



Jayshree Periwal International School

Mahapura SEZ Road, Ajmer Road, Jaipur Ph. 9782744444, 9782744445)

STUDENT ADMISSION POLICY AND PROCESS

Jayshree Periwal International School (JPIS) IB World School, running the International General Certificate of Secondary Education (IGCSE) and the International Baccalaureate (IB) streams of curriculum, is open to students from all walks of life and from across the world, seeking admissions in Pre Primary to Grade 12. This document provides an overview of JPIS's beliefs and practices regarding the student admission.

Admission Facts:

Student eligibility shall be determined based on school policies and in accordance with the programme requirements.

No student, who otherwise qualifies as per the policy, shall be denied admission to the school on the basis of colour, race, religion, gender, national or ethnic origin, or shall be discriminated against by way of treatment, evaluation or any other consideration.

The students will be evaluated on their ability to meet the school's academic standards, successful history of academic performance and appropriate personal conduct. Students must show fluency in English, as the medium of instruction is English, so that it does not impact their academics and social interpersonal relationships.

This is done through an assessment process, which involves a written evaluation, face-to-face interview and past reports from the previous school (academic and all other relevant reports depending on the grade and the programme applied for).

The school admits students who would thrive in the learning environment of the school with their academic and personal needs met by the programmes offered in school. Furthermore, the school is inclusive to the extent of also admitting students with mild and moderate special education needs.

The school accepts applications for admissions throughout the school year. Lateral admissions during an academic session would be based on the academic and behavioral merits of the student, recommendations carried, reasons for change/transfer and the applicant's assessment on adaptability to the new environment.

Students are required to meet the following criteria hereunder:

Stage	Grades	Criteria
Pre- primary (PYP)	Nursery, KG, Prep	Minimum age 2.5 years. No test; discussion with parents only.
Primary (PYP)	1 to 5	Minimum age 5 years. Test of English and Mathematics.
Middle School	6 to 8	Sequential age. Test of English and Mathematics.
Secondary Education (IGCSE)	9 and 10	Sequential age. Test of English and Mathematics. Alignment of subjects if coming in from other boards.
IB Diploma Programme	11 & 12	Sequential age. Test of English and Mathematics. Alignment of subjects if coming in from other boards.

For Grade 1 and above, JPIS provides both the options: Day Boarding and Term Boarding facilities. The fee structures for each mode of schooling along with facilities provided are detailed in the Fee Structure. Charges for external examinations such as IGCSE (Grade 10), IB Diploma (Grade 12) etc. are not included in the Fee structure as they are governed by the respective boards and vary, subject to subject, year on year.

Day scholars from Pre-Primary to Grade 8 attend school from 8:00 a.m. to 2:00 p.m. Additionally, the school offers extended hours optionally until 4:30 p.m. for these grades to support further learning and enrichment. For day boarder students in Grades 9 to 12, school hours are from 8:00 a.m. to 4:30 p.m. All students follow a five-day school week, from Monday to Friday. Hostel students receive teacher-supervised academic support sessions on Saturdays until noon, in addition to weekday evening enrichment classes. Optional games, hobby classes, and assisted homework completion are also available for hostel students.

The new academic year at JPIS begins in July. However, DP students may join in April – June quarter as well, with an additional Pre-Term fee. For such students, therefore, the first year would have 1+4 quarters fee to be collected. Special Remedial Classes will be provided for hostel students who require additional academic support to strengthen their understanding and improve performance for an additional fee.

Except for caution money all fees paid are non-refundable once the student is admitted to JPIS.

The decision of the school's selection committee will be final.

Admission Process:

STEP 1: The parent fills in the online application form, the admission counsellor explains the core beliefs of school, giving a brief overview on the programmes offered, and outlines the admission process to the parent.

STEP 2: A guided school tour is arranged for parents, providing an insight of the institution's infrastructure and facilities. Subsequent to the tour, parents will have the opportunity to meet with the designated coordinator or teacher to address any queries or seek clarifications.

STEP 3: The completed online application, along with the necessary details, will be submitted to the school in accordance with the specified guidelines.

STEP 4: Digital applications are thoroughly reviewed, after which the admission committee schedules an age- and grade-appropriate observation or assessment for the applicant. This may include play-based activities, academic tasks, a written test, and/or a face-to-face interaction, depending on the specific requirements.

