



**PODAR ORT INTERNATIONAL SCHOOL**

**Portis Admission Policy**

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## **ADMISSION POLICY**

### **(Reviewed in January 2018, 2021 & August 2024)**

#### **ADMISSION POLICY STATEMENT**

Podar ORT International School, welcomes students of all nationalities, beliefs and races provided they meet the academic and behavioral criteria.

#### **ADMISSION CRITERIA**

PORTIS accepts applications from eligible students from Kindergarten, Primary through Secondary levels, (where applicable) regardless of race, religion, gender or nationality.

At PORTIS students are taken in at the beginning of the academic year i.e., July. However, in case of special circumstances like transfers, students are given admission during the year (mid-session) as well. In some levels there may be some limitation regarding acceptance of students to the programme at certain points in the academic calendar, as it relates to students' previous learning and subjects covered, with relevance to the particular programme applied for.

Parents/students must fill an enquiry form at the school. Once this Form is completed and submitted along with all appropriate documents (Refer Checklist below) admission is given on the basis of the candidate's performance in an admission test and the availability of seats.

#### **AGE GROUP**

The final decision regarding the age group of students who will join would depend on their previous school records and the admission test /interview at the time of application. At Podar ORT, we believe that students thrive in their correct class age groups.

As a general rule, age requirement for each grade is

Grade	Age Group	Grade	Age Group	Grade	Age Group
Playgroup	2-3 Yrs	Grade 4	9-10 yrs	Grade 9	14-15 yrs
Nursery	3-4 yrs	Grade 5	10-11 yrs	Grade 10	15-16 yrs
Grade 1	6-7 yrs	Grade 6	11-12 yrs	Grade 11	17-18 yrs
Grade 2	7-8 yrs	Grade 7	12-13 yrs	Grade 12	18-19 yrs
Grade 3	8-9 yrs	Grade 8	13-14 yrs		

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## **ADMISSION PROCESS**

- **Enquiry Form**
- **Interaction with Admission Officer**
- **Admission Form, Checklist, ID card form, Admission Credit Form**
- **Placement test (Grade 3 onwards) and Psychometric test**
- **Interaction with the coordinator and career counsellor (for Grades IX-DP)**
- **Final Interaction with Head of school**
- **Acceptance Email**
- **Payment of Fees**
- **Confirmation of Admission**

**NOTE:** Subjects offered are mentioned in the school brochure.

### **Step 1: Enquiry Stage**

Podar ORT International School has a rolling admission procedure. All applications, as they are completed, are addressed immediately. They are either phone calls made to the admissions team and emails we receive. After the initial inquiry we do clear any initial doubts and send the parents a detailed mail on PORTIS and what we have to offer as well as the fee structure. For higher grades 9 & 10 and IBDP we send them the subjects we offer on request. After the enquiry you are requested to purchase the admissions form in order to schedule a school visit.

### **Step 2: Completed Application Form Received**

The application form purchased must be completed by the parents and student(s). In addition, we request the candidates to submit above mentioned documents.

Students who are doing their 10<sup>th</sup> class should not wait for the ICSC, CBSE, Matriculation or any other Board Examination results. The application forms should be sent as soon as possible and copies of the 10<sup>th</sup> class school reports forwarded as and when they are received.

Completed admission form must have signature of both parents on the consent form contained in the admission kit. This will help us serve our students in the days and months to come.

### **Step 3: Schedule Visit To PORTIS**

Our office is open throughout the school year, Monday to Saturday, except holidays. Please make your travel arrangements to fit these days and then inform us of your arrival date. We prefer to receive the completed application forms, the application fee, and all academic information on the prospective student as well as any additional testing results prior to this visit.

From Grade 4 onwards the student will be required to give a Diagnostic test in English and Math. It's followed by a meet with the Admissions Officer, the Coordinators and Head of School; the parents of the student also need to be present during the meetings.

Once application with documentations is complete this is circulated to the Admission Committee who provide their feedback to the Admissions Officer.

### **Step 4: Decision of Admissions Committee And Payment Of Fees**

After completion of all paperwork and a visit, the Admissions Committee will meet to determine if the prospective student has met the criteria to be accepted to Podar ORT International School. If an appropriate match has been made, the Admissions Coordinator will send a letter of acceptance to the prospective student and his/her parents. The prospective student will need to respond by submitting the fees to block the seat within 4 working days. The annual fees for each semester must be paid as per the deadlines.

### **Step 5: Getting Ready To Join Podar ORT International School**

After the amount for the school fees are paid the students are given a date when they can provide the measurements for their uniforms as well as the books collection date. The students and parents are then invited for an orientation program prior to the start of school. At the orientation a start-up kit is given to each student.

### **PAYMENT OF FEES**

- Fees can be paid in two terms as per the respective fee structure of the school.
- Students who are taking mid-term admissions have to pay fees for the entire year.
- Upon acceptance by PORTIS, you are required to remit the amount, communicated to you in the acceptance letter, to block the seat.
- All fees are payable in Indian Rupees. PORTIS accepts fees either by Demand Draft or through Cheques.

