



MANCHESTER[®] INTERNATIONAL SCHOOL

IB CONTINUUM ADMISSION POLICY AND PROCEDURES

Revised on May 2024

A Note for Parents

Dear parents,

At Manchester, our school policies are in alignment with the IB's philosophies, standards, and practices. The major objective of our policies is to reflect the values of the IB mission and learner profile.

Our Admissions Policy and procedure have been meticulously designed to offer a smooth, transparent, and accessible process for parents and students from diverse educational backgrounds and nationalities.

At Manchester, we pride ourselves on upholding our core values of respect, opportunity, and achievement throughout our admission process. We aim to provide you and your child with a seamless and straightforward transition into our school community.

We accommodate applications from students representing all education systems, nationalities, and backgrounds. We are open to international families, and we accept applications for all year groups throughout the year.

All our policies are interlinked and provide path to uphold the attributes of learner profile and its values. The interconnection between the policies were elaborately explained in all our policy documents. We have included the procedures and processes associated with each policy.

We developed the content and structure of our policies, through discussion the stakeholders. These are the policies that the IB has recommended:

1. Admissions
2. Inclusion
3. Language
4. Assessment
5. Academic Integrity

Thank you, in advance, for reading these policies thoroughly.

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OUR PRINCIPLES

In alignment with IB, inclusion is a continuous effort focused on expanding access to and participation in learning for all students by recognizing and eliminating obstacles. We aim to achieve this by providing admission for all students across the world by understanding and respecting their cultural and learning diversity.

IB MISSION

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.

OUR MISSION

At Manchester International School, our mission embodies a commitment to fostering a dynamic and innovative educational environment. We wholeheartedly embrace the pursuit of excellence as we inspire and challenge every student to attain their utmost potential. We do this by tailoring our educational approach to each individual's functional level, thereby laying a sturdy groundwork of essential skills, knowledge, and values.

This foundation equips each student with the tools necessary to metamorphose into a well-rounded, highly educated, and productive adult, capable of gracefully navigating the intricacies of our ever-evolving global landscape.

OUR VISION

Embracing its legacy as the best school of India, Manchester International School aspires to transcend conventional boundaries by nurturing empathetic and innovative global citizens. Our commitment lies in cultivating individuals who excel as discerning thinkers, collaborative problem solvers, and proactive contributors, all within the realm of truly world-class education. At Manchester International School, we pledge to continuously ignite an intrinsic drive in our students, inspiring them to relentlessly pursue their loftiest aspirations, regardless of their chosen paths. Our vision extends to holistically nurturing each child, encompassing physical, intellectual, emotional, social, and cultural dimensions by:

- Providing tangible learning tools and fostering opportunities for exploration, discovery, and comprehension.
- Creating a nurturing educational environment where learning is both enjoyable and an integral part of life.
- Empowering children to learn how to learn, rather than simply learning what we teach.
- Cultivating motor skills and coordination, encompassing both gross and fine muscular control, through diverse indoor and outdoor activities.
- Enhancing communication skills through the medium of music, dance, literature, drama, and creative arts.
- Promoting a healthy lifestyle through exercise, relaxation, a balanced diet, and personal hygiene.
- Encouraging the development of positive relationships with peers and family, emphasizing the values of sharing and caring.
- Our distinctive vision shapes a future where Manchester International School stands as a beacon of holistic education, propelling students towards excellence and global citizenship.

IB LEARNER PROFILE

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet help to create a better and more peaceful world. As IB learners we strive to be:

<p style="text-align: center;">INQUIRER</p> <p>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</p>	<p style="text-align: center;">KNOWLEDGEABLE</p> <p>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</p>
<p style="text-align: center;">THINKER</p> <p>We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.</p>	<p style="text-align: center;">COMMUNICATOR</p> <p>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.</p>
<p style="text-align: center;">PRINCIPLED</p> <p>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.</p>	<p style="text-align: center;">OPEN-MINDED</p> <p>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.</p>
<p style="text-align: center;">CARING</p> <p>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.</p>	<p style="text-align: center;">RISK-TAKER</p> <p>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.</p>
<p style="text-align: center;">BALANCED</p> <p>We understand the importance of balancing different 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.</p>	<p style="text-align: center;">REFLECTIVE</p> <p>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.</p>

