

MODERN HIGH SCHOOL FOR GIRLS KOLKATA

ADMISSIONS POLICY

Philosophy:

Modern High School for Girls (MHS) is a school, which blends tradition and modernity. It combines Indian and other cultures in a balanced mix. Its well-integrated student population comprises children from different communities and socio-economic backgrounds. MHS for Girls respects the uniqueness of every individual and tries to provide a stress-free yet stimulating learning environment.

Mission:

Commitment to excellence

To maintain its stamp of excellence while progressing continuously as an institution. To provide a stress-free yet stimulating environment which offers everyone in the school community opportunities to develop her full potential as a unique individual and to learn to be a team player.

Vision:

Truth, compassion and beauty

To empower students to initiate or participate in activities local and global, which will promote peace and happiness – locally and globally - in the spirit of *satyam, shivam, sundaram*.

There are five school divisions at MHS for Girls

**Admissions Policy for Primary, Junior, Middle and Secondary Sections:
Classes Nursery to 10**

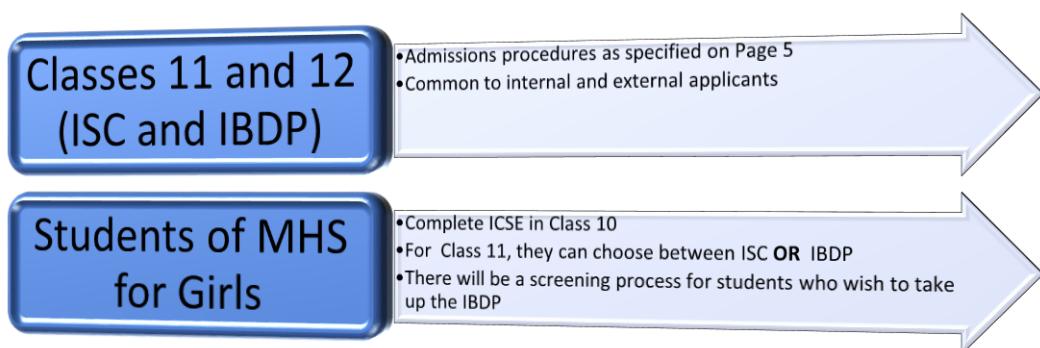
Section	Classes
Primary	Nursery to Class 2
Junior	Classes 3 to 5
Middle	Classes 6 to 8
Secondary	Classes 9 and 10 <i>i. National Curriculum- Indian Certificate of Secondary Education</i> <i>ii. Proposed International Curriculum– International General Certificate of Secondary Education</i>
Higher Secondary	Classes 11 and 12 <i>i. National Curriculum- Indian School Certificate</i> <i>ii. International Curriculum– International Baccalaureate Diploma Programme</i>

- MHS for Girls follows a very strict system of admission. Recommended cases are disqualified.
- The annual intake of admissions to the school, occurs at the pre-primary level, referred to as the Nursery Division and in Class 11.
- For admission into the Nursery Division, applications are completed online through a dedicated portal on the school's website. The age of the child at the time of seeking admission, should be between two and half years to three and half years. Priority is given to sisters of the students at the school. A first intake of 160 students, is through a process of random selection, while keeping in mind, the diversity of the student population and the need for inclusivity. The precepts set forth in Right to Education Act (RTE) are upheld.
- Admission to the next levels of classes at MHS for Girls takes place only when a vacancy arises. Information about vacancies is publicized on the school's website and online applications are invited from interested students. The school also follows up on admission queries sent to admissions@mhsforgirls.edu.in.
- Applications for admissions for cases, where the parent/s have been transferred to the city, are given priority. The School records of the applicants are scrutinized and checked for competence in English and Mathematics. The medium of instruction at MHS for Girls is English and

Mathematics and Science and Science are compulsory subjects up to Class 10.

- In the case of a transfer candidate, MHS for Girls makes special provisions to accommodate the second and third languages choices, if these are different from languages listed in the school's available language options. This is done to encourage continued language competency and promote multilingualism.
- In Classes 10 and 12 (ISC), as required by the Council, only candidates who are from the same examining board, *The Councils of Indian School Certificate Examinations* (CISCE) are accepted.

