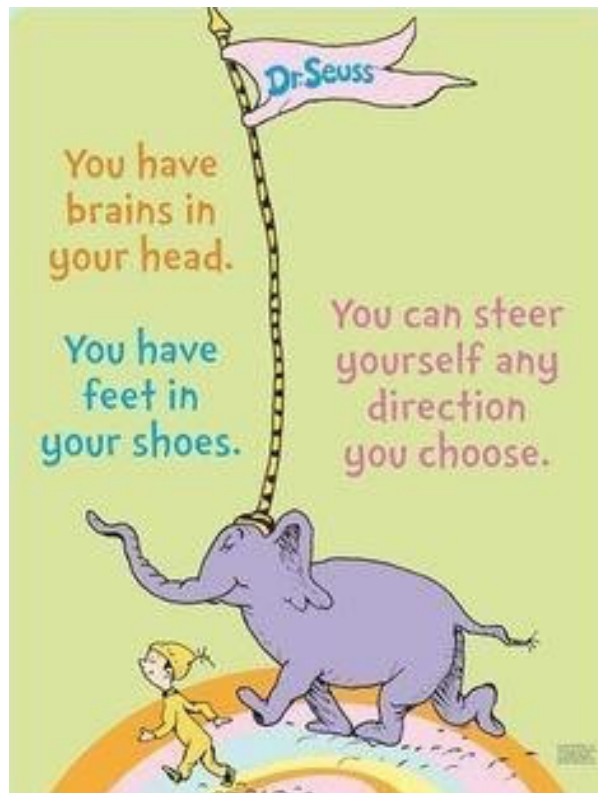




strawberry fields
HIGH SCHOOL

Admission Policy



Date of review: July 2020

Next Review Date: July 2022

Policy Review Committee: Director (HoS), Principal, Vice Principal & IB DP Head, High School Coordinator, IB DP Coordinator, Middle School Coordinator, Junior School Coordinator, Senior Administrative Officer, Jolly Raizada, Puja Goyal (Educators), Anmol Jain, Mehak Bhan, Madhavi Lamba (Parents), Mehr Mehta, Tapreet Kaur, Sehar Malik, Tishya Gupta (Students)

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Mission Statements

Strawberry Fields High School

Education for Strawberry Fields High School is a dynamic process which, through reflective and contextual pedagogy, takes along students, educators and parents on an inviting journey that explores the worlds of intellectual, emotional and spiritual learning. Our immersive approach helps children discover their potential and apply their talents, to connect better to the world around them. It inspires and equips them to become lifelong learners who are responsible and compassionate world citizens.

The International Baccalaureate Organization (IB)

The International Baccalaureate Organization 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 IBO works with schools, governments and international organizations to develop challenging programmes of 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 (International Baccalaureate Organization, 2015).

Council for the Indian School Certificate Examinations (CISCE)

The Council for the Indian School Certificate Examinations (CISCE) is committed to serving the nation's children, through high quality educational endeavours, empowering them to contribute towards a humane, just and pluralistic society, promoting introspective living, by creating exciting learning opportunities, with a commitment to excellence (Council for Indian School Certificate Examinations, 2013).

About Strawberry Fields High School

Strawberry Fields High School (SFHS), a co-educational day school, was established in April 2004 for students in the age group 5 to 18 years, from Kindergarten to Class 12. It is affiliated to the Council for the Indian School Certificate Examination, which administers the Indian Certificate of Secondary Education (ICSE) external examinations in Grade 10, and the Indian School Certificate (ISC) external examinations in Grade 12. For ISC students, in Grades 11 and 12, we offer the Science, Commerce and Humanities streams. In the spirit of establishing an educational environment for students with diverse academic interests, we also offer the International Baccalaureate (IB) Diploma Program for students in Grades 11 and 12.

For Special Education Needs

SFHS supports and practices the ideal of inclusive education in our endeavour that all students participate and evolve together. We support students with special educational needs with educators from our Special Educational Needs department. However, we are not equipped to handle extreme conditions. We have experience of supporting students with mild conditions of Dyslexia, Attention Deficit Disorder, Attention Deficit Hyperactivity Disorder, mobility impairment and borderline functional Autism.

Calendar

The academic year is from mid-March to beginning of March. Sessions for Class 11 start in mid-April.

Eligibility

Students are eligible for classes according to their age.

Age of candidate is calculated from April 1, at the beginning of the academic session, till March 31, the end of the academic session.