## **ADMISSION PROCEDURE FOR DP**

- Students of the school moving from MYP / IGCSE are automatically enrolled in DP. DP orientations are conducted for parents and students of Grade X already studying in the school. Psychometric tests are conducted, individual sessions with the college counsellor are organized and on the basis of their aptitude, interest and college and course preferences. Then decision about subject selection is taken. There is involvement of parents, students, college counsellor and DPC.
- New students take the Placement Skill based tests for English, Math and Science, and a psychometric test; their records of the past two years are reviewed; and an interview is conducted for the parents and students with the DPC and the HOS. Thereafter the parents and students meet the coordinator and the college counsellor to understand the various aspects of the program and make subjects choices based on their aptitude, their interests and an initial review of their college and course preferences. Then decision about subject selection is taken. There is involvement of parents, students, college counsellor and DPC.
- Students are allowed to transfer from other schools in the middle of the session in DP 1 or the beginning of DP 2, provided the school offers the subjects that they were studying. The procedure for seeking admission is the same as mentioned above for new students. In addition, they need to submit official records of CAS, IA work etc. from the previous school.
- Students are provided with IBDP Brochure along with the admission kit.

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## **CHECKLIST OF DOCUMENTS WHILE SUBMITTING ADMISSION FORM**

- Previous two years' Progress reports.
- Two Passport size photographs each of the student & parents.
- Original Birth certificate.
- Passport Photocopy each of the student & parents.
- POI/OCI card in case the child is a non-Indian citizen.
- Medical History form (download or collect from the school).
- Parental consent and indemnity agreement (download or collect from the school).
- Original transfer /migration /school leaving certificate from the previous school.
- Any pertinent information regarding participation in extra -curricular activities.

## **CONSENT FORMS**

Completed admission form must have the signature of both parents on the consent form contained in the admission kit. This will help us serve our students in the days and months to come.

## **ACCEPTANCE LETTER**

An acceptance letter would be issued to students who clear the necessary requirements. The seat will be reserved for the child only after the receipt of the full payment, as mentioned in the acceptance letter. Fees will not be refunded under any circumstances

## **NOTE**

The admission process completes on the receipt of all prescribed fees and making the entry into the system. The application form is valid for 10 days from purchase. All the formalities of admissions have to be completed within 15 days of form submission. Filling the Admission Form does not guarantee admission.

## **ORIENTATION**

A mandatory orientation session will be arranged for all the new students along with Parents in the month of July to orient parents on the rules and regulations of the school. The dates are communicated to new parents via email and SMS.

## **PROVISION FOR LANGUAGE SUPPORT FOR STUDENTS:**

If the student language profile information ( See Appendix ) indicates that he/she needs assistance in language & literature (English) then enrichment will be provided from Grade 4 to 8 in order to mainstream him/her by Grade 9. Enrichment lessons are provided for students requiring support in English. In PYP, Hindi and French are the compulsory Language acquisition courses to be taken from Grade 1 to Grade V.

- In Grade VI they continue with Hindi or French.
- The need is to have five years of one of the above Language Acquisition course starting from Grade VI, in order to effectively reach the different phases hence the students will not be allowed to change the second language till Grade X.

## **THE NATURE OF INCLUSION AT PORTIS**

- The admission policy of PORTIS considers students with mild and moderate and severe learning difficulties.

**Mild Difficulty** may be defined as learning problems in one area of academics, either language or Mathematics. The problems exhibit themselves in the areas of comprehension, sequencing, auditory and visual processing at a mild level. These levels are close to the normal range scores as compared to their peers.

**Moderate Difficulty** may be defined as learning problems in two areas of academics both in Language and Mathematics. The intensity of the problems is within a standard score range which is in the lower average range when compared to their peers. It can also be exhibited as a problem in one academic domain and be co morbid with attention deficits or behavioral concern.

**Severe Difficulty:** may be defined as learning problems in more than two or three areas of academic, communication and social skills. The intensity of the problems are within a standard score range which is in the lower average range when compared to their peers. It can also be exhibited as a problem in academic domain and be co morbid with attention deficits or behavioral concern.

- Children who come with documentation of their learning difficulties are interviewed by the Learning Support personnel and two senior administrative staff to ensure that the student can fit into the environment.
- Once confirmed they are required to submit prior testing reports to the school.
- An informal psycho-educational testing would be conducted by the Learning Resources personnel to identify any learning issues.
- Students can also be referred by the teachers or parents to identify learning issues.
- Before final admission the parents are supposed to take an undertaking with regards to the support required by the student.

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## **ARRANGEMENTS**

- The students are provided individualized education plan and differentiation in teaching and learning. For behavioral issues counselling and therapies are also provided in consultation with the parents.
- During assessments and examinations, the students are provided with necessary accommodations as appropriate to the level of difficulty faced by the student.
- Gifted and talented students are referred to outside institutions to challenge their intellectual ability and aptitude in consultation with the parent.
- The school is not equipped to support severe cases like Down syndrome, Cerebral palsy, severe Autism and the like.

