

ADMISSION PROCESS FOR ACADEMIC SESSION

2017-18

Hello,

Thank you for your application. We are an inclusive school, by which we mean that we welcome students from different socio-economic, ethnic and cultural backgrounds as well as children with different needs and abilities. We do not select or filter in any way. Our policy is to take as many applicants as our teacher: student ratio of 1:18 permits on a first-come-first-serve basis.

It is a pleasure to invite you to be a part of our admissions process. We would like to familiarize you with the process.

We start the process with the registration form that you have completed. You will receive an automated mail of acknowledgement within 24 hours with the enquiry no. Check your inbox / spam.

Please ensure that a copy of the following documents are either dropped off at the reception or scanned and emailed to admission@apl.edu.in. –

1. Birth certificate
2. One passport size photo
3. Any other assessments that you may think are necessary for us to have knowledge of.
4. Parent Questionnaire.

You will receive a call or a mail with details on the date and time for the group interaction once we have received the documents mentioned above.

The admissions process will proceed as follows:

1. Download and save the grade relevant parent questionnaire from the website. Fill in the responses and mail/handover your responses along with the other documents. In case there is a difference of opinion between the parents/guardians please feel free to take copies of the questionnaire and fill it up separately. We appreciate diverse perspectives! The academic documents and the questionnaire must reach us **within a week** from the date of the registration.
2. Your child and you (both parents/caregivers) will be invited for a group interaction in separate environments. Your child will interact with a few of our teachers and a group of about 7 other applicants for the same grade level entry. Through the group interaction with the children, we aim to get some idea of their current individual needs and abilities. The process for the children will start with some outdoor free play followed by games and activities in the classroom. The interaction will be friendly and non-threatening to allow children to be at ease and to participate as enthusiastically as possible in a new environment. We request you to let your child go through the process in a relaxed manner. Absolutely no special preparation is needed since the idea is only to get to know your child better. The session will last for about 45 min to an hour.

3. Independently, parents of all the groups will have their interaction with the school management, school counselor, and a special educator. This step of the process is to give you an idea of the parent-student group composition and for you to address any concerns that you may have about the school's way of dealing with specific issues. It is also to give us an opportunity to understand your aspirations for your child and to seek your participation in their education. The session will last for about 45 min to an hour.
4. You will receive a confirmation of admission **within 5 working days** from the date of the group interaction. In the event, we feel the need to get to know you or your child better, especially if we feel there is a special learning, emotional or social need, we may invite you for another individual meeting/assessment of needs in the interim.
5. The admission fee will be due **within 5 days** of your being informed of the confirmation. In the event that we do not receive the admission fee by the due date, your child's admission will lapse. Details of all other fees are available on our website. The first term fees will be due in **February 2017**.

For any further queries, you are welcome to call the school at 4282 3272 / 73 / 74.

Regards,



Ms. Kiran Merchant
Principal