Class	Age of Candidate
Kindergarten	5+
Class 1	6+
Class 2	7+
Class 3	8+
Class 4	9+
Class 5	10+
Class 6	11+
Class 7	12+
Class 8	13+
Class 9	14+
Class 10	15+
Class 11	16+
Class 12	17+
Class IB DP	16+

Admission Forms and Schedules

All admission forms and schedules are available online on the school's website (<https://strawberryfieldshighschool.com/admissions/>) or can be collected from the school reception during school hours. Admission forms have to be completed in hardcopy or online from the website and must be submitted by a parent/guardian.

Admission Procedures

Kindergarten to Class 8

Schedule of the admission process for admissions to Kindergarten is provided by the local educational authority. Usually, every year it commences from early December and is completed by January preceding the start of the academic year in which admission is required.

General Category

Our admission process is simple and transparent, in accordance with the government guidelines. For admissions in Kindergarten (KG) to Class 8 the Right to Education Act 2009 (RTE) does not allow interviews, entrance/placement tests or parents qualifications as admission criteria. While we would very much like to accommodate all applicants, we are constrained by our class size. Students are selected through a draw of lots. However, preference is given to the following:

1. Students whose siblings are studying at Strawberry Fields High School or Strawberry Fields, Sector 24, Chandigarh.
2. Children studying in Lower KG at Strawberry Fields, Sector 24, Chandigarh.

Once, seats are filled, using the above admission criteria, a draw of lots, if necessary, is held.

EWS Category

Twenty five percent seats in KG are reserved for students from economically weaker sections (EWS) of society residing in the Union Territory of Chandigarh. In case the number of applications exceeds the number of seats, admission will be through a draw of lots.

The applicant should be:

1. A resident of Chandigarh. Criteria followed for the same is as notified by the Chandigarh Administration.
2. Annual family income of the applicant should not exceed Rs. 1,50,000/- per annum.

Admission to classes 1 to 8 is subject to there being a vacancy. Admission form can be submitted in the school office till the decided and specified date.

Admissions to Class 9 and 10.

ICSE Board

As the ICSE programme is a two year continuous programme, admissions are only made in Class 9. However, transfer cases are considered from other ICSE schools with the prior approval of CISCE and if the same subject combination is available in SFHS.

SFHS offers admission to candidates in Class 9 with the following subjects being offered:

- Group I
 - English (compulsory)
 - Second Language (Hindi / French / Punjabi)
 - History Civics and Geography (compulsory)
- Group II
 - Mathematics (compulsory)
 - Physics, Chemistry and Biology (compulsory)
- Group III
 - Computer Applications / Economic Applications / Physical Education / Art

Note: It is advised that students may choose French or Punjabi as a Second Language only if they have studied the subject for a minimum of three years prior to applying for Class 9.

Extra Eligibility Criteria

Students seeking admission should have completed 8 years of education from a recognized school and attained a minimum of 75% in their Internal School Assessment.

Selection

Eligible candidates will be required to appear for an Entrance Test and an Interaction. The final selection will be on the basis of the applicant's overall performance. The syllabus for the Entrance Test is updated and shared on the School's website along with the Admission Forms.

ICSE Document Requirements:

- Internal School Assessment of Class 7, 8 and 9 attested by the Principal
- Character Certificate from previous school
- Latest passport size photograph of the student

Admissions to Class 11 and 12

Strawberry Fields High School offers admission to candidates in Class 11 (10+2 of the ISC Board) in the Commerce, Humanities and the Science streams and in the International Baccalaureate Diploma Programme.

ISC Board

As the ISC programme is a two-year continuous programme, admissions are only open in Class 11. However, transfer cases are considered from other ISC schools with the prior approval of CISCE, and if the same subject combinations are offered at SFHS.

The following subjects are offered at SFHS:

Table 1: ISC Subjects Offered at SFHS

Group	Commerce	Humanities	Science
1	English (compulsory)	English (compulsory)	English (compulsory)
2	Commerce	Political Science OR Psychology OR Physical Education	Physics
3	Accounts	Economics OR Physical Education	Chemistry
4	Economics	Sociology OR Psychology OR Mathematics	Mathematics OR Biology
5	Mathematics OR Physical Education OR Computer Science	History OR Mathematics OR Computer Science OR Physical Education OR Art	Mathematics OR Computer Science OR Physical Education OR Art

Students may choose any one stream of their choice wherein they need to select a total of 5 subjects, which must necessarily include English.

Extra Eligibility Criteria

Students seeking admission should have completed 10 years of education from a recognized school and attained a minimum of the following marks in their Internal School Assessment / Pre-Board Examination:

- For Humanities and Commerce Stream – a minimum of 80% aggregate
- Science Stream – a minimum of 85% aggregate with at least 85% marks in each of the subjects, Physics, Chemistry, Biology and Mathematics, as applicable

The admission for the same will remain provisional until the candidate's ICSE / External Board Examination final result.

