



ASPEE NUTAN ACADEMY

The International Baccalaureate Career-related Programme (IBCP)

Name of the Policy:	Admission Policy
Policy Formulated by:	Ms. Nuzhat Khan
Policy Edited by:	Ms. Jaie Rajeshirke
Date on which policy was made:	20 th October 2023
Applicable till	19 th October 2025
Applicable to	Administrative staff of IBCP, IB Career programme coordinator, Head of School, parents, students
Apprised by:	School Committee

Aspee Nutan Academy's admissions policy and procedures are developed in sync with the vision and mission of the college. Aspee Nutan Academy envisions creating world-class, caring, and empathetic citizens with the latest knowledge and skills required for them to adapt themselves in the culturally diverse world of opportunities.

Aspee Nutan Academy believes learners should be trained for global citizenship and community welfare. The focus is to provide learners with opportunities and platforms to display and hone their talents. The Academy envisions responsible citizens, knowledgeable learners, and curious thinkers. The academy creates learners, providing them with learning opportunities for holistic growth.

Admissions Criteria:

1. Eligibility:

- Students who have passed their Grade 10 examinations or equivalent from any educational board are eligible for admission to the IBCP.
- The age of the candidate should be more than 15 years.

2. Pre-admission counseling:

- **An aptitude test designed by the school counseling team will help identify the strengths and choices of IBCP subjects.** This will be based on the interest of the child in the career options offered at the Academy.
- The IB CP coordinator will then interview the aspiring students and their guardians to brief them about the course of study. This will enable them to make the right choice of course selection.
- A list of sample questions is attached herewith for reference. {For school use only}

3. Application Process:

- The application form will be uploaded online two months before the admission begins.
- The applicant may apply online for the same.
- The following criteria must be considered before admission: -
 - The child's age should be suitable as mentioned above in the eligibility.
 - The child should have completed pre-admission counseling with the school counseling team by appearing for an aptitude test and a one-to-one meeting or interview with the IB CP coordinator to understand the course details.
- After complying with these two requirements, the applicant can apply by scanning the necessary documents. The list of documents is as follows: -
 - Passing certificate and mark sheet of Grade X
 - Birth Certificate
 - Aadhar Card
 - Migration Certificate (in case of foreign universities) or Transfer Certificate (in case of Indian schools).
- Once the application is submitted on the website, the admin team will contact the applicant within three working days and call them to complete the procedure.
- The Admission will be given based on the following criteria: -
 1. First come, first basis
 2. Depending on the location of the child. Preference will be given to the children located in the vicinity.
 3. Ex-students of the same academy.
 4. Sibling cases of the academy
 5. Children of the employees of the academy.

4. Diversity and Inclusivity:

- The Academy is well equipped with Trained Counsellors and remedial Teachers who form the 'We Care Team.' This team offers special support to the students facing academic, personal, and emotional challenges; Testing IQ and Career guidance and aptitude tests aid the students in making the right choices at the academy.
- Accommodate students from various parts of the country and the world.
- Open its doors to diverse learners looking forward to applying for courses
- No distinction or differentiation on the grounds of learning capacity or any difficulty faced
- All students can be enrolled on a first-come, first basis irrespective of their intellectual, physical, or even cultural differences.

5. Capacity:

The college follows a ratio of 20:3 for teachers. The intake capacity is 15-20 students per class.

6. Notification and Acceptance:

- Admission announcement is made three months in advance on the college website and social media pages.
- An online registration form is to be filled out by the candidate.
- The form is assessed, and interviews are scheduled
- Emails to aspiring candidates are sent seven days in advance.
- A confirmation list is put up on the school website. After the parent checks the confirmation, he/she is expected to complete the remaining formalities within seven days.
- The remaining formalities include signing the printout of the admission form as taken out by the admission clerk, completing the General Register (GR) entry for the State Education Department's purposes, and paying fees at the admission counter.

7. Appeals Process:

Parents may address their questions or clarifications sought to the college via a written communication addressed to the email ID queries@aspeanutanacademy.org.

8. Financial Aid:

- Concession in tuition fees up to 50% will be given to the students on the following grounds: -
 1. Financial constraints- This scholarship includes students from poor financial backgrounds, which could be due to the dire economic conditions of the parents, single parent status, or loss of jobs/ business of the parent. This will be as per the scholarship SOP attached herewith in Appendix B. {For school use only}
 2. Benefits for children of employees of Aspee Group of schools
 3. Academic performance- Students scoring above the scores/grades mentioned below in Grade X as per the respective boards:

Name of the Board	Score / Grade
CISCE	98%
SSC / Any other state board	98%
CBSE	96%
IGCSE	A* or A
IB	7 points

9. Contact Information:

- For any further queries, parents may contact the college number- 7098009090/ 9324111326 or write an email on the ID ibcp.coordinator@aspeanutanacademy.org or info.ibcp@aspeanutanacademy.org