Admissions Policy for the Higher Secondary Section: Classes 11 & 12



MHS for Girls follows a very strict system of admission. Recommended cases are disqualified.

From 2018, students at the school, have two academic pathways to choose from. They may opt for

- **the National Curriculum** for the Indian School Certificate examinations (ISC) offered by CISCE.
- **the International Curriculum** for the International Baccalaureate Diploma Programme offered by IBO. The student will opt for the full Diploma.
However, should the student find the full Diploma a challenge, the Course option will be made available, after discussions with the DPC and the Senior leadership (Director, Principal and Vice-Principal)

External candidates are offered the same pathways- the International or the National Curriculum, the same opportunities, based on available vacancies in the respective segments of the Senior school.

i. The National Curriculum: The Indian School Certificate (CISCE)

- All students at MHS for Girls, eligible to sit for the ICSE examinations have the option of continuing with the National curriculum (the CISCE – Indian School Certificate) offered in classes 11 and 12. Three academic streams- **(this nomenclature has been created purely for administrative convenience)** are open to the students through their choice of the Elective Subjects. These are the Humanities, Commerce and Science Streams. The student will opt for any **one stream**.
- For all students (internal and external) who wish to opt for the Science stream, admission is based on proven competency in Science and Mathematics in all the preceding school examinations in Classes 9 and 10.
- For all students (internal and external), the selection of certain elective subjects is dependent upon proven competency in the same or related subjects in classes 9 and 10. Only under certain special circumstances, may that provision may be waived.
- For all students (internal and external), the mandate of the CISCE, that a student must secure Pass Grades (40%) in Class 10 in all subjects commonly chosen in the ISC segment, is applicable.

External students only:

- An Admissions panel, which includes the Director, the Principal, the Vice Principal and the Senior School Coordinator, scrutinize all applications. Where appropriate, additional members of staff will also be consulted before any offers of admission are made.
- The Admission Panel **makes the admission decisions.** These are final and binding.

Admission Procedure for the National Curriculum – *Indian School Certificate (ISC)*

At MHS for Girls the procedures for students seeking admission into the National Curriculum, ISC (Indian School Certificate) option, is as follows:

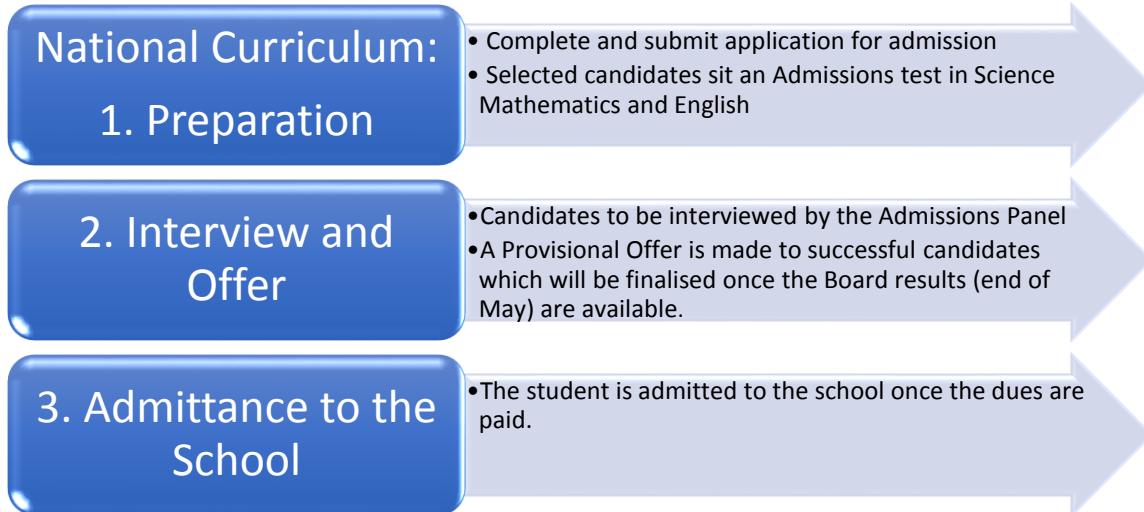
Stage One: (Application Form): The students complete the application form, available on the school's website and attach the relevant documents as specified in the form. This portal opens in February, shortly before the start of the ISCE examinations.