Selection

Eligible candidates will be required to appear for an Entrance Test and an Interaction. The final selection will be on the basis of the applicant's overall performance. The syllabus for the Entrance Test is updated and shared on the School's website along with the Admission Forms.

ISC Document Requirements:

- Internal School Assessment / Pre-Board / ICSE Board Examination Result of Class 10, attested by the Principal
- Character Certificate from previous school
- Latest passport size photograph of the student

International Baccalaureate Diploma Programme

Admission Criteria

External Students

All applicants are required to fulfil the following conditions to gain admission to the International Baccalaureate Diploma Programme at Strawberry Fields High School.

1. Applicant and parent/guardian are required to attend an interaction with a member/s of the school management (IBDP Coordinator, IBDP Head, HOS) to be apprised about the structure of the IB DP and provide opportunity for them to gain greater clarity about the programme so that they make an informed choice about pursuing the programme.
2. Applicant should have passed a recognised secondary board examination/internal school examination for Class 10 in all subjects they had undertaken to study and be assessed for - candidates will be given provisional admission till results from the board are published latest by the 3rd week of May (academic year for Grade Year 1 begins from mid-April).
3. There will be placement tests, in which students must attain at least 80% if they wish to pursue English, Mathematics and/or the Sciences – Biology, Chemistry, Physics and Computer Science at Higher Level. All students will be required to take English and Mathematics tests. Students and parents will be advised of the subject and levels choices based on the results of their placement tests.

Course Selection:

Diploma Programme students are required to take 1 subject from each of the 6 subject groups – a minimum of 3 at Higher Level (HL) and the remaining at Standard Level (SL) along with the DP Core which includes Theory of Knowledge (TOK), Creativity, Action and Service (CAS), and the Extended Essay (EE).

International Baccalaureate Diploma Programme Core (Compulsory) Theory of Knowledge (ToK) Creativity, Activity and Service (CAS) Extended Essay (EE)					
Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
Studies in Language and Literature	Language Acquisition	Individuals and Societies	Science	Mathematics	The Arts
<ul style="list-style-type: none"> English Language & Literature – HL/ SL 	<ul style="list-style-type: none"> Hindi B HL/ SL French HL/ SL B French ab initio SL 	<ul style="list-style-type: none"> Economics HL/ SL History HL/ SL Psychology HL and SL Business Management HL/ SL 	<ul style="list-style-type: none"> Biology HL/ SL Physics HL/ SL Chemistry HL/ SL Computer Science HL/SL Environmental Systems and Societies SL 	<ul style="list-style-type: none"> Mathematics: analysis & approaches HL/ SL Mathematics: application & interpretation HL/SL 	<ul style="list-style-type: none"> Visual Art HL/ SL Others*

*choice to be indicated in group 3 or group 4.

The timetable for the DP is created to accommodate various combination of courses which are required for diverse career paths and the School endeavours to meet each applicant's first preference as far as possible. In the event that it is not feasible to offer the course of the applicant's first preference, the School will ask for the applicant's second and third preferences for courses in Groups 3 and/or 4.

Important Note: However, if a student wishes to choose a particular combination that is not offered, an application may be sent to the Diploma Programme Coordinator detailing the request and the school will try and accommodate it.

Admission Requirements:

1. Admission is subject to vacancy
2. The applicant should have completed 10 years of education from a recognised school.
3. The applicant should have passed or should be appearing for the Class 10 Board Examination /Internal School Examination.
4. The Admission Form entitles the applicant to be considered for provisional admission. It does not guarantee admission and is subject to his/her Class 10 Board Exam result and/or Internal School Exam result and/or previous academic track record and performance in the School's written test results.
5. The applicant and a parent(s)/guardian are required to attend an interaction with the IB DP Coordinator/School Management to be apprised about the programme.
6. There will be placement tests, in which students must attain at least 80% if they wish to pursue English, Mathematics and/or the Sciences – Biology, Chemistry, Physics and Computer Science at Higher Level. All students will be required to take English and Mathematics tests. Students and parents will be advised of the subject and levels choices based on the results of their placement tests.
7. In case of a candidate is applying under the CCE pattern with CGPA scores, the scores must be converted to a percentage as prescribed.
8. At this time, SFHS only offer admissions to students seeking to complete the entire Diploma and does not support DP Certificate Candidates.

Selection:

Eligible candidates will be required to submit a duly filled in admission form and appear for a placement test and an interaction. The final selection will be on the basis of the applicant's overall performance.