STEP 5: The observation or test records are carefully evaluated by the respective grade-level academic team, and the school's admission decision is communicated directly to the parents. If the candidate is offered admission, parents are provided with a timeline to complete the required formalities, allowing the process to move forward. In cases where admission is not granted, the admissions committee also ensures timely and respectful communication of the decision to the parents.

STEP 6: Admission is considered complete upon payment of the admission fee and submission of all required documents to the school's Admissions Office. With this, the family officially becomes a valued part of the JPIS community.

The admission stage for applicants for Nursery, KG and Prep is initiated by the discussions with the child in the presence of the parents, by Designated Assessment Teachers (DAT). In case an assigned DAT happens to know the applicant or the parents in any way, s/he should declare the same and have the assessment responsibility changed to another DAT. Final decision for admission would be taken by the Heads of the school.

For admissions to Grades 1 to 9 and Grade 11, all applicants are required to take a diagnostic written test in English and Mathematics. The test is designed to match the academic level of the applicant's most recently completed grade. Answer sheets are evaluated by the Diagnostic Assessment Team (DAT), and the final admission decision is made following a face-to-face interaction with the Admissions Committee. Exceptional performers may also be considered for merit-based scholarships.

RTE- (Right To Education Act- 2009)

This is part of our community service commitment and also a directive by the Government of India. Students from economically disadvantaged backgrounds, primarily those whose dominant language is their mother tongue, are covered under the provisions of the RTE (Right to Education) Act. Admissions for these children are based on a first come first serve basis.

The school extends support to RTE students and their families in the following ways:

1. Communication with parents is conducted in their Mother Tongue (MT) to ensure clarity and comfort.
2. While English is the preferred and encouraged medium of instruction, RTE students are initially allowed to communicate in their mother tongue, helping them gradually transition to English with confidence.
3. The school also offers periodic guidance and counseling to parents as needed, supporting the child's overall learning journey.

Admission Policy for students with Inclusive Education Needs (National Education Policy 2020):

JPIS aims to make education **accessible** to all students to provide **equal opportunities of learning** by removing barriers to different learner needs.

In its effort to have a **least restrictive environment**, parents are expected to provide all the assessment reports, psycho-educational testing reports, and other appropriate supporting documents to best address the needs of students to be engaged in learning.

Services provided:

The school is committed to creating an inclusive environment by providing necessary environmental accommodations for students with physical challenges, ensuring safe and accessible mobility across the campus for full participation in the curriculum.

To support the successful inclusion of students with diverse learning needs, the school also offers classroom-based support, individualized remediation, concept reinforcement, and differentiated instruction tailored to meet each learner's unique requirements.

Admission Criteria:

A current formal psycho-educational assessment report (signed by a clinical psychologist) is required for every new admission to request for examination considerations.

The range of severity of disability of students admissible will be placed between borderline to mild disability criteria.

Post admission: The school ensures a smooth transition for both students and their families through well-structured Parent Orientation Programs, designed to introduce them to the school's systems, ethos, and academic culture.

Please note that admission remains provisional until all required documents are submitted to the School Office within 15 days of admission and verified as accurate. The following documents must be provided:

1. Birth certificate
2. Government-certified identification documents (e.g., passport) of the applicant and parents (mandatory for boarders)
3. Previous academic year's mark sheet (e.g., Grade 4 mark sheet for Grade 5 admission)
4. Co-curricular achievement certificates (if any)
5. Reference letter from the current school
6. School Leaving Certificate (to be submitted once issued by the current school)
7. Passport-sized photographs of the applicant and one of each parent
8. Aadhaar Card

Providing false or misleading information will result in the cancellation of admission and forfeiture of all fees paid.

Throughout the year, inquiries related to the school, its curricula, and pedagogy are welcomed and addressed via telephone, query forms, online platforms (skoolnot), whats app messages, emails or in-person meetings with prior appointments. As Jaipur's pioneering World School offering the IB and IGCSE programmes, JPIS ensures that all queries are handled with care, professionalism, and clarity. Only well-informed senior teachers—who are patient listeners, articulate communicators, and well-versed in frequently asked questions—are entrusted with responding to prospective parent and student queries.

