



Abdul Kadir Molla International School

IB School code: 060139

Admission Policy

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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 organization works with schools, governments, and international organizations to develop challenging programs for international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

Abdul Kadir Molla International School Mission Statement

Abdul Kadir Molla International School aims to attain intellectual rigor and high academic standard by developing the learners holistically as critical thinkers, caring individuals and lifelong learners to meet the needs of this rapidly changing and challenging world.

Abdul Kadir Molla International School Vision

Learners at Abdul Kadir Molla International School endeavor to create peaceful global community by their informed action. They have strong sense of shared responsibility and strive to make the world a better place to live.

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Purpose and Philosophy of the policy

Students are admitted to Abdul Kadir Molla International School (AKMIS) following a thorough and meticulous admissions procedure. The school is an **IB PYP and IBDP Authorised** school and students are enrolled as day scholars.

We do not cater to any specific section of society or class. Therefore, we give equal importance to both genders. Admissions are granted on the basis of the school's admission criteria and the final decision of admission rests solely with the school management.

Students are expected to be proficient in the English language to handle the rigor of the courses offered at AKMIS. Since the basic skills in English are needed for Primary Years students (Grade 1 to 5), the ESL department will assess the student's level to determine the extent of English language support that the student may require to follow the curriculum.

Admission procedure in PYP

Step-1: Application

An admission application form is available online and at the Admission Office.

A completed online/hard copy of the application form is to be submitted to the Admission Office along with a non-refundable fee.

Documents Required

- Four (4) recent passport size photographs of father, mother, student, and local guardian (if any).
- Photocopy of the Birth Certificate or Passport.
- Transfer Certificate (Original)
- Photocopy of latest report card from the previous school attended (if applicable)
- Photocopy of student's legal custody paper (applicable for divorced/separated parents only)

Step-2: Entrance Test/ Assessment

- There is no entrance test for Playgroup and Nursery.
- Entrance tests from Grade 1 onwards will be conducted. The tests will be conducted and checked by the respective Homeroom Teachers.
- The child is assessed:
 - to evaluate the student's academic skill level required for the respective program.
 - to evaluate the student's likelihood of successful integration both socially and

- behaviorally in the program
- Students are required to sit for an admission test in two subjects: English and Mathematics.

Note: Financial Aid/ Scholarships are available for meritorious students.

Assessment Criteria: The assessment criteria for admission into an IB PYP School will include the following:

- Age eligibility.
- Academic performance.
- Cognitive and motor skills.
- Social and emotional development.
- Personal qualities such as curiosity, creativity, and enthusiasm for learning.

Availability of Seats: The availability of seats will be based on the capacity of the school and the number of students who have already been admitted.

Step-3: Admission Discussion and interaction with parents

The school may conduct an interview or interaction with the parents or guardians of the student to understand their expectations and goals for their child's education.

Candidates will be finally interviewed by the Head of School/ Academic Head for the final decision.

Selection Process: The selection process will be based on the eligibility criteria and assessment criteria mentioned above.

Acceptance and Fee Payment: Once the student is selected, the parents or guardians will receive an acceptance letter from the school. They will be required to pay the admission fee and other fees within the specified timeline to secure the admission.

Orientation and Induction: The school will provide an orientation and induction program for the parents and students to familiarize them with the IB PYP program and the school's policies and procedures.

In conclusion, the admission guidelines for an IB PYP School will ensure that the students who are selected have the necessary skills, knowledge, and personal qualities to benefit from the program. The guidelines will also ensure that the admission process is fair, transparent, and based on merit.

Additional Documents required

Additional documents required for Expatriate students:

- Valid student Visa. Not to worry! After getting admission, the school will assist the student with all visa processing.
- Copy of the passport
- Copy of the residential permit

Additional Documents to be produced by the NRB students:

- Copy of the passport

Additional documents required for students with Special Needs:

- Copy of the Special Need Assessment Certificate or any academic or psychological assessment from a recognized Assessment Council.
- A report from the Special Needs Counselor in the previous School.
- For International Students: Above mentioned documents and a copy of the Valid Passport and Visa

Admission procedure in IBDP

Admissions Statement:

Abdul Kadir Molla International School values and understands the International Baccalaureate Diploma Programme and its engaging and challenging curriculum, which encourages Open-Mindedness, critical thinking, intercultural understanding, and respect. As such, the AKMIS IBDP program is inclusive and is available to all students.

Admissions Requirements:

Admission to Abdul Kadir Molla International School is competitive, and in general admission to most courses is based on performance in the IB Diploma Programme entrance test.

IB students applying to AKMIS will be accepted on the basis of their predicted grades subject to merit, vacancies for the course selected, and/or the passing of pre-admission tests. The schools or students will submit their predicted grades and transcripts with past performance.¹

¹ "Setting an IB policy that works for your institution and prospective "
https://www.ibo.org/globalassets/publications/recognition/modelpolicy_india-1.pdf. Accessed 30 Jun. 2021.

I. CONDITIONS FOR STUDENTS TO JOIN IBDP (INTERNAL/External Non-IB STUDENTS)

AKMIS's students will be allowed admission in IBDP as long as they have attained their Middle School Program (MSP) and International General Certificate of Secondary Education (IGCSE).

We expect applicants with skills of inquiring and open minds, to be responsible and reliable, to be good communicators, and are ready to learn new things. Good time- management and organizational skills are also indispensable qualities for students to be successful in the IB. In addition to these characteristics, applicants must fulfill the following criteria for admission:

The students need to pass the following aptitude tests.