Stage Two: (Entrance Tests): Admission to the ISC programme will be based on an admission test.

Stage Three: (Personal Interview): This is conducted, shortly after the end of the ISCE examinations (Mid- March). The applicant appears for an interview where she will interact with a team comprising the Director, the Principal, the Vice-Principal and the Senior School Coordinator. This interview aims to assess the aptitude of the student for the ISC pathway. Following the interaction with the student, a final decision on the admission is taken.

Stage Four: A Provisional Offer letter of admission of the student is given to the parents.

Stage Five: In May, the result of the Board examinations for the ICSE, CBSE or Madhyamik Boards become available. A copy of these results are to be submitted to the school. The fees are to be paid upon receipt of the Admission acceptance form, which completes the admissions process.



ii. The International Curriculum: International Baccalaureate Diploma Programme

The Admissions Policy for the International Baccalaureate Diploma recognizes the intellectual rigour of the IB Diploma Programme. The policy focusses on the potential of the applicant to benefit from the inquiry-based and holistic programme of education.

The mission of the Admissions department, is to inform and admit motivated students to the IB Diploma Programme at MHS for Girls. This is done in a professional and forthright manner, while maintaining the integrity of the school, the students and their families. The aim is to ensure that prospective families understand the IB mission and philosophy. The process of identifying and selecting the students for the programme is carried out by the Admission panel, which includes the Director, the Principal, the Vice-Principal, the Diploma

Programme Coordinator and the Dean of Education (recently appointed but yet to join). Where appropriate, additional members of staff will also be consulted.

The Admission Panel makes the admission decisions, which are final and binding.

Criteria for Admission for internal and external admissions into the Diploma programme:

Admission to the 2-year IB Diploma Programme is possible if the applicant has completed what corresponds to 11 years of schooling at MHS for Girls, or in another education system.

The school will assess the potential of each applicant. Applicants are expected

- to have a high proficiency in English and a solid foundation in Mathematics.
- to possess personal qualities that demonstrate a sound work ethic. Applicants must also be inquirers, thinkers, communicators, open-minded, reflective, balanced, caring and principled individuals. To evaluate this, applicants, are asked to write a short personal statement (or statement of purpose).
- to enclose the statement of purpose along with the application form. Initial applications will be screened by the DPC in consultation with the Principal and Vice- Principal.

Under certain circumstances, students who demonstrate that they are worthy candidates for the IB Diploma Programme, will be considered.

For foreign students, who seek admission to the school, copies of reports for the last two years of school, a statement of purpose and IELTS score or its equivalent (if applicable), will be needed.

Admissions Procedure for the IB Diploma Programme

At MHS for Girls, the admissions process for the external applicants for the International Baccalaureate Diploma follows the same process as the admission for the ISC (Indian School Certificate) option.

Stage One (Application Form): The students will be required to complete the application form, available on the school's website and attach the relevant documents as specified in the form. This portal is made available in February, shortly before the start of the ICSE and other Board Examinations.

Stage Two (Entrance Test): Admission to the IB Diploma Programme will be based on an admission test in at least Science, Mathematics and English. This aims to assess eligibility for the Higher Level subjects.

Stage Three: The student must obtain a minimum of 60% marks in the entrance

tests taken for admission to the international curriculum.

