

2019 - 20



ADMISSIONS GUIDE

STAGES | PROCEDURES

AKSHAR ARBOL INTERNATIONAL SCHOOL
CHENNAI



ADMISSIONS GUIDE

Step 1 : Application

Please Hand Deliver/ Courier the following:

Application for Admission must be completely filled in with all details, signed and dated. Non disclosure of information or Application Form

Documents to be submitted:

- Photographs to be pasted: Mother, Father, Student
- Attach 1 extra photo of the student
- Birth Certificate
- Academic Reports from previous schools
- Other Records from previous schools (Sports/Arts)
- Transfer Certificate
- Passport of student - Photocopy
- Visa Copy Or Resident Permit*
- Aadhar Card Copy
- Community Certificate*
- Medical Records*

*If applicable

Step 2 - Diagnostic test and interaction

All students seeking admission to Grade 3 and above are expected to take a diagnostic test. This test assesses the numeracy and literacy level through a diagnostic in English, Mathematics and Science, to ascertain the competency and support that the student will require. The diagnostic test will be followed by the interaction where both parents are expected to attend, along with the student.

1. The interaction schedule is intimated via Email to the parents email ids.
2. As a School, we are interested in knowing about the child's educational development, use of language, social skills, academic enthusiasm and extra-curricular interests. The aim of the interview is to find out what the student knows, understands and enjoys
3. This is an oral interaction and a pleasant one. It is conducted by members of the Admissions Committee, which may include the Programme Coordinators, Principals and Head of School.
4. Admission seekers for ELC (Age 2.5 - 4.5 years): No special preparation is needed. The conversation can be facilitated in some of the regional languages. Knowledge of English is not a must.
5. Admission seekers for Primary School (Grade1 - Grade 5) should bring



- a. At least one book which they are currently reading inside or outside school.
 - b. Samples of written school work done in the form of exercise book, notebook, portfolio etc.
 - c. Sample art work done in form of art notebook or portfolio
6. Admission seekers for Grades 6 to 12 have an oral interview with a member of the Admission Committee
7. Students are only taken into Grade 10 or Grade 12 if they are transferring from a similar school and their admission is based on reports from their existing school and an interview and assessment.

Step 3 – Admission

1. Upon grant of admission the Admissions Office shall issue an Admission Acceptance Letter via email and intimation to pay the non-refundable fees.
2. In order to confirm and reserve the space for your child/ward, please reply to the email immediately and pay the Admission Fee by Demand Draft within 4 working days.
3. The Accounts Office shall then allot the Student's ID Number (Admissions Number). This is a unique number allotted to a particular student and should be included in all communication made with the school there after.
4. The Accounts Office will raise the demands for rest of the fees via the School Portal. The same can be paid via online transfer by using your special log-in shared after the Admission Fee is paid.
5. Various aspects of the School Fee as detailed in the Portal can be paid at the time of accepting the admission but not later than the dates indicated in the Fee Structure of the School. Students shall not be allowed to attend the school if all or any of the Fee/ Amount is due



Admission from Overseas / Outstation Applicants:

1. The online application form can be downloaded, filled in with all details and email the scanned copy to admissions@akshararbol.edu.in
2. The subject line should clearly mention the following details: Full name of student, Grade Level applying to – AY – Campus. For e.g Priya Karthik – G6 – 2019-20 – ECR
3. On receipt of the application form, the diagnostic test will be conducted online.
4. After assessing the test, a video conferencing call will be scheduled for a face-to-face interview.
5. The parents are requested to keep the samples of work handy and available for the student to share and discuss during the call.
6. Parents may also request a Campus visit for their immediate relative/friend by scheduling an appointment by writing to admissions@akshararbol.edu.in
7. In addition, parents may also arrange a confidential recommendation from their existing School containing their last transcript. Such information should come directly from the candidate's existing School to the Head of School in a sealed envelope (by courier/ post to the address 2/779 Bethel Nagar North 9th Street, Injambakkam, Chennai).



Frequently Asked Questions:

1. What board / curriculum does AAIS offer?

AAIS has been authorised by International Baccalaureate to offer the Primary Years Program (Early Learning to Grade 5) at both the campuses (T.Nagar and ECR).

We are an accredited Cambridge Assessment International Education centre for Grade 8 Checkpoint, IGCSE (Grade 10) AS and A Levels (Grades 11 & 12) at our campus in West Mambalam.

At our ECR campus, we offer the IB Diploma Programme (Grades 11 & 12) as the school finishing programme.

