

SUNSHINE WORLDWIDE SCHOOL GOA.

ADMISSION POLICY DOCUMENT

Date of the Admission Policy formation:

15 April, 2021.

Policy Review Timeline

April 2022

April 2023

April 2024 as per program review cycle.

April 2025, will be revisited.

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 organisation works with schools, governments, and international organisations to develop challenging programmes of international education and rigorous assessment. These programmes encourage learners across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right. (IBO, 2014)

SWS Mission Statement:

Sunshine Worldwide School (SWS) is dedicated to delivering top-tier education that nurtures academic prowess, fosters intercultural comprehension, and enhances language proficiency. Embracing the International Baccalaureate, our language policy is designed to nurture the varied linguistic requirements of our learners, create an all-inclusive environment where every child feels safe to speak in their mother tongue, champion multilingualism, and guarantee fair access to the curriculum for all learners.

SWS Vision Statement:

Sunshine Worldwide School is dedicated to providing education that is both relevant to life and imbued with values, aimed at preparing children to adapt creatively to future challenges. Our goal is to cultivate a new generation of global and compassionate achievers, whose skills contribute to a world that is unconditionally happy and respectful of nature and diversity.

Purpose of the Admission Policy at Sunshine Worldwide School:

Sunshine Worldwide School is dedicated to delivering a profound educational experience to inquisitive young minds, guiding them towards reaching their full potential. At SWS, central to our success is our highly skilled faculty, fostering a close bond with learners to inspire expected academic achievements by all the stakeholders – Educators, Parents, Educators, and

learners. Our focus lies in providing avenues for leadership development, entrepreneurial mindset, internships, and tailored career guidance programs, particularly for learners in grades 11 and 12.

We propagate an education model that is centered around competency, embracing a holistic approach that prioritizes the individuality and uniqueness of each learner. Our vision is to cultivate an inclusive schooling environment rooted in solid principles, fostering international mindedness and nurturing a sense of inner responsibility towards the country. We are committed to excellence, continuously evolving to meet the evolving needs and expectations of our digitally engaged global community.

Our curriculum is all-encompassing, blending academic rigor with practical skill development and values education to enrich intellectual prowess, adaptability, and ethical character. Our admissions policy ensures transparency and fairness, facilitating equal opportunities for all applicants and providing clarity to parents regarding the admission process and criteria.

The primary purpose of the Admission Policy at Sunshine Worldwide School is:

- To establish a firm stance against any form of discrimination, ensuring a transparent admissions procedure.
- Instituting a uniform code of conduct and values upheld by both learners and stakeholders, highlighting the school's dedication to nondiscriminatory and ethical admission practices.
- The PYP, Middle Years, and IBCP programs welcome learners from diverse educational backgrounds (including IGCSE, ICSE, CBSE, and State Board), reflecting the institution's commitment to fostering global citizenship.
- Equipping our learners with cognitive abilities necessary to adapt to changing paradigms.
- Instilling strong moral values, curiosity, and an entrepreneurial mindset in our learners to equip them with 21st century skills.
- Compliance with relevant local regulations.

Objective of the Admission Policy at Sunshine Worldwide School:

Sunshine Worldwide School aims to draw in learners from a variety of backgrounds who share our school's mission, vision, and philosophy. Prospective learners should embody a commitment to lifelong learning and possess a global perspective, enabling them to navigate life confidently and independently, regardless of their location. Our school firmly upholds principles of non-discrimination, rejecting bias based on race, age, gender, religion, nationality, physical or mental ability. Additionally, we maintain a consistent approach in our treatment of all applicants, ensuring fairness and equality for each individual.

Admission Committee and Decision making Process:

The Admission Committee consists of the

- School Management
- Head of School
- Admission Manager
- The Pedagogical Leadership Team.
- School Counsellor
- Administrative Officer
- Program Coordinators
- The final decision on all applications rests with the Head of School.

About Sunshine Worldwide School:

Sunshine Worldwide School, an institution accredited by the CBSE with affiliation number 2830004, prides itself on being a co-educational school fostering a vibrant and supportive environment. Employing a progressive educational model, the school offers a stimulating curriculum complemented by extensive extracurricular activities. Leveraging cutting-edge technology further enriches our learner-centric approach. Our goal is to cultivate confident, responsible, and well-rounded individuals with entrepreneurial mindset to be able to actually function in the real world.

At Sunshine Worldwide School, our mission is to unearth and nurture the unique talents of each child while deepening their understanding of the world's intricacies. We aim to inspire every learner to realize their fullest potential.

Our school's appeal to learners and parents is due to the following key factors:

- Proximity to natural surroundings
- Emphasis on collaborative learning over competitiveness, fostering a stress-free environment that prioritizes skill based education.
- Fosters an environment that focuses on freedom with responsibility.
- Adherence to progressive ideologies and methodologies.
- Limited number of students per educator, ensuring personalized attention.
- The vision of unconditional happiness.
- Active involvement of governing body members with a personal touch
- Inculcating and nurturing Indian values while embracing a globally aware perspective.

