



KINNAIRD ACADEMY HIGH SCHOOL FOR GIRLS

2-EMPRESS ROAD LAHORE



ADMISSION POLICY UPDATED 2024

TABLE OF CONTENTS



1

INTRODUCTION

Our Mission	2
Our Vision	2
A note for the parents.....	3
Admission Committee.....	4
Admission schedule.....	4
Advertisement	4

2

ADMISSION PROCESS:

Step 1: Registration	5
Age criteria	5
Step 2: Entrance Test	7
Admission Test Schedule.....	7
Written Test:	7
Qualifying Criteria:	7
Step 3: Interview	7
Step 4: Admission Approval	8
Step 5: Confirmation	8

3

Readmission process.....	9
Fee structure	9
Fee discount policy	12
Withdrawal and Security.....	12
Refund Policy.....	12
Admission, Rights and	13
Responsibilities	15
Connection to other IB policies	17

MISSION AND VISION

OUR VISION

“To develop each child to his/her full potential in an English medium environment”.

MISSION STATEMENT

Our mission is to provide education of the highest quality that addresses individuals’ moral, physical, intellectual, social and spiritual needs, in an environment that embodies the core values of self- discipline, integrity, tolerance, respect for others, fairness, justice and service, that will enable them to contribute to positive changes in society as citizen-leaders of their community, their church, their country and the worlds. We want to see Christian students empowered and enabled to deepen their faith and their sense of community with one another.”



DEAR KINNAIRD ACADEMY PARENTS

At KINNAIRD, our policies are grounded in IB philosophies, standards, and practices. We strive to embody the principles of the IB Learner Profile and IB mission in every policy. Our policies have been developed collaboratively with teachers, parents, and students to ensure relevance and effectiveness. The following policies are mandated by the IB:

- 1. Admissions**
- 2. Inclusion**
- 3. Language**
- 4. Assessment**
- 5. Academic Integrity**

KINNAIRD ACADEMY is committed to a journey of lifelong learning, empowering children and families from diverse and disadvantaged backgrounds. Our school is dedicated to nurturing young learners through inquiry-based liberal education in a global context, guided by the motto "EDUCATION IS LIGHT."

Our policies aim to:

- Embrace and encourage diversity**
- Uphold the IB Learner Profile**
- Ensure quality learning and community responsibilities**

Each policy document outlines:

- Philosophy and rationale**
- Child's rights and responsibilities**
- Connections to the IB Learner Profile**
- Links to related policies**

Thank you for taking the time to review these policies thoroughly.

Warm regards,
Reeba Gill
Principal



Admission Committee:

School Principal
School Vice Principal
School Administrator
Relevant Teachers

Admission schedule:

January Registrations open for New Academic year
March New Academic year begins

Advertisement:

Local TV cable
Social Media Platform
Banner
Brochure
Newspapers
Orientation sessions



ADMISSION PROCESS

Step 1: Registration

Registration for the new academic year begins in January. Admission is based on merit, availability of seats, and factors such as age, staff recommendations, and sibling preference. Please note that completing the registration form does not guarantee admission. All submitted information and documents must be accurate and truthful; providing false information will result in the cancellation of registration or admission.

To register, parents must:

1. Collect the registration form from the Admissions Office, fill it out carefully, and return it to the office.
2. Pay a non-refundable registration fee of Rs. 2,500 (inclusive of a Rs. 100 form fee) at the bank.
3. Submit the following documents:
 - Copy of the parent's or guardian's CNIC
 - Birth certificate or Bay Form of the applicant
 - Two recent passport-sized photographs of the student (1"x1")
 - Copy of the paid registration challan (Rs. 2,500)
 - Copies of previous school report cards
 - School Leaving Certificate from the previous institution

Age Criteria

Students at Kinnaird Academy are placed in age-specific classes, determined by their age as of the beginning of the academic year in March. Under special circumstances, students may be admitted at different ages if a seat is available. The age groupings are as follows:



AGE

CLASS

3 years 6 months - 4 years 6 months

NURSERY

4 years 6 months - 5 years 6 months

PREP

5 years 6 months - 6 years 6 months

CLASS 1

6 years 6 months - 7 years 6 months

CLASS 2

7 years 6 months - 8 years 6 months

CLASS 3

8 years 6 months - 9 years 6 months

CLASS 4

9 years 6 months - 10 years 6 months

CLASS 5

10 years 6 month - 11 years 6 months

CLASS 6

11 years 6 months - 12 years 6 months

CLASS 7

12 years 6 months - 13 years 6 months

CLASS 8

13 years 6 months - 14 years 6 months

CLASS 9

14 years 6 months - 15 years 6 months

CLASS 10



ADMISSION PROCESS

Step 2: Entrance Test

Admission Test Schedule:

The school's admission committee will determine the date for the entrance test, which will include a written assessment.

