



ADMISSION POLICY

2019-20

The admission team welcomes all enquiries for enrolment and is happy to help parents with any queries, facilitate a tour of the campus or guide them based on their choice of programme for their child.

Neev is an IB World School offering the Primary Years, Middle Years programme (PYP and MYP) and the Diploma Programme. We also offer ICSE curriculum from Grade 6 onwards. Admission to any of the programmes offered will be based on availability of seats for the chosen academic year.

It is our endeavor to admit all students

- who show the readiness required for the grade level applying for
- can meet the demands of the curriculum and possess the right attitude towards learning.
- Admission is also offered keeping in mind the support a child may require in his/her learning journey and the school's ability to provide the same.

Enrolment Criteria

We welcome students from diverse communities and culture. Criteria for processing the application form for admission:

- Availability of seats for the programme in the given period during the academic year.
- Order in which forms are received by the Enrolment office.
- The age equivalence criteria being fulfilled as per details in the application
- Submission of a completed application form with all required documents.
- Validity of the documents submitted meeting the requirements listed in the application form.

Criteria for Granting of Admission

- Admission process is initiated only if the application is processed.
- The student appears in person for the written assessment (English and Math) as applicable for the grade level applied for admission.
- The students seeking admission in senior school appear in person for interview or group discussion as required and meet the criteria of preparedness.
- The enrolment team confirms the readiness of the student upon review of the application set, previous academic reports and evaluation of assessment done at Neev.
- Meeting with parents and the Head of School /Programme is completed and enrolment is approved.

Age Equivalence

- The child needs to be in the age criteria as listed below in August 31st of the academic year in which they are seeking admission.

Enrolment Age criteria	
Grade	Age Criteria
Grade 1	6 years
Grade 2	7 years
Grade 3	8 years
Grade 4	9 years
Grade 5	10 years
Grade 6	11 years
Grade 7	12 years
Grade 8	13 years
Grade 9	14 years
Grade 10	15 years
Grade 11	16 years
Grade 12	17 years

Request for Information

Parents can request for information from the school's admission team regarding any aspect of the school – curriculum, infrastructure and facilities, school policies and activities as they enquire doing the admission process.

The admissions team offers them handouts (as applicable) and direct them to the page on our school website <https://neevacademy.org/request-for-information> where all the information is available.

Parents can also book a tour through our website <https://neevacademy.org/book-a-tour> and the team facilitates the same as per the booking details.

Open House for the IB Diploma programme is held a few times with the start of the enrolment session. The details of the same is published on the school website and on other forums for parents to know and participate in the same.

Admission Process

Pre - Application Form

It is necessary for all first time applicants to complete the pre-application inquiry form available on the website so that an account is created in our database. Our admission process is built and managed by school ERP Veracross.

<https://forms.veracross.com/Forms/neeV/PreApplication/Household.aspx>

Admission Portal

After successful registration parents can access the admission portal for management and tracking of their application.

Documents to be kept ready for uploading on the Admissions Portal

- Birth Certificate
- Recent passport size photo
- Adoption certificate (if applicable)
- Academic reports/Transcripts of last 3 years
- Immunization details of the applicant to enter on the Health Form

Next Steps

- On receipt of the application form set with all the documents, the admission team reviews it and gets in touch with the parent to schedule a written assessment for English and Math (and in Sciences for DP) on a mutually convenient date and time.
- If there are special educational needs, the Learning Support team meets to assess the inclusivity and accommodation. The team also will assess the kind of accommodation that has been administered in previous Institutions.
- Levels of Language Acquisition of candidates are assessed by the Language team in order to ascertain the course that is suitable for the candidate, especially in the DP to decide the eligibility for Ab Initio or Language B. The transcripts of previous schools are of help in this. If need be, the candidate will appear for an Oral and/or written test.
- The assessment is reviewed by the concerned team. The parents are kept informed of the meeting with the Head of the School/Programme if we are able to consider the student for admission.
- The Enrolment contract is mailed to the parent as an offer of admission on clearance from the admissions team and Head of School/programme.
- The parent would need to complete the next steps as per the terms of the contract to confirm admission and notify the school of the same. On receipt of the signed contract from the parent and payment of fees as per terms of the contract, the enrolment of the student is confirmed.
- Parents are then added to the school mailing list for all important updates/communication.