## **SCHOOL SERVICES:**

### **CAFETERIA**

Canteen provides nutritionally balanced and appealing food to the children. We aim to keep our food environment as hygienic as possible to promote good health for our students. The menu is designed by our in house dietician, which provides the students and staff with a healthy range of fresh tasty food which is free of additives and preservatives. We pride ourselves on the quality of food we serve because we believe that “Healthy kids make a healthy nation.”

### **TRANSPORTATION**

All buses are owned by the school and run by us using contractual employees from a professional transport agency. The bus drivers and the lady attendants are fully trained and competent in adhering to the prescribed norms of child safety. All the buses have AC, CCTV and GPS and Fire Safety measures.

### **SECURITY**

At PORTIS, we are committed to provide the best security for our students and the staff. We have fire extinguishers fitted on every floor of the school building to avoid unforeseen mishaps. Also, we conduct fire drills for students and staff on a regular basis. CCTVs are installed on the school premises for additional safety. This system is continuously monitored by the school coordinators and Principal. The school has a fully equipped infirmary to take care of the students and teachers, which is staffed by a full-time nurse qualified in first aid. PORTIS also has a professional staff of security guards who control access to our gate and supervise the school’s perimeter on a 24 –hour-basis.

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## **SCHOOL UNIFORM**

Parents can avail of school uniforms and shoes with the authorized vendor of the school. The details can be collected from the Front Desk in the first week of July. Kindly note that students will not be allowed to attend school without the proper school uniform.

## **BOOKS**

The school provide text books, notebooks and school bags. PORTISs intention is to provide the students with the best available services.

## **FEE POLICY**

### **PAYMENT OF FEES**

- Fees can be paid in lumpsum (attracts 5% discount), two installments or monthly fee through a fee finance company as per the respective fee structure of the school. The last date for the payment of first term fees will be 31<sup>st</sup> July and for the second term it will be 15<sup>th</sup> January.
- The fee structure differs from grade to grade and is on the basis of year of admission taken
- Students who are taking mid-term admissions have to pay fees for the entire year.
- Upon acceptance by PORTIS, you are required to remit the amount only by cheque. communicated to you in the acceptance letter, to block the seat.

All fees are payable in Indian Rupees. PORTIS accepts fees by cheque payable to:

Podar ORT International School

- Due dates are strictly observed at PORTIS. No student will be allowed to attend class in July, if the fees have not been paid. Please ensure that the admission desk has your correct email address correspondence of the same so that they can connect with you for payment follow ups.

### **LATE PAYMENT CHARGES**

- Late payment charges of Rs.100/- per day will be levied in case payment is not made by the due date.

### **WITHDRAWAL POLICY**

- A written notice of withdrawal must be submitted to school admin office 3 months in advance.
- Students leaving after the end of first term, during second term will be charged fee until the end of May.
- Students leaving at the end of the academic year must inform the school latest by 10th February of the active academic year failing which fees as applicable would be levied.
- The school leaving certificate will be issued only after all dues are cleared and library books returned.
- The school reserves the right to withhold the leaving certificate for not complying to the above and also for non- payment of fees.

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## **NON PAYMENT OF SCHOOL FEES & EXAMINATIONS**

- The students will not be permitted to appear for school examinations if the school fees & other dues are not paid in full to the school.
- Furthermore, IBDP & IGCSE students will not be registered for these external examinations if the school fees & other dues are not paid in full to the school.

## **DECLARATION BY PARENTS/GUARDIAN**

This form must be completed & signed before the student can be considered for admission to the school.

## **Admission Policy Review and Communication Process**

- The admission policy, like other policies, is reviewed every 3 years, or when there are changes in the IB policy/ stipulations or as and when required.
- The body responsible for reviewing the admission policy is the SMT which presents the draft (after taking inputs also from Inclusion Team and HOD of English, Second Language and Math Department) to the Board of Directors.
- Implementing and communicating the same is done by the admission department for new parents.

## **APPENDIX 1**

### **DECLARATION FORM BY PARENTS/GUARDIAN**

I have read, understood and agreed to above fees policy and terms and conditions therein.

I understand that this document forms a part of the admissions documentation required for admission to PORTIS.

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

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## **APPENDIX 2**

### **STUDENT LANGUAGE PROFILE (FOR ALL STUDENTS)**

Nationality

English is the language of instruction. Is this your preferred language and hence needs to be considered as the language A.

Can you read and write your preferred language?

How would you rate your proficiency in your preferred language?

What is your native language or language spoken at home?

Can you read and write your native language or home language?

How would you rate your proficiency in your native language?

List all the other language of which you have some knowledge and complete the boxes. For example refer 1<sup>st</sup> row.

#### **BEGINNERS -01, INTERMEDIATE -02, ADVANCED -03, FLUENT/NATIVE -04**

Language	Speaking				Reading				Writing			
	1	2	3	4	1	2	3	4	1	2	3	4
e.g English				√			√			√		

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