Admission Process for PYP and Middle Years.

- We receive inquiries from various channels such as our promotional efforts, word of mouth, walk-ins, and social media.
- We conduct orientation sessions for prospective parents to elucidate our educational philosophy, climate, culture, methodology, and pedagogy.
- We offer guided tours of our campus to interested visitors.
- Prospective students undergo an admission assessment based on Multiple Learning Levels (MLL) to identify any gaps and determine if intervention or remediation is necessary.
- Personal interviews with the Director, Administrator, Principal, or Heads of Sections are arranged for both parents and the prospective student.
- In the case of a student with special needs, whether pre-identified or assessed, we refer the case to Sunshine Smile for further evaluation.
- Sunshine Smile assesses the child for additional intervention, remediation, or therapy. Depending on the severity of the needs, the student may be categorized into one of three levels.
- We strive to create an inclusive environment in our classrooms, avoiding pull-out models. Interventions and remediations are conducted by therapists, special educators, or regular educators within the classroom setting or at the Smile centre.
- Upon completion of the admission assessment process, families are directed to the Accounts department to settle the admission fees and security deposit. Once paid, the admission is considered complete, and a classroom seat is allocated to the student.
- If a student withdraws before the start of the session, we refund the security deposit in full and retain a small percentage of the admission fees (currently 15%) to cover administrative costs.
- We maintain transparency in our financial transactions and encourage fee payments through cheques and net banking.

Admission Criteria:

- Any child meeting the age criterion.
- Home schooling learners.
- Admission Assessment.

Admission Requirement:

A. Elementary School/PYP :

- Age Criterion (as on 30th June of current year)
 - Nursery - 3 years
 - LKG - 4 years
 - UKG - 5 years
 - Class 1 - 6 years
- Birth certificate
- Health Certificate
- Progress report card (as applicable)
- ID proofs of parents

B. Middle Years and Secondary School:

- Birth certificate
- Health Certificate
- Progress report card
- ID proofs of parents
- School leaving/ transfer certificate
- Migration certificate

PRE-ADMISSION PROCEDURE for IB CP:

Admission Eligibility Guidelines:

Candidates who have completed their grade 10 education from an Indian board (CBSE, ICSE, or state board), or have pursued the IGCSE, are required to show evidence of having fulfilled equivalent coursework standards from their previous institution. Typically, this entails submitting a school report from the first semester of grade 10 (or the second semester if applying in the summer before grade 11) or presenting IGCSE equivalent examination results. The application process follows these steps:

- Parents must obtain the admission form from the school's official website/office.
- Students are to complete the online application form and attach the necessary documents as outlined in the form.
- Candidates who have completed their grade 10 education from an Indian board (CBSE, ICSE, or state board), or have pursued IGCSE or MYP, must sit for an aptitude based entrance test.

- Entrants would have to appear for an Aptitude test.
- Parents may opt for a guided tour of the school if desired.
- Admission to the IBCP for students of Sunshine Worldwide School, involves one-on-one counseling sessions with both the learner and parent. During these sessions, learners have the opportunity to interact with a panel consisting of the Head of the school and the IBCP coordinator. This allows for an assessment of their interests, aptitudes in the chosen CRS programme (Business Administration), and their ability to meet the course requirements.
- Upon assessment, a confirmation letter of admission is issued to the parents.
- Admission is open to all learners if it is believed that the school can cater to their specific educational needs. However, The school reserves the right to admit or decline admission to any learner based on their merit and/or eligibility criteria.
- Upon receipt of the final passing grade from Grade 10 in IGCSE, CBSE, ICSE, MYP, or state board examinations, provisional admission will be confirmed.
- Students from Sunshine Worldwide School (SWS) will be automatically enrolled in the International Baccalaureate Career-related Programme (IBCP) upon completion of Grade 10 from CBSE. They will be exempt from the standard admission process but may be invited for an interview to assess their suitability for the program.

Learners opting for the IBCP Program are expected to:

- Exhibit self-discipline and responsibility.
- Cultivate a strong work ethic.
- Approach tasks with a clear sense of purpose.
- Learn from both peers and educators.
- Contribute positively to the community
- Parents have the option to take a guided tour of the school if desired.

Sunshine Worldwide School employs various methods, including consultations, review of past grades, and written assessments, to evaluate learners' language proficiency. If necessary, the school provides comprehensive support to ensure learners are comfortable with the language of instruction, English

CAREER RELATED STUDIES AND DP SUBJECTS:

Sunshine Worldwide School ensures that at least 2/3 of its Diploma Programme (DP) subjects align with its Career Related Studies (CRS) pathway. Learners have the flexibility to choose any combination of Standard Level (SL) and Higher Level (HL) subjects, including both SL, both HL, or one HL and one SL.

Students will fulfill the requirements of DP subjects according to the guidelines outlined in the DP subject guides, excluding the DP core. They have the option to select multiple courses from the same group at either HL or SL level.