ADMISSION POLICY

ADMISSION POLICY

It is the mission of the Admissions Department to enroll, apprise and admit new, eligible students to Manchester International School Coimbatore in a proficient and straightforward manner, while upholding the values of the school, the students, their families and members of the community. We aim to confirm that potential families understand the MIS mission and philosophy. We also strive to give them introductory information on the programs offered at MIS. The Admissions department comprises the Admissions Manager, Correspondent, Principal, The Program Coordinators. Decisions on admissions are made by the Admissions Panel.

Student eligibility shall be determined based on School policies and in compliance with Board regulations. In addition, the school reserves the right to exclude students or to require special supplementary measures at the parents' expense, if the student's goals or abilities differ significantly from the School's objectives. The school does not discriminate on the basis of race, creed, colour, gender, national origin any of specific backgrounds. We do, however, limit the number of students per class based on our capacity to provide required learning support individually and efficiently.

While most students will join school at the beginning of each academic year, we understand that some may arrive in Coimbatore at a later date. Based on the availability of places, we are happy to admit students throughout the year. Manchester International School is a residential cum day boarding school. Boarding facilities is offered as an option from Grade 6 onwards. Students from all around the world can enroll as full term / weekly or as day boarding. Manchester International School is a co-educational school for students aged 3 to 18 offering.

IB PYP

IB MYP

IB DP

AIMS AND OBJECTIVES OF THE ADMISSIONS DEPARTMENT

- Establishing a yardstick for all participants to adhere to local by-laws and uphold similar core values
- To align the School's goals with the students' goals and aptitudes by ensuring a transparent and non-discriminatory process.
- Ensure that the admissions department provides accessible pathways for students to enroll in the school and access quality education
- Develop a streamlined and efficient admissions process that simplifies the application and enrollment journey for prospective students and their families.
- Establish a positive and engaging relationship with prospective students, parents, and the community to enhance the school's reputation

ADMISSION POLICY

ADMISSIONS STANDARDS:

Admission in all cases is contingent upon a determination by the admissions Panel and / or Principal that:

- The student will be able to meet the school's academic standards;
- The student has exhibited acceptable behaviour in his/her previous school;
- The school will be able to meet any special needs of the student;
- The student will embrace the school's mission.

ADMISSIONS PANEL AND DECISION-MAKING PROCESS

- a) Application files are reviewed by each member in turn and comments/recommendations are circulated on paper or by email. In cases where it is deemed necessary, the Panel will meet to discuss issues relating to the application in question. From the time an application is completed, the Admissions Panel aims to return a decision within ten days, pending any further follow-up that may be required.
- b) It is mandatory that all students must have a legal guardian who resides in and around Coimbatore and any expat applicant must provide proof of visa, and other relevant documents, before a place can be offered. The final decision on all applications rests with the Head of School.
- c) Admission – Application process for Student Enrolment:
- d) Admission forms are available online as well as at the School office.

The following process needs to be completed if online:

- Fill up the Online Enquiry Form on the website.
- Fill in the Application Form available online
- Online Registration Fee
- Scan and Email the last 2 years up to date academic reports School report cards, transcripts, exam results.
- Scan and Email us the proof of date of birth – Birth certificate and Passport copy (in case of foreign nationals).
- Admission Procedures

We offer rolling admissions that accommodate the many varied needs of our students throughout the year. The procedure is designed in simple ways to provide access and opportunities to everyone with admission requirements in Manchester International School.

STAGES OF ADMISSION

STAGE 1

Online Registration

STAGE 2- Application Submission with supporting documents

- Completed Application Form.
- Present Medical Record.
- 4 passport-size student photographs.