Fees

While it is desirable that most students join the school at the beginning of every academic year, it is understood that some may not be able to do so. The School considers admitting students throughout the year based on the availability of seats. Neev works towards being an inclusive school providing admission to students if it is believed that the school can provide an educational programme which would meet their specific needs.

Fee Refund Policy

- The refund clause as shared in the fee structure would only be applicable in the event the child does not join the school due to any family circumstances after enrolment. The withdrawal notice needs to be supported by records to explain the circumstances like medical reasons, transfer of job of parents, etc.
- Refund of term fee once paid will not be applicable for cases where a child is enrolled in another school in Bangalore
- Any refunds, if applicable, would be processed by the school within 4 weeks of the date of receiving the request.
- Admission fee would be non-refundable under any circumstances.

Withdrawal /Cancellation of Enrolment

- Mid-term withdrawals should be notified to the school in writing latest by 15th September for Term 2 of the current academic year and by 15th February for Term 1 for the subsequent academic year so that the seat may be offered to another student in time and the fee for the next term is not chargeable to the student being withdrawn.
- In case of non-payment of Annual Education / Term fee, the school will attempt to contact the parent through email or via phone number provided by the parents at the time of admission. If it is unable to establish contact, the school will have the right to cancel the admission after a week from the due date for payment of fees.
- In all cases where a child's admission is cancelled by the School or if the child does not attend school, the one – time Admission fee, already made, shall not be refunded and would stand forfeited.
- Neev Academy reserves the sole right to cancel the admission of a child for non-compliance with Neev School's policies. Following are some of the conditions for forfeiture of fees upon cancellation of admission of a Child at Neev Academy. These are only indicative and not exhaustive. The spirit of these points will be considered when cancelling the admission of a child and Neev Academy will carry out such an action only under exceptional situations:
- Non-payment or late payment of fee & dues as per the school's fee policy.
 - Abusive parent behaviour during visits & interactions with school management, staff member, support staff or students of Neev Academy.
 - Children that are physically violent and destructive to school property or the property of other children or adults in the school environment are liable for

disenrollment without any notice. The complete discretion for such an action will lie with the school authorities.

- Any action, situation or circumstances which impact the school's image or smooth functioning.

All policies and guidelines for collection of school fee have been approved by the governing council. In all cases, the school will strictly adhere to these policies.

IMPORTANT INFORMATION BEFORE START OF NEW ACADEMIC YEAR

SCHOOL DIARY

A school diary is issued to all students at the start of the new academic year. The student is required to carry the school diary every day in the bag as it is a useful means of communication between the school and parents and also for notes on school projects and home work for the students themselves.

SCHOOL TIMINGS

The school timings are from 8.00am to 3.00pm, Monday to Friday. On special occasions, for preparations of events, travelling out of town on educational trips etc., students may be asked to come on Saturdays and during those exceptional times, the school timings and routine would vary. These would be intimated, as appropriate, by e-mail. The school timings include time for snack (provided to all students by school canteen) and lunch (option of hot lunch from school canteen or lunch box from home). After school stay back for specific groups and Sports will be from 3 pm to 4 pm.

PUNCTUALITY AND ATTENDANCE

We encourage students to arrive on campus at least 5 minutes before the school starting time. Any student arriving after the scheduled timing on three consecutive occasions would have to go back home. The main gate of the school would be opened at 7.45 am and school staff would be at the gate till 8.00 am to welcome the students into school. Students will be able to enter the school building only by 7.55 am. Till such time they would be seated in the waiting area of the Secondary building. We would consider 95% attendance as the minimum criteria for promotion to the next class.

ARRIVALS AND DEPARTURES FROM SCHOOL

ARRIVALS The parents need to escort their child to the school gate if they are using their own transport. Parents are not encouraged to get into a discussion with the teachers on duty and are requested to be mindful and park their vehicles in the school parking area to avoid any congestion at the school entrance. Students must arrive on campus 5 minutes before 8 a.m. Late entrants on own transport will not be allowed to enter the school without a wait for availability of teaching / administration staff, and a sign-in by parent / guardian in the register at the gate.

Any student arriving after the scheduled timing on the third consecutive occasion will be sent home.