Day School Kit:

(a)	Fee Structure Brochure	Annexure 1a Annexure 2
(b)	FAQ sheet IGCSE FAQ sheet IBDP	Annexure 3 Annexure 4
(c)	Subject Form IGCSE Subject Form IBDP	Annexure 5 Annexure 6
(d)	Application form Conveyance Form Sports and Hobby Choice	Annexure 7a Annexure 8 Annexure 9
(e)	Annual school calendar	Annexure 10

Boarding School Kit:

(a)	Fee Structure Brochure	Annexure 1b Annexure 2
(b)	FAQ sheet IGCSE	Annexure 3
(c)	FAQ sheet IBDP	Annexure 4
(d)	Subject Form IGCSE Subject Form IBDP Application form	Annexure 5 Annexure 6 Annexure 7b
(e)	Boarders checklist	Annexure 11
(f)	Sports and Hobby Choice	Annexure 9
(g)	Annual school Calendar	Annexure 10

JPIS Admission & Withdrawal Policy

Admission Kit and Initial Fee Payment

The Admission Kit—available across all Jayshree Periwal Group of Schools—can be obtained in two ways:

- **Over the counter:** Upon cash payment.
- **Online order:** The kit will be couriered to the requester, with applicable domestic or international courier charges.

School fees may be paid in **two installments**, as outlined in **Annexure 1a & 1b**. To confirm admission, the first installment must be paid **within 7 days** of receiving the selection test results. Delayed payments beyond the due date will attract a **Late Fee**.

In addition, the **Transport Request Form** should be submitted at this time to allow sufficient planning, especially for requests on currently unserved routes.

Post-Admission Procedures

Once admission is confirmed:

- **Section allocation** begins for newly admitted students.
- **Day Scholars** (8:00 a.m. to 2:00 p.m.) are usually placed in separate sections from **Day Boarders** and **Boarding School** students.
- Class Teachers receive lists of newly admitted students along with demographic details and subject choices to ensure a warm and informed welcome on the **Date of Reporting (DOR)**.

JPIS offers **logistical support for new boarding students** from the nearest **airport, metro, railway, or roadway terminals** on the DOR. Pick-up requests for any other dates will incur additional charges.

Document Submission on Date of Reporting

The following are required on the DOR:

- All pending payments, including **Quarterly Fees, Caution Money**, etc.
- Submission of all required **testimonials/documents**.

If any documents or payments remain pending, parents must submit a **Deficiency Declaration Form** (Annexure – 12), signed by both parent/guardian and student. This declaration must include a **commitment to submit the pending items within 30 days**. Failure to comply may result in **cancellation of admission**, with **only the Caution Money refundable**.

Student Integration and Support

Upon arrival:

- **Transport arrangements** are finalized for Day Scholars and Day Boarders.
- Class Teachers introduce new students warmly, fostering comfort, belonging, and rapport with peers.

For **Boarding Students**, JPIS ensures personalized care through the **Hostel Parent (HP) system**:

- Each floor in both Boys' and Girls' Hostels is assigned a trained and experienced HP who resides on-site.
- HPs serve as immediate anchors for new students, offering consistent support and a parental presence during their formative years.

Regular **feedback sessions** are conducted by Class Teachers and Coordinators to monitor the well-being of boarding students. An **escalation matrix** is in place for grievance redressal—from Hostel Parent to Head of Hostel Parents to the School Director.

Deviations in Process

- **Minor deviations** from the outlined process may be approved by the **Principal**.
- **All other policy or procedural deviations** require authorization from the **Governing Body** or the **Director of JPIS**.

Withdrawal Policy

All withdrawals must be initiated by submitting a **written request** to the School Administration by the parent or guardian at least **one month in advance** of the intended withdrawal date. Failure to provide advance notice will result in **charges for the next quarter or academic year**.

The withdrawal request should clearly state:

- The **reason** for leaving.
- The **proposed date of withdrawal**.

Please note:

- Students withdrawing in **May** must pay fees **up to June**, regardless of their departure date.
- **Transfer Certificates (TC)** will be issued **only after** all dues are cleared and a **processing fee** is paid. TCs are processed within **15 working days**.
- **Consistent failure to pay fees by the due date** may lead to the student's **name being struck off the school rolls**.

Enclosures: Annexure – 1 to 12