ADMISSION POLICY

- Transfer Certificate.
- Photocopy of the previous year academic records.
- Photocopy of the child's Birth Certificate.
- Photocopy of the child's passport.
- 1 Passport size photograph of the parent / guardian

STAGE 3: The Interaction / Aptitude Test

The one-to-one interaction with the students from EYP to PYP5 is conducted by the respective Coordinator. From MYP1 the aptitude test will be used to assess the performance of the child and later a personal interview with the respective Coordinator is scheduled.

STAGE 4: Panels Decision

When the Panel has reached a decision, it is communicated to parents via email. Once the admission is approved, parents are sent a confirmation letter with declaration forms which are to be signed by the parents and sent back to us. After the signed confirmation is received by us, admission is confirmed. If the candidate does not meet the admission criteria, parents are notified and proper guidance is provided.

Personal Interviews and School Visits

The school reserves the right to request to meet in person any applicant in cases where this is considered necessary (for instance, if the candidate has never attended school before, has had a lengthy absence etc.). Furthermore, a compulsory interview may be required in cases where it is deemed necessary to discuss a candidate's application in more depth in order for a decision to be made.

CRITERIA FOR ADMISSION

Each candidate's application materials are carefully checked in order to evaluate appropriateness for admission. We look for candidates:

- Who are self-driven
- Who demonstrates curiosity
- Who are good communicators
- Whose academic performance is average to excellent
- Whose conduct appears good overall
- Who will be committed to the MIS vision, mission and philosophy
- Who are open-minded
- Who are ready to take risk, and are ready to face any challenges.

ADMISSION POLICY

ADMISSIONS IN PYP

At Manchester International School all students from EYP1 to PYP5 have to appear for a face-to-face or virtual interaction. Based on the interaction, the following aspects will be assessed by the respective programme coordinator:

- Communication skills
- Language proficiency
- Analytical ability
- Computational thinking strategies
- Problem solving techniques
- Areas of interest – Visual & Performing Arts
- PSPE attributes – identity, interaction, active living
- Achievements and participations

The Personal Interview will be held on any convenient day with prior appointment.

In case of identification of special needs requirements, necessary screening assessments will be recommended to the parents and the reports will be recorded for further learning support and development.

ADMISSIONS IN MYP

All students from MYP1 onwards will have to appear for an Aptitude Test in English, LA(French/Hindi) and Mathematics to qualify for admission. This will help to have a better understanding for the teacher to know where the student is and also for providing additional support if required. For admissions in MYP4, parents are required to visit the school with the candidate for a Personal Interview and an Aptitude Test in English, Mathematics and Science. The academic report of MYP3 along with a Conduct Certificate from the last school are mandatory for admission. Admission will be confirmed only after assessing the performance of the child in the Aptitude Test and in a Personal Interview with the respective Coordinators. All applications will be fairly and compassionately considered on their merits.

ADMISSIONS IN DP

The curriculum comprises the DP core alongside six subject groups. The DP core is designed to enrich students' educational journey and encourages them to apply their acquired knowledge and skills effectively.

It consists of three essential elements:

- Theory of Knowledge: This component prompts students to contemplate the nature of knowledge and the methods by which we validate our claims to knowledge.
- The Extended Essay: An independent and self-directed research project culminating in a 4,000-word paper, aimed at fostering students' research and writing skills.
- Creativity, Action, Service (CAS): In this aspect, students undertake projects that embody creativity, action, and service, facilitating holistic development and active engagement within their communities.

ADMISSION POLICY

At Manchester International School Coimbatore students commence the Diploma Programme after successful completion of grade 10 in State Board, CBSE, ICSE or any approved equivalent. Most of the students are encouraged to take the full IB Diploma; however, if the candidate (s) does not meet the academic eligibility, we will support that candidate in the completion of IB courses certifications. Such students may follow an individualized programme and fulfill the requirements for some IB subjects but are not compelled to meet the complete requirements of the full Diploma.