Written Test:

Duration: 90 minutes (divided into three 30-minute segments)

- **English:** Creative Writing / Unseen Comprehension
- **Urdu:** Creative Writing / Unseen Comprehension
- **Mathematics:** Problem Solving

Qualifying Criteria:

A minimum of 60% marks is required to pass.

Step 3: Interview

After successfully passing the entrance test, the Admission Committee will invite parents and the prospective student for an interview. The purpose of this meeting is to:

- Evaluate the student's verbal communication skills and confidence.
- Discuss the level of parental support for the child's education at home.
- Assess the family's financial stability and their ability to meet tuition fee obligations

ADMISSION PROCESS

Step 4: Admission Approval

Once the admission committee approves the application, applicants will receive a response within 12 working days.

- Parents should collect and complete the admission form, ensuring all required documents are included.
- Attach the challan form for any remaining dues.
- Return the completed form to the school office.

Step 5: Confirmation

Admission will be confirmed upon:

- Complete payment of fees at the designated bank.
- Submission of the admission form.
- Assignment of a student ID number to all admitted students.
- Maintenance of all records in both hard and soft copies (FACTS).



READMISSION PROCESS



READMISSION PROCESS

If a child is withdrawn or leaves the school and later wishes to return, the following conditions apply:

- A non-refundable re-admission fee of Rs. 10,000 will be charged.
- The student must go through the full admission process again (Steps 1-5).

FEE STRUCTURE

Kinnaird Academy is currently accepting applications for school admissions from:

- Classes Nursery to 5: Open for both girls and boys.
- Classes 6-10: Open for girls only.

This section provides information regarding the fee structure as part of the school admission procedure. Fees include a registration fee, an admission fee, and a tuition fee, among other charges. A detailed breakdown of the fee structure and available discounts can be found below:



NURSERY TO CLASSES 10

Registration Fee	Non- Refundable	Rs. 2, 500
Admission Charges	Non- Refundable	Rs. 20,000
Security Charges	Refundable	Rs. 8,000
Annual fund	Non- Refundable	Rs. 1,000
Monthly	Non- Refundable	Rs. 6,400
Break down of Monthly fee is as follows		
Tuition Fee		Rs. 3600
Utilities		Rs. 1700
Computer Fee		Rs 400
Development Fee		Rs. 700



ADMISSION PROCESS

Note:

- All fees must be deposited at the bank.
- An annual charge is applicable once a year, alongside the monthly fee.
- Fees are collected monthly during the first week of each month and must be paid no later than the 10th of that month.
- Payments should be made directly to MCB Islamic Bank, Limited, Lahore, in cash. Fee forms will be issued on the last working day of each month, and fees must be deposited directly in the bank.
- A late fee of Rs. 300 will be applied after the 10th of each month. If fees are not paid by the last day of the month, the student's name may be removed from the roll. The bank will not accept fees after the 15th of the month.
- All fees once paid are non-refundable.
- The admission fee and security deposit are payable only once at the time of admission.
- The school reserves the right to revise fees without prior notice.
- Fee vouchers for the months of July and August are given to the parents at the time of PTC in June. Therefore, fees for June must be paid by June 10 and fee for July by July 10th, respectively. The August fee must be paid by August 10th.
- It is important for parents wishing to admit their children to Class Nursery to do so in March, rather than waiting until September. Experience has shown that children who start in September often struggle to catch up. Monthly fees will be charged from March for all new admissions to Class Nursery, regardless of when they join.
- Other students joining the school in Classes Prep-8 during the term will be required to pay full registration, admission, and maintenance fees, but will only be charged the monthly fee from the time of admission.
- Fee defaulters may be barred from examinations and are at risk of having their names removed from the rolls.



FEE DISCOUNT POLICY

Categories:

Full fee / Sibling-1 and Sibling 2 Concession Category	Rs. 6,400
Sibling-3 (50%OFF in tuition fee)	Rs. 4,600
Sibling-4, (25% OFF in tuition fee)	Rs. 3700
Fee for Staff child (100%OFF in tuition fee)	Rs. 2,800

a) Need-Based Scholarships:

Up to 10% of newly enrolled students may receive a need-based scholarship for deserving cases.

b) Scholarships are applied to tuition fees after the initial admission, which requires the payment of the full admission fee.

