 2 | Language Acquisition | Hindi / French / German | <input type="checkbox"/> |
| 3 | Third Language (6 to 8) | Hindi / Gujarati | <input type="checkbox"/> |
| 4 | Mathematics | Mathematics | <input type="checkbox"/> |
| 5 | Individuals and Socials (6 to 8) Individuals and Socials (9 & 10) | Social Studies | <input type="checkbox"/> |
| | | Business Studies | <input type="checkbox"/> |
| | | Economics | <input type="checkbox"/> |
| 6 | Science (6 to 8) | Science | <input type="checkbox"/> |
| | Science (9 & 10) | Combined Sciences / Physics / Chemistry / Biology | <input type="checkbox"/> |
| 7 | Visual Arts | Arts | <input type="checkbox"/> |
| 8 | Physical Education | Physical and Health Education | <input type="checkbox"/> |
| 9 | Design | Computer Technology | <input type="checkbox"/> |



Examination Fees

IGCSE (Grades 9 - 10)

The International General Certificate of Secondary Education is the world's most popular international qualification for 14-16 years olds conducted by CIE. It develops successful students, giving them excellent preparation for their next step in education, including progression to Grade 11- State and CBSE Boards, Cambridge A and AS Level study and International Baccalaureate Diploma. Cambridge IGCSE is recognised by universities and employers in India and worldwide. The course is a balanced mix of practical experience and theoretical knowledge with a choice of core and extended papers in most subjects, therefore suitable for students with varying levels of ability. IGCSE grading is on an 8 - point scale (A* G). In addition to this ICE (International Certificate in Education) is awarded to the students who successfully complete a study of seven subjects.

The examination fees: UK Sterling £ 45.60 (as of June 2014) per subject. The minimum number of subjects required for the International Certificate in Education Award is seven. Students generally register for either 7 or 8 subjects. In addition to the per subject cost, an overall administrative cost equal to the cost of one subject is charged. The fee is subject to annual inflationary increases as per CIE guidelines.

IBMYP (Grades 9 - 10)

The students opting for IBMYP will appear for internal examinations. However, the answer sheets would be sent to IBO for moderation/monitoring. The moderation/monitoring charges would be on an actual basis.

IB DP (Grades 11 - 12)

The course encourages students to acquire knowledge through constant enquiry. The focus is on developing a strong sense of identity and culture. Students usually study 3 subjects at the higher level (HL) and 3 at the standard level (SL) together with Theory of Knowledge and CAS. An Extended Essay on a topic of the student's choice is also mandatory. Students are given their results in grade level and if required in percentage.

The examination fees (Registered for Examination Session of May 2013):

| Fees toward | Amount in UK£ (GBP) | Total |
|---|---------------------------------------|----------------|
| <ul style="list-style-type: none"> Registration fee per candidate (by Nov 15th) Late registration Fee after deadline | 85 GBP 116 GBP 248 GBP | 85 GBP |
| Fee for each subject that the student is registered for | 59 GBP *6 (for 6 diploma subjects) | 354 GBP |
| <ul style="list-style-type: none"> Fee for amendments to registrations For changes after deadline | 20 GBP 76 GBP | |
| Administrative Charges (Mailing, photocopying of submission to IBO) | 160 GBP | 160 GBP |
| Total | | 599 GBP |

Note: 1) This amount is to be paid in INR to the School between 1st - 15th October.
 2) The above fees are subject to annual increases as per IBO guidelines.

APPLICATION PACK



Navrachana International School Vadodara

NISV



CBSE Language Selection (Grades 6 to 8)

Language A English Language B Hindi Language C _____
(Gujarati/Sanskrit/French/German)

CBSE (Grades 9 & 10)

| | Subjects | Tick the relevant subject* |
|----------------|---------------------------|----------------------------|
| Language A | English | ✓ |
| Language B | Hindi | |
| | Gujarati | |
| | French | |
| | German | |
| | Sanskrit (Grade 6-8 only) | |
| Mathematics | Mathematics | ✓ |
| Social Science | Social Science | ✓ |
| Science | Science | ✓ |

* Only courses with sufficient demand will be offered.

Examination Fees - CBSE (Grades 9 - 10)

The Central Board of Secondary Education Certificate Examination for Grade 10 is conducted by CBSE, New Delhi. The course is a mix of internal and external assessment. The students follow the syllabus prescribed by NCERT. Exams are conducted in school or by the Board and students are given grades. There is continuous comprehensive evaluation of the student.

The examination fees: Subject to CBSE guidelines.

CBSE (Grades 11 & 12)

| | Subjects | Tick the relevant subject* |
|------------|--|-----------------------------------|
| Language | English(core) | ✓ |
| Sciences | Physics, Chemistry | ✓ |
| | Mathematics | Any one only for Biology students |
| | Applied Arts | |
| | Physical Education | |
| | Biology | Any one |
| | Computer Science | |
| | Economics | |
| Commerce | Business Studies, Accountancy, Economics | ✓ |
| | Mathematics | Any one |
| | Applied Arts | |
| | Physical Education | |
| Humanities | Economics | ✓ |
| | Psychology | ✓ |
| | Applied Arts | Any one |
| | Mathematics | |
| | Physical Education | ✓ |

Father's Signature

Mother's Signature

Student's Signature