

# **THE CATHEDRAL AND JOHN CONNON SCHOOL**



## **ADMISSION POLICY**

## **IB Mission Statement**

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.

## **Mission Statement of The Cathedral and John Connon School**

The Cathedral and John Connon School aims to provide an education to young minds that will allow them to: learn how to learn, understand how to adapt to the changing world around them, become global citizens with a local vision, develop a sense of international mindedness and cherish the individuality of man and the commonality of mankind.

## **Learner Profile**

### **INQUIRERS**

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.

### **KNOWLEDGEABLE**

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.

### **THINKERS**

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

## **COMMUNICATORS**

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.

## **PRINCIPLED**

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.

## **OPEN MINDED**

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.

## **CARING**

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.

## **RISK TAKERS**

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.

## **BALANCED**

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.

## **REFLECTIVE**

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.

## **INTRODUCTION**

The school is host to students from varying backgrounds - cultural, ethnic, financial, religious and national. We believe that the diversity adds to the richness of the educational experience that students enjoy at the Cathedral and John Connon School. We thus welcome students from all backgrounds delighted in the knowledge that each student adds a unique flavour to the ethos of the school. The School does not discriminate against any student on the basis of race, religion, nationality and ethnicity and aims to treat all students with dignity, free from any intimidation by staff or peers. Diversity is encouraged.

## **ADMISSION PROCESS**

### **In-house students**

1. The DP programme is introduced to the students and parents of Grade 10 in two individual sessions which provide information on requirements of the programme.
2. Admission forms are available online and students have to fill in relevant details as well as their choice of subjects.
3. A group meeting of Vice principal, DP Coordinator, Assistant DP Coordinator and teachers teaching Grade 10 is convened by the Principal.
4. Each applicant's academic and non-academic performance and progress in senior school (Grade 8-10) is discussed.

5. Additionally, a diagnostic test in English and Math may be administered for some students.
6. The student shall be informed electronically once the decision on admission is made. On accepting admission, the student shall pay the Admission Fee by the date mentioned in the offer letter.

### **External Students**

1. The school website provides all information required for application to the DP programme. Applicants have to fill in relevant details online.
2. Applicants have to take a diagnostic test to ascertain their level of academic competence in the subjects they have chosen. The diagnostic test does not purport to be the defining feature of the admission process, which is holistic in its approach, but is intended as a guide in the process of selection.
3. Qualified students are called in for an interview. The Admission Board may comprise the Head of School, DP Coordinator and others. This is to ascertain the following:
  - a. that the student meets the academic rigor required for the Diploma Programme
  - b. that the student meets the school's behavioural expectations and has done so in the past in his/her previous school
  - c. that the student understands and embraces the school's mission
  - d. that the school may ascertain any special needs of the student and whether the school can meet those needs
4. The student shall be informed electronically once the decision on admission is made. On accepting admission, the student shall pay the Admission Fee by the date mentioned in the offer letter.

## ADMISSION REQUIREMENTS

Students applying for admission to the Diploma Programme in Grade 11 should be between 16 to 18 years and must satisfy a minimum set of academic requirements, which may include, but not be limited to:

1. Academic records of Grades 8, 9 and 10, up to the date of application.
2. Other certificates of achievement.
3. English as a medium of instruction in the previous school.
4. Some common subjects of choice between Class 10 and those opted for in the Diploma to allow for sequential learning.
5. Any student who is already able to understand and respond to spoken and written language on a range of common topics will not be offered language ab initio as this would not provide an appropriate academic challenge. (Diploma Programme Assessment Procedures 2020 pg. 38)
6. A Subject will be offered only if there is a minimum of 5 applicants.
7. On accepting the offer, the student must submit:
  - a. School leaving certificate from their previous school.
  - b. A copy of the birth certificate.
  - c. All personal information related to health that shall be treated with confidence.
  - d. Documents to support learning difficulties, if any. (Inclusion Policy Pg.No.6)

All students admitted shall be required to be signatories to the school's Academic Honesty Policy, I.T. Policy and Code of Ethics available at <http://cathedral->

[school.com/the-ib-programme/view-all-ib-info/](http://school.com/the-ib-programme/view-all-ib-info/)

### **The Admission policy as a document in progress**

The school shall regularly review this policy on admissions to keep up with changes in the requirements of students and the changes to the school profile. This policy shall be reviewed periodically. It is the responsibility of the DP Coordinator to form a steering committee comprising the following to review the Admission Policy:

- Head of School
- DP Coordinator
- Assistant DP Coordinator
- Subject Teachers

As with other policies and processes, this policy has been drafted with input from various sections of the school community and shall be shared with all stakeholders of the school.

### **Communicating the policy**

This policy is available for viewing on the school website. The policy has to be read in conjunction with the inclusion policy, assessment policy, IT policy, academic honesty policy and the career counselling policy. All stakeholders are free to send in suggestions to modify/improve the policy. Please mail [ibdp@cathedral-school.com](mailto:ibdp@cathedral-school.com)

*The school policy has been updated in 2020.*