1. **Mathematics:** Mathematics skills and concepts test
2. **English:** Written test (close reading of a passage of fiction)
3. **Sciences:** Science skills and concepts test

II. IB Diploma Programme

Candidates for the IB Diploma Programme will have successfully completed year ten (MYP 5 or the equivalent) and have satisfactory grades in the six subjects they intend to select for the Diploma Programme.

In addition to English, students must have a background and be prepared to take a course in one other language we offer in the DP ([See our School Language Policy](#)).

They must likewise demonstrate a positive attitude and work ethic. Students currently enrolled in our **Pre-IB programme** who seek admission to the Diploma Programme will reach the following standard in their year ten school report:

A total of at least 24 points in the six subjects they wish to take in the DP. Students must also demonstrate sufficient competence in written and spoken English and obtain a grade of at least 4 in the Pre-IB English course to be admitted to the DP.

Pre-IB students will also be admitted to the DP only if they are in good CAS standing and have successfully completed the Research Essay and Product (REP).

Candidates who fail to meet the above academic requirements in one or more subjects may be required to take individual subject admission tests administered on campus. Such applicants will be required to pass these examinations before admission can be confirmed.

III. Students with Special Needs

AKMIS's inclusive admission policy includes welcoming students with a variety of different abilities and special needs. We support the students having various learning disabilities with the help of qualified and trained staff.

Admission Procedure

Prospective students and their families should direct inquiries to the Office of Admission. Applicants should then submit a completed application form, a short letter of motivation in English, and a school transcript (reports) from the last four academic semesters to the respective contact. The school will then schedule an interview either with the Diploma Programme Coordinator or with our admission officer.

As a general rule, the interviews will take place on the AKMIS campus. In exceptional circumstances, a Skype/Zoom/Meet interview can be arranged. The Diploma Programme Coordinator and/or admission counselor will provide students and their families with detailed information about the IB Diploma Programme. Senior management will then deliberate on the candidate's application on the basis of the Diploma Programme Coordinator's recommendation. Within one week's time, the Office of Admission will contact the applicant's family with a final decision.

Candidates who have been admitted will subsequently receive written confirmation of their acceptance. The educational contract and all relevant paperwork, including AKMIS IB Policies, will then be sent to the applicant's family for consideration and signing. These documents should be signed and sent back to the Office of Admission at the family's earliest convenience.²

Kindly feel free to contact our admissions team, If you have any further queries regarding our admissions policy or procedures.

² "IB World School Admissions Policy." https://www.louisenlund.de/fileadmin/user_upload/Download-Dokumente/IB_World_School/180123_IB_Admissions_Policy_V2_dv.pdf. Accessed 30 Jun. 202

Reviews and updates of the policy

The Admission Policy is drafted by the steering committee in collaboration with the reviewing committee and the entire IB PYP and IBDP team. The academic integrity policy will be reviewed and updated at the end of each academic year.

Members of the Review Committee

Asnaha Farheen, Head of PYP and PYP Coordinator

Syed A K M Radib, Head of CIE Programmes

Tahmidul Haq Ansari, IBDP Coordinator

Ashik Ahmed, Head of HR & Admin

Saiful Islam Bhuiyan, Assistant PYP Coordinator

Next Review Date: 11 Jul 2025

Appendix: IBDP Subject selection form



Abdul Kadir Molla International School

IB DIPLOMA PROGRAMME SUBJECT SELECTION FORM

Full name of the students	:	
Name of the legal guardian	:	
Contact number of the legal guardian	:	
Email of the legal guardians	:	
Date	:	

Guidelines for subject selection

DP students must choose one course from each of five subject groups delivering a breadth of knowledge and understanding in language and literature, individuals and societies, the sciences and mathematics. Furthermore, students must also choose either an arts course from the arts group or a second course from one of the other subject groups. DP courses can be taken at higher level (HL) or standard level (SL).

At least **three**, and not more than four, are taken at HL (240 teaching hours), while the remaining courses are taken at SL (150 teaching hours).

SL courses ensure students are exposed to a range of disciplines that they might otherwise opt out of, and HL courses allow students to spend more time with subjects they are more interested in by exploring options in addition to the SL core curriculum (IBO).

To fulfil the requirements of the DP, students must study one of the three courses in the studies in language and literature group. To be awarded a bilingual diploma, two studies in language and literature courses can be taken, each in a different language.

Before making your final choice for subject selection, please consider the following advices:

- Your areas of interest and what you are good at
- What would you like to study at university?
- University prerequisites (see note below)
- Advice from your teachers, university counselor and others who know you well

Tick mark the subject and the level you want to take for the IB Diploma Programme or DP Course.

Subject Groups	Subjects choices	Higher Level (HL)	Standard Level (SL)
Group 1: Studies in language and literature	Language A: literature (Bengali)		
	Language A: language and literature (English)		
Group 2: Language acquisition	Language B: English		
	Language ab initio (SL only): French		
Group 3: Individuals and Societies	Business Management		
	Information technology in a global society (ITGS)		
Group 4: Sciences	Physics		
	Chemistry		
	Biology		
Group 5: Mathematics	Math (Analysis and approaches)		
	Math (Application and interpretations)		
Group 6: The Arts	Visual arts		

Note: Please remember that the final decision to offer a subject in the next academic year will depend on the numbers of students choosing the class. Where there are insufficient numbers of students for a class, the students who chose that subject will be informed individually and will be given the chance to select another subject instead.

By signing below, you are confirming that you have understood the subject selection process and based on your interest, you are selecting the above mentioned subjects and levels.

Signature of the
student

Signature of the
parents/legal guardians

Signature of the
University Counselor

Signature of the
DPC