- In the Diploma Programme, students may select courses from a range of subject groups, including language acquisition, individuals and societies, sciences, mathematics, and the arts
- Students may choose to substitute an arts course with an additional sciences, individuals and societies, or languages course, which require prior approval and consent from the IB.
- Students in the IB Diploma Programme are required to take some subjects at a higher level (HL) and others at a standard level (SL). Although HL and SL courses differ in scope, they are assessed using the same grade descriptors. HL students are expected to demonstrate a deeper understanding and broader skill set.
- Each student enrolled in the IB Diploma Programme must undertake at least three subjects at the higher level, with the remaining subjects taken at the standard level.

IB Course Certificate

The DP Course Certificate offers flexibility for students who prefer to focus on individual subjects rather than the full diploma. Students can choose any combination of subjects from the six IB groups (or multiple subjects within one group), irrespective of subject group and level.

Unlike the full IB Diploma, students pursuing the DP Course Certificate are not required to complete the core components: Theory of Knowledge (TOK), the Extended Essay (EE), or Creativity, Activity, Service (CAS). This makes it a more customizable option for students with specific academic interests or those balancing other commitments.

Course Certificates are awarded for each subject completed, and the students' results are recorded in the same manner as diploma students, with grades ranging from 1 to 7.

AIU Guidelines: As per the AIU (Association of Indian Universities) guidelines, both IB Diploma and DP Course Certificate students must complete a minimum of three HL subjects and achieve a total score of 24 points to receive an Indian equivalence certificate. Parents are advised to consider this requirement before finalizing their choice between the IB Diploma or Course Certificate.

Academic Eligibility to join IB DP for existing students of Manchester

- A minimal score of 3 in MYP e assessment in each of the following subject groups: language & literature, language acquisition, individuals and societies, sciences and mathematics (an average score will apply if a student is enrolled in multiple subjects within the subject group.)
- The students who do not take IB assessments will be considered based on their performance in the school-based assessment conducted by MYP coordinator.

Language Requirement

As a requirement of the DP curriculum, every student learns at least one additional language. They could fulfill that requirement through the studies in language and literature subject group, by taking two courses from the group in two different languages, or through the language acquisition subject group.

In language acquisition, students may choose from:

Modern Languages

- Language ab initio courses are for beginners (that is, students who have little or no previous experience of learning the language they have chosen). These courses are only available at standard level.
- In the context of language acquisition programs, students with prior French language experience exceeding two years are ineligible to enroll in French Ab Initio. These students will be placed in the French B course.
- Language B courses are intended for students who have had some previous experience of learning the language. They may be studied at either higher level or standard level.

For new students joining during the course of the year

- No admissions may be taken for grade 10 and Grade 12.
- The Admissions department informs the primary or secondary team as appropriate, as well as all administrative staff, of the arrival of new students with an e-mail providing the student's grade, entry date and any relevant background details.

Secondary School students

- New students who arrive during the year will be given an orientation by the Head of Admission and the relevant Program coordinator for IB DP

Middle School students

- New students who arrive during the year will be given an orientation by the relevant program coordinator for IB MYP.
- For choosing language acquisition (French/Hindi) the proficiency will be checked and they will be trained according to the program expectations and requirements.
- Support classes for ePortfolio subjects (Design/PHE) will be provided for students coming from another curriculum.

Primary School students

- There is no specific induction program for new Primary School students arriving mid-year. Rather, each classroom teacher ensures a smooth transition for all new children.

Tamil will be offered as a subject in LA. Those who want opt Tamil as LA

*** Inclusion of Tamil in MYP**

PARTICIPANTS IN POLICY MAKING

- Correspondent
- Head of the School
- Principal- IB
- Program Coordinators (PYP/MYP/DP)
- Head of Admissions
- Admission Team
- Stakeholders

ADMISSIONS AND THE LEARNER PROFILE

- **Principled:** We act with integrity and honesty during the admission process and take responsibility for the overall development of the child.
- **Open-Minded:** We will make sure that all applicants are given equal consideration, regardless of nationality, race, gender, color, religion, beliefs, or special needs.
- **Caring:** We will approach all applicants with kindness and thoughtfulness, ensuring transparent and timely communication, offering feedback promptly, and providing a secure and appropriate setting for entrance exams, among other accommodations.