Withdrawal and Security Refund Policy:

If a child wishes to leave the school, parents must:

- Submit a withdrawal application stating the reason for withdrawal and request a security refund and school leaving certificate.
- Complete a Security Return Form, clearly specifying the account title

Refund Procedure:

- To initiate the withdrawal and security refund process, parents must:
- Submit a completed Withdrawal and Security Refund Form to the school



FEE DISCOUNT POLICY



Security Refund Terms:

- The security amount will be refunded within three months of receiving the application.
- The refund will be issued via cheque after verification of fee clearance by the school accounts department

Deductions:

Any intentional damage to school property or equipment will be deducted from the security amount.

Eligibility for Security Refund:

A security refund will only be granted if the following conditions are met:

- Full term fees are paid up to the term of withdrawal.
- Withdrawal documents are submitted at least one month prior to the end of the last paid fee term.
- All outstanding fees, fines, and damages are settled in full.
- The security refund is claimed within six months from the withdrawal date.

Support for Students with Exceptional Needs:

Our school is committed to inclusive education and welcomes students with mild learning difficulties. To provide tailored support, families are required to disclose any known special needs or prior support requirements during the admission process.

Individualized Education Program (IEP)

Upon disclosure, our Section Head and Inclusion Partners will assess students with diagnosed needs to develop an Individualized Education Program (IEP). This collaborative approach ensures students receive:

- In-class accommodations
- Access to specialized resources
- Potential out-of-school provisions



FEE DISCOUNT POLICY



Parental Support and Partnership

Depending on individual needs, parents may be asked to provide supplementary support, which could include:

- In-class assistance
- Therapy or tutoring outside of school
- Regular progress updates

Grade Placement:

We typically place students in the grade that corresponds to their current schooling or the grade appropriate for their age, while also considering their individual emergent needs as evidenced by the admission test.

Admission:

Admission is at the discretion of the school and may be denied for valid reasons, such as lack of available space or evaluations indicating that the school cannot accommodate the student's learning, behavioral, or medical needs. Admission may also be automatically denied in the following cases:



ADMISSION RIGHTS AND RESPONSIBILITIES

Rights	Responsibilities
<p>Parents and Students</p> <ol style="list-style-type: none"> 1.Any parent or applicant can apply for admission without any ethnic or socioeconomic difference. 2.Parents have the right to get information about the school curriculum program and key initiatives 3.Parents have the right to visit the campus at the time of admission. 4.Parents have the right to apply for sibling policy. 5.Any parent or applicant can apply for a scholarship based on the school scholarship policy. 6. Parents have the right to be safe at school 7. All students have equal rights to avail of educational opportunities. 8.Parents have the right to know the school policies and complaint procedure. 	<p>Parents and Students</p> <ol style="list-style-type: none"> 1.Parents have the responsibility to provide correct and authentic documentation. 2.Parents are responsible for providing accurate information about a child's academic, physical and psycho-social needs. 3.Parents have the responsibility to follow school policies. 4. Parents have the responsibility to ensure the regularity and punctuality of the student.
<p>School</p> <ol style="list-style-type: none"> 1.Admission is at the discretion of the school. <p>School has the right to know truthful information about students and parents</p>	<p>School</p> <ol style="list-style-type: none"> 1. To process the admission without any discrimination. 2. School has the responsibility to provide easy access to school policies.

CONNECTIONS TO OTHER IB POLICIES



Admission and Language

Students seeking admission to from Nursery to Grade 5 and above must take an admission test that includes both Urdu and English languages before entry. Language background information, along with age and previous academic records, helps determine grade placement.

Admission and Assessment

- Early Years (Playgroup): Admission is based on student and parent interviews with the Section Head and PYP Coordinator.
- Primary Years Programme (Nursery-Grade 5): Admission requires:
 - Language and numeracy tests
 - Parent and student interviews with Section Head and PYP Coordinator
 - Progress/report card and school leaving certificate from the previous school

Admission and Integrity

To maintain integrity, parents are expected to provide accurate information and authentic documentation at the time of admission.

Admission and Inclusion

We welcome children from diverse ethnic and socioeconomic backgrounds. Human rights are respected, and all candidates are treated equally, regardless of:

- Religion
- Belief
- Socioeconomic origin
- Ethnic origin



CONNECTIONS TO OTHER IB POLICIES



Parents are expected to submit complete information about their child's:

- Academic needs
- Physical needs
- Socio-emotional needs

Advice for Parents

Families enrolling at Kinnaird Academy are expected to commit to:

- Our Vision, Mission, and values/IB Profile
- Attending informative school presentations, workshops, and three-way conferences
- Providing opportunities for their child to develop and express themselves in their mother-tongue and/or medium of instruction

Review Process

This policy is reviewed annually in collaboration with all stakeholders.





**“Transforming Lives
Through Education”**

MORE ABOUT US



Phone

123-456-7890



Email

info@peb.edu.pk



Website

www.peb.edu.pk



Office Address

2-EMPRESS ROAD LAHORE