Consequences for Tardiness

- Violation 1– Parent / guardian signature in the arrival register followed by a diary note Violation
 - Violation 2- Parent / guardian signature in the arrival register followed by a diary note calling for a PTM.
 - Violation 3– Student is sent back home
- DEPARTURES** At the end of the school day, during the pickup time, parents are requested to remain waiting in the specified waiting area until the buses have left and the teachers are ready to disperse the students who use their own transport.

LATE PICKUPS OF CHILDREN USING THEIR OWN TRANSPORT

If you are likely to be late due to unforeseen circumstances, please inform the school at the earliest so that the student can be comforted and kept in a safe and supervised area.

ATTENDANCE AND ABSENTEEISM

- It is important for students to have a minimum of 95% attendance for the entire academic year (this does not include sick leave).
- It is mandatory for students to attend the first (1st) and the last day of school (i.e. before and after every vacation). If for some unavoidable reasons they are unable to do so, written permission needs to be obtained from the Coordinator / Head of School before the child can attend the academic session.
- For any other day of absence, the parents should submit a written explanation in the diary.
- If sick leave is being mentioned, the parent should submit a doctor's certificate once the child resumes school.
- In order to participate in athletic or other extra-curricular activities after school or in the evening of a school day, the student must be in attendance for the entire day on which the activity takes place.
- When a long term absence is anticipated, parents/ guardians should obtain written permission from the Coordinator / Head of School.
- No leave will be granted for family vacations, festivities, ceremonies, overseas trips, etc. during the academic session

- No assessments, tests, examinations will be rescheduled or re-conducted to accommodate students' absence. Consequences of Unplanned/Excessive Absenteeism Unplanned, excessive or unexplained absence will have escalating consequences impacting the term end reports, and finally movement to the next grade.

UNSCHEDULED HOLIDAYS

In case of national/regional declaration of closure of educational institutions for any exigency, the school would be closed for students to ensure that any undue risk to them in the commute or within school campus is averted. The holiday would be compensated with an earliest working Saturday. When in doubt on such notifications in the news, please contact the school to confirm the same.

DRESS CODE

As children learn the importance of projecting the right image and dressing appropriate to the occasion, the adults in their lives, their parents and teachers, have the responsibility of guiding them. Every student is encouraged to come to school neatly turned out in fresh clothes and hair well groomed. Students with hair that is below the shirt collar would be required to tie it up neatly with rubber bands or clips. The students are required to wear any colour school T shirt (dry fit or collared) with (preferably) dark coloured track pants, skorts or shorts upto knee length on all school days unless specified otherwise. Wearing of tights is not preferred. The students are required to wear sneakers or sports shoes to school every day. Alternate footwear like Crocs, slippers, elastic slippers and sandals would not be acceptable.

CONFLICTS, CONSEQUENCES AND RESOLUTIONS

SKIPPING CLASSES

If a child has missed a class without the teacher's knowledge/permission, the student will be counseled and parents will be notified. If this incident is repeated a second time, the student will be detained and parents will be notified. The school may consider suspension from class or school if there's a repeat of this kind of incidence beyond the second instance.

VANDALISM

At Neev Academy, vandalism is taken very seriously. At all times, students are expected to demonstrate respect for school and their own as well as other's properties. For any kind of markings, defacing, destruction, damage to property, the student would be counseled, parents notified and replacement/restoration to original status will be expected. Repetition of such action will result in detention and/or suspension/expulsion from class/school.

THEFT

Students are expected to respect the belongings of others and peruse the same only with the owner's permission. Students are encouraged to label their belongings so that any inadvertent possession is avoided. Under all circumstances, students are not to keep money on their person except for very specific purposes. Any student engaged in theft will be warned at first offence and parents notified of the deed. On repetition of the offense, student will face detention and/or suspension/ expulsion.

BULLYING

Following are some examples of what would constitute bullying by Neev Academy. It is however not comprehensive and the decision would be that of the school authorities.

- Pushing, kicking, hitting, punching, pinching, biting or any kind of physical violence, provoked or unprovoked, on any one in the environment.
- Verbal and/or written/electronically transmitted name-calling, racism, hurtful sarcasm, teasing, rumormongering, graffiti notes or messages, slurs etc
- Emotional exclusion, threatening gestures, cliques/coalition of exclusion etc. Once noticed or notified of the above action, the student/s will be counseled and parents notified. On repetition of the same, student will face detention and/or suspension/expulsion from class/school.