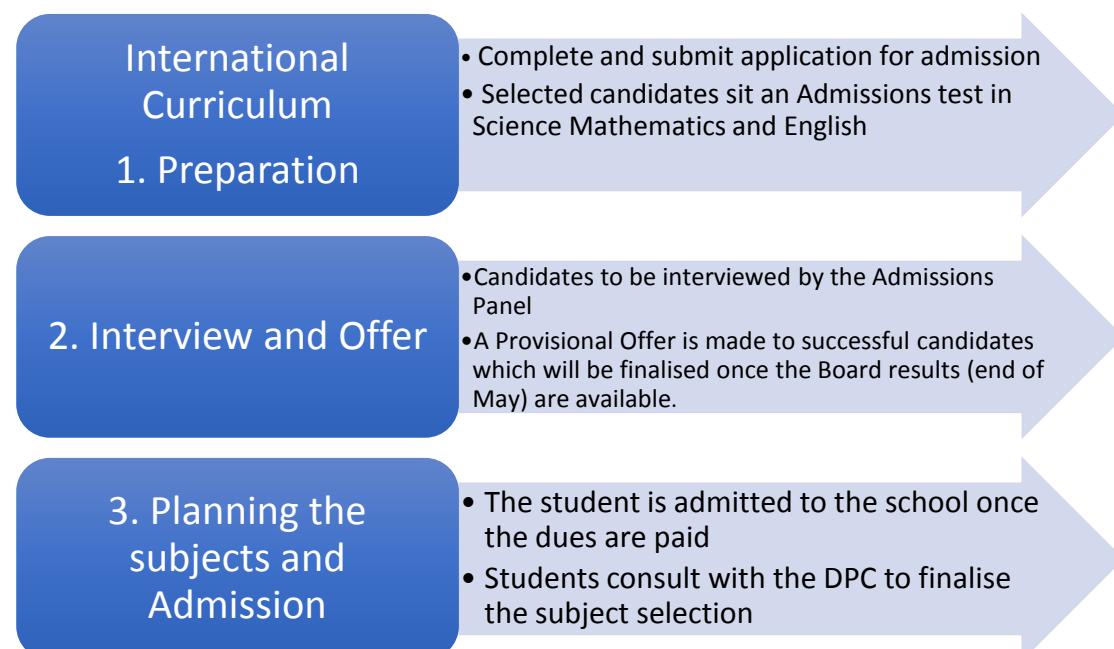
Stage Four: (Personal Interview): The applicant is invited to appear for a personal interview with a team comprising the Director, the Principal, the Vice Principal, the Diploma Coordinator and the Dean of Education (to be appointed). The interview is to assess the student's aptitude for the IB Diploma Programme. Following the interaction with the student, a final decision on her admission will be taken.

Stage Five: A Provisional Offer letter of admission of the student is given to the parents.

Stage Six: In May, the result of the Board examinations for the ICSE, CBSE or Madhyamik become available. A copy of the student's results are submitted to the school. The fees are to be paid upon receipt of the Admission acceptance form, which completes the admissions process

Stage Seven (Charting own IBDP Timetable): The candidate will then meet with the subject teachers to decide on the subject choices for IBDP. After attending a common session (about 3-4 weeks) for all subject levels, the teacher along with DP Coordinator will help the student decide on the subject level choices.

The school will ensure that the Language pathways available to the students is explained to students and parents.



In addition to its commitment to quality education, the school recognizes that students in the Diploma programme may have inclusive education needs. The school will make available to the student, the specific assistance that is sanctioned by the IB, for students who may require such considerations. The

Diploma Coordinator will liaise with the parents and the counsellor to apply for and obtain the required provisions. The DPC will also liaise with the Inclusive Education Needs Counsellor (to be appointed) to ensure that the student admitted into the programme, will have the support needed to successfully complete the programme.

MHS for Girls and the stakeholders:

The Admissions criteria will be discussed with

- students at the time of discussing academic pathways, which takes place in Class 10.
- parents of class 9, during the Class 11 subject selection fair held in October each year.
- parents at the annual parent and student initiative (PSI) which is held at the start of each academic year.
- Parent and student orientations for entry in to the IB Diploma Programme at MHS for Girls.

Proposed Admissions Policy for IGCSE offered by CAIE (class 9 entry point)

Following presentations by designated IGCSE Coordinator to prospective students and parents, a subject choice is shared with all. Selection will be based on grade 8 performance with reference to class 9 subject choice, personal interactions with school authorities and need based subject assessment test (eg Mathematics- Extended/ Additional)