CONNECTIONS TO OTHER IB POLICIES

ADMISSION AND LANGUAGE POLICY

- At Manchester International School, a student's language profile is evaluated through their age level eligibility test. A strong grasp of the child's native language is crucial for success. To be admitted, students must show age-appropriate literacy and proficiency in a language. Additionally, all prior school records must be translated into English.
- Students will be required to complete a comprehensive Language Profile questionnaire for each language Manchester offers when they are accepted. Within two weeks after enrollment, language instructors will assign newly admitted students to the appropriate language group.
- In order to ensure student diversity, we aim to balance the language proficiency levels while considering our resources and class composition in order to ensure student diversity.

ADMISSION AND INCLUSION POLICY

Manchester has a very strong SEN Department. The Head of SEN is consulted by the Admissions officer to understand whether the candidate can be admitted considering the degree of the special needs or physical need.

The Head of SEN submits a recommendation to the Principal to decide upon the candidate's appointment to the programme.

Parents or guardians of any such applicant must submit complete reports with the application.

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These might include any psychological reports or speech and language reports. If Manchester does not have adequate resources to support a student with significant specific academic or physical needs, admission is not given providing proper information to the parents.

Students requiring Learning Support are admitted only if the school can offer appropriate/adequate support and that the children can be placed in the regular classroom. In the case where a specific need has not previously been identified, the school reserves the right to review the situation in order to assess the appropriateness of the student's presence in the school based on our capacity to address his/her needs. *No Child is turned off based on his/her academic disposition.*

ADMISSION AND ACADEMIC INTEGRITY

As IB states, academic integrity is an essential aspect of teaching and learning in IB programmes where action is based on inquiry and reflection. We consider the report card or transfer certificate with conduct details containing documents as a crucial element for admitting a student into the IB programme.

Students transitioning from EYP to PYP, PYP to MYP, their sample portfolios, assessment records, exhibition journals are moved forward for the continuum learning support.

ADMISSION AND ASSESSMENT

In early years students are assessed on the following aspects during the admission process:

- Report from previous school
- Interaction – attention, response and coordination
- Pattern identification techniques
- Verbal communication techniques

In Primary years students are assessed on the following aspects during the admission process:

- Report cards/ Assessment records from previous school
- Social Skills
- Literacy skills – Reading, writing, listening and speaking – previous records
- Numeracy skills – Arithmetic operations, comprehending skills, problem solving techniques.
- Areas of achievements – performing arts, visual arts – previous records

The diverse areas of student interests are evaluated during the admission process, and the information is provided to the admissions team for the subsequent decision-making.

ADMISSION POLICY

CYCLE OF REVIEW

The policy will be reviewed annually during INSET days as per the curriculum review cycle.

IB STANDARDS AND PRACTICES FOR ADMISSION

Our Admissions policy has been aligned with the new IB Standards and Practices, which became effective October 2020. Please note the related standards below.

Culture 1: The school secures access to an IB education for the broadest possible range of students. (0301-01)

Culture 1.1: 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)

Culture 1.2: 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)

Culture 1.3: The school provides opportunities to access the programme(s) for the broadest possible range of students. (0301-01-0300)

Culture 6: The school implements, communicates, and regularly reviews its IB mandated policies to ensure they are cohesive and reflect IB philosophy. (0301-06)

Culture 6.1: The school implements processes with consideration of the relationship between its IB mandated policies. (0301-06-0100)

Culture 6.2: The school documents its IB-mandated policies and communicates them to the school community. (0301-06-0200)

Culture 6.3: The school considers physical and virtual spaces in all of its IB-mandated policies. (0301-06-0300)

Culture 6.4: The school articulates a planned integration of human, natural, built, or virtual resources in all of its IB-mandated policies. (0301-06-0400)

Culture 6.5: The school considers the learner profile in all of its IB-mandated policies. (0301-06-0500)

Culture 6.6: The school considers international-mindedness in all of its IB-mandated policies. (0301-06-0600)

Culture 6.7: The pedagogical leadership team uses the school's IB-mandated policies in decision-making and curriculum development. (0301-06-0700)



ADMISSION POLICY

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