For the CRS course offered at SWS, the following DP subjects are available:

1. *CRS - Business Administration*
2. *Language A - Language and Literature.*
2. *Psychology*
3. *Economics*

It is important to note that the decision regarding HL or SL for DP subjects will be made in consultation with the college counsellor to ensure the best academic practice for each learner.

ADMISSION DOCUMENTATION:

1. How to Apply:

To obtain an application form, please visit the school's website/office.

2. Deadline:

The Admissions Committee will review all applications submitted by the specified deadline for the session. Suitable candidates will be shortlisted based on eligibility criteria, which will be outlined on the school's website.

3. Submission After Deadline:

Applications received after the deadline will not be considered until all on-time applications have been reviewed and processed.

4. Required Documentation:

- Acknowledgment of IBCP School Pedagogy and Philosophy through Signing a Declaration of Understanding.
- Consent Form for Participation in Sports Activities.
- Consent Form for Career-Related Studies.
- Original Birth Certificate accompanied by one photocopy (original to be returned to parent/guardian after verification).
- Previous Academic Records, including 10th-grade or equivalent certificates and mark sheets. These documents are utilized to evaluate the student's eligibility for CP courses.
- Any Special Academic or Psychological Evaluation Reports, if applicable.

- One Passport-Size Photograph of the Student and one set of Passport-Size Photographs of Parent(s)/Legal Guardian.

POST ADMISSION PROCEDURES:

- All students, whether existing or new, must follow the admission procedures outlined above.
- An orientation program is provided for parents to familiarize them with the IB program. (Please see the *Orientation for Parents and Students* section for more details.)
- Upon being selected for admission based on merit and eligibility, parents or guardians must submit the corresponding fees as outlined in the prospectus.
- Parents or guardians must provide the following documents:
 - The original transfer certificate, along with the last assessment report or marks.
 - Copies of achievement certificates in academics, sports, extracurricular activities, etc.
 - A photocopy of the passport (if available) or any other national identity card. Foreign students must provide their passport.
 - Completion and signing of the Admission Documentation Booklet by the parent(s) or guardian(s). This information ensures a smooth relationship between the school and the parents or guardians.
 - Upon receiving an Admission Confirmation Letter from the school, parents or guardians must pay the corresponding fees and fulfil any additional requirements, if applicable.
 - Should parents have any inquiries, they are encouraged to reach out to the school admission counsellor.
 - The acquisition of school uniforms and books is facilitated through the Store located on the school premises itself. The Book Shop is equipped with a comprehensive list of required textbooks.
 - Upon commencing their first day, new learners will be assigned to their respective classes. The class timetable will be provided to them by their Home Room Educator on the same day.
 - In the event that a learner cannot join on the inaugural school day, parents or guardians are kindly requested to inform the school administration of the joining date to ensure a smooth transition.
 - Should it be necessary, educators will extend support to new learners to acquaint them with the syllabus covered in class thus far.
 - Parents are welcome to seek assistance from the school admission counsellor for any inquiries.
 - At Sunshine Worldwide School, we conduct an *assessment for educational* needs upon admission to evaluate each learner's academic requirements.

ORIENTATION FOR PARENTS AND THE STUDENTS:

Given that the IB Career-related Program (IBCP) is a novel curriculum for many families and learners, the school extends an orientation initiative. This program aims to familiarize parents and learners with the IB philosophy, its requirements, and expectations. Moreover, it underscores the pivotal role parents play in their child's educational journey. Central to the orientation is the cultivation of international-mindedness, highlighting various avenues through which the school supports both students and parents in this endeavour. The session will conclude with a brief Q&A segment to address any lingering queries. Additionally, personalized counselling sessions can be arranged post-orientation for further clarification and guidance.

CORE COMPONENTS:

- Students enrolled in the IB Career-related Programme (IBCP) must fulfil the essential requisites, which include honing personal and professional skills, fostering language proficiency, engaging in a reflective project, and participating in service learning.
- The admission policy undergoes yearly evaluation by the school principal, department coordinators, and heads of departments, in collaboration with subject instructors.
- Regular communication channels disseminate all school policies to educators, learners, and parents.

CONTRACT:

Parents are required to read and sign the admission policy as stated above.

Their endorsement signifies the acknowledgement and agreement to the stipulations for the prospective enrolment of their ward into the IB Career-related Programme at Sunshine Worldwide School, Goa.

Name of the learner _____

Name of the Parent _____

Date _____

Signature of the parent _____

LINK BETWEEN ADMISSION POLICY , LANGUAGE POLICY, INCLUSION POLICY, AND ASSESSMENT POLICY:

The Admissions department maintains information on each applicant in the KYC file, which is then passed on to the Home Room Educators (HREs) to

ensure support for the children. The school's Inclusion Policy, Language Policy, and Assessment Policy prioritize ongoing support for students post-admission. Additionally, the Admissions department maintains a master file containing records of all learners in the school, which internal users can refer to. This file remains active for as long as the learner continues attending the school.

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