2. Currently, till which grades do you currently offer?

AAIS is a full-fledged K-12 school, at both our campuses. For more details on the programme we offer, read the section on Academics in our website.

3. Do you offer Summer Programs or campus for students?

At present we do not offer any summer programmes. However, we offer a wide variety of After School activities. For more information on our After-School Programmes, do read the section on After-School in the Community Section of our website.

4. What are the school timings?

Grade	Timings
ELC 1	9:15 AM - 12:15 PM
ELC 2	9:15 AM - 12:30 PM
ELC 3	8:10 AM - 2:30 PM
Grades 1 - 5	8:10 AM - 2:45 PM
Grades 6 To 12	8:10 AM - 3:40 PM

- Students of ELC1 - Grade 5 work from Monday-Friday.
- Students of Grade 6 - Grade 12 work one Saturday a month, to engage in various Sports Activities and House Competitions; in addition to their schedule from Mondays - Fridays.



5. What indoor and outdoor games does the school offer?

A variety of games and sports is offered for different age groups as a part of the School Physical Education Programme.

At the ECR campus, students have access to the football fields, cricket nets, and volleyball and throw ball courts.

6. What co - curricular activities does the school offer?

As an IB school, we integrate Performing Arts (Music, Theatre); Visual Arts and Physical Education, along with academic subjects to help develop a holistic curriculum. These are built into the school time table from ELC 1 to Grade 8. From Grades 9 onwards, subjects such as Art & Design are offered as courses for study towards the Grade 10 / Grade 12 qualification.

7. Is there a school uniform?

- We believe that a School uniform projects that we are and unifies us. We also believe that it must be simple, free from gender bias, comfortable, and appealing across all age groups. Hence, we worked along with our Senior Students, Designers and Merchandisers of a leading fashion brand, on the colour, material, texture and cut; to custom make it, in their special factory.
- The uniforms are in two colours - green-grey (Regular Uniforms) and orange-grey (P.E uniforms). Students wear their regular or PE uniform on specific days mentioned.
- Students of ELC (Early Learning Centre) wear the School uniform twice a week. On other days, they are encouraged to come in comfortable wear.
- Students are required to wear the uniform, while representing the School in any forum outside of school; unless it is a formal occasion, where a specific dress code has been prescribed.

8. What is the maximum number of students in a classroom?

We believe in small class size. We restrict the number of students in a class to be between 20-22, to ensure that the teacher is able to give personalized attention to each student, and also encourage collaborative learning amongst the students.

9. Do you have any international staff at AAIS ?

Our staff come from diverse backgrounds – ethnicity, nationality, qualifications, having lived and worked in various parts of the world. Many of our teachers are of Indian origin, while we have some teachers of foreign ethnicity. What we look for in all our teachers is International -mindedness, a growth mindset and a professional approach to teaching.



10. What access do students have to computer ?

- Classrooms and Learning Spaces are equipped with hardware such as desktops, projectors, laptops, tablets and headphones, for teacher and student use. Students are taught to use various apps on the devices and use the hardware for a variety of learning activities such as research, presentation, collaboration and communication.
- From Grade 9 onwards, the School has a BYOD policy.
- All students are registered through the firewall to help curtail unnecessary usage of the internet; and devices are used by all students under adult supervision, at all times.
- Students are also coached in responsible Digital Citizenship.

11. Are the students safe on the campus?

- The foremost priority on campus is to provide a safe and nurturing environment. Students are supervised at all times. Teachers and other staff ensure safety in classrooms, science labs, on the fields, on field trips, and during school events.
- Buildings are secure and; electrical, fire safety and sanitary standards are complied with. Each of the campuses is registered with a nearby medical centre or hospital and the nearby Police Station, who are intimated, in case of an emergency.
- For internet security, the high school campus is protected with a firewall.

12. Do you provide meals at the school?

At our ECR campus, we will be shortly introducing a Food Plan.

13. Does the school provide transport?

- Transport service is an optional service facilitated and outsourced by the school for the convenience of its students.
- At our City campus we work with an outsourced vendor who provides the service.
- At our ECR campus we have our own transport (Yellow School Vans) that provide the service.
- Safety measures are complied with.
- The school has taken utmost care for the safety and convenience of the students.

14. When should I submit an application for admission?

- AAIS has a rolling Admission Policy. Students can join anytime during the year, provided there is a vacancy in the grade applied to.



- However, we recommend that for a start-of-academic-year admission, you begin the process in November of the previous year and complete it within two weeks to ensure an assured seat.