MOBILE PHONES/DIGITAL DEVICES

Students are not allowed to use any on the campus unless it is school issued equipment or has a written permission for using the same. Any device that is not permitted by the school will be confiscated and parent will be notified. If the use is seen again then there may be detention/ suspension/expulsion from class/school as decided by the school authorities in the best interest of other students on campus.

DISCIPLINE GUIDELINES IN SCHOOL

CLASSROOM

- The students must ensure that classroom soft board is maintained and they do not tamper with it or the material displayed on the board.
- The school bags, books, stationery and all other items are required to be kept in their designated place for smooth functioning of the class.
- The students should not disturb the classroom furniture setting without prior permission from the teacher and also must not cause damage to classroom furniture, whiteboard and whiteboard marker.
- The students need to ensure that Projector, projector remote, fans, lights, speakers, sound box are kept safely and they don't damage any of these equipment.

LIBRARY

- The students should maintain silence in the library at all times. Library is not intended as a place for socializing as it might disturb others.
- No books should be taken out of the library by a student without the permission of the librarian at all times.
- While in the library, the students need to respect the books, displays, furniture and equipment (including projector, projector remote) there, at all times.
- The instructions given by the librarian and teachers should be followed by the students and they should not argue with them.
- The students are required to maintain the decorum of the library at all times.

DINING HALL

- Students are expected to enter the dining hall only during designated hours. At all other times it is out of bounds.
- Students shouldn't run in the dining hall. They should maintain silence and follow the queue to maintain the decorum of the place.
- Food should not be littered on the floor by students in the cafeteria. They should use water wisely for drinking and other purposes only.
- The students need to handle food with care especially when it is hot.
- The students should maintain the furniture and equipment (including crockery) in the dining hall at all times.
- They should show respect to all staff in the cafeteria.

PLAYGROUND

- Students are expected to enter the playground only at designated times and otherwise only with a PHE staff. At all other times the playground is out of bounds.
- Students shouldn't indulge in any kind of behavioral misconduct on the playground. This includes (but not limited to) pushing other students, using abusive language and damaging sports equipment/s.
- Students at all times should follow the instructions as given by PHE staff or any other staff member on the ground supervising them.
- The students would need to be careful while roaming in the sports ground as they might get hit by a ball or similar sports equipment/s.
- All students should respect the rules for games as laid down by PHE staff.
- All staff members on the playground must be shown respect by the students at all times.

LABORATORY

- Students are expected to follow all the written and oral rules (safety procedures) set forth by the teacher.
- They are expected to wear lab coats during the time spent in the laboratory.
- Students are expected to wear safety goggles during labs and follow the instructions of the teacher.
- They are expected to be aware of the locations and operation of emergency equipment (kept in labs), including the eyewash, safety shower, fire extinguisher, emergency switch and fire blanket.
- Students are expected to act in a responsible manner in labs at all times.
- Students are expected not to enter in Common Prep. room at any time during or post school hours.
- Students are expected to keep the laboratory clean and dispose of unwanted material with due care and with permission from the teacher/s.
- Students are expected to notify the teacher immediately of any emergency.
- Students are expected to never work alone or without teacher's/lab attendant's supervision in the laboratory
- No food or drink should be taken in the laboratory by any student.
- Students will be expected to only handle living organisms or preserved specimens, when authorized by the teacher.

RESTROOM

- Students are expected to use water judiciously.
- Cleanliness should be maintained in the restrooms by all students.
- Students should refrain from talking loudly in rest rooms.
- Students are expected not to damage any school property.

STAIRCASE AND CORRIDORS

- Students are expected to walk to the left on the staircase.
- Students should not push/ run while on the staircase/in the corridors
- Students are expected to respect the displays in the corridor and not tamper them in anyway whatsoever.

SECURITY & SAFETY ON CAMPUS

FIRE SAFETY: Fire drills are carried out at regular times every year with the school staff along with evacuation drill with the students.

MEDICAL EMERGENCIES: The school will intimate the parent in case of medical emergency and carry out first aid and/or take the student to the nearest hospital for emergency care.