Placement test for admission to the IB DP Year 1, will be conducted between January and March. The test will be conducted after the duly filled in form is submitted with the School Office following which the date for the test will be communicated to the applicant.

Selected students will be intimated within 5 working days of their taking the placement test. Admission fee must be deposited in the School Office between 10:00 AM and 3:00 PM within 5 working days of receiving the offer letter. Admission will be confirmed after the fee has been paid.

Admission Forms will be accepted no later than the 3rd week of March.

An orientation for selected students and their parents will be held in April.

Documents to be submitted:

- Internal School Assessment / Pre-Board Examination Result of Class 10, attested by the Principal of the school last attended
- Character Certificate from the school last attended Latest passport size photograph of the student *Admission Criteria for SFHS students*
- Students at SFHS interested in the IB DP will not be required to undergo the admission placement tests. However, interested parents and students will be required to attend a counselling session with the school management to discuss the intricacies of the programme. After a thorough interaction and in consultation with their subject teachers, an analysis of their pre-board results and previous academic attainment, students will be advised to enable them to make an informed decision.

Placement Test Details:

English (Compulsory)

Duration: 1:30 hours

Syllabus:

- Reading Comprehension
- Writing Task
- Functional Grammar

Subject: Mathematics Compulsory)

Duration: 1 hour

Syllabus

- Number system
- Probability
- Statistics
- Quadratic Equations
- Trigonometry- Height and distance
- Coordinate Geometry (Distance and section formulae, straight lines)
- Circle
- Mensuration

Subject: Physics (for applicants opting for Physics HL)

Duration:1 hour

Syllabus []

- Reflection and Refraction of Light
- Current Electricity
- Electromagnetism
- Motion In One Dimension
- Pressure and Upthrust

Subject: Chemistry (for applicants opting for Chemistry HL)

Duration:1 hour

Syllabus

- Acids, Bases and Salts
- Periodic Table
- Metallurgy
- Organic Chemistry

Subject: Biology (for applicants opting for Biology HL)

Duration: 1 hour

Syllabus:

- Genetics and heredity
- Plant Physiology- Photosynthesis and respiration

- Cytology- Cell structure, cell division, cell cycle
- Cell Division and Cell Cycle
- Circulatory System

Subject: Computers (for applicants opting for Computer Science HL)

Duration: 1 hour

Syllabus:

- Data Types and Operators in Java
 - Wrapper classes and their functions
 - Constructors
 - Arrays
 - Iteration in Java
-

Important Documents to be Attached with ALL Application Forms

General Category

1. Two family and two passport size photographs of the applicant
2. One passport size photograph of each parent
3. Attested photocopy of birth certificate or any other document prescribed by Chandigarh Administration
4. Attested photocopy of Passport, Visa and OCI / PIO or Student Visa in case of foreign national
5. Attested photocopy of residence proof (Ration Card / Voter I-Card / Electricity or Water Bill / Tenant's Deed / Gas Connection / Adhaar Card / Passport etc.)
6. Any other documents (photocopies) related to the child's accomplishments in the field of academics, sports and / or extra-curricular activities

EWS Category

1. Two family and two passport size photographs of the applicant
2. One passport size photograph of each parent
3. Attested photocopy of birth certificate or any other document prescribed by Chandigarh Administration
4. Proof of residence in Chandigarh. Criteria for the same is as specified by the Chandigarh Administration. (Ration Card / Voter I-Card / Electricity or Water Bill / Tenant's Deed / Gas Connection / Adhaar Card / Passport etc.)
5. Attested copy of the family income certificate of the current financial year, issued by the Sub - Divisional Magistrate
6. Any other documents (photocopies) related to the child's accomplishments in the field of academics, sports and / or extra-curricular activities.

Links to Other Policies

Assessment Policy

During the admissions process, the school organizes placement/entry tests for admission to the high school, as is mentioned above. In addition, the candidate's suitability for particular subjects in the high school based on previous academic records and results.

Academic Honesty Policy

The school has a well-defined Academic Honesty Policy in place that governs all practices, including evaluation of past academic records to assess the student's true ability and interest. Any violation of the policy during the process can result in withdrawal of the admissions offer.

Inclusion Policy

During the admissions process, candidates need to provide complete documentation of their academic history, educational evaluations, and details of extra academic or specialist support they have had or are currently receiving (evaluation reports, individualized learning plans or individualized education plans, documentation of diagnosis.). Please note that although SFHS does not screen for admission, we use the aforementioned information to gauge the level and availability of support that the school will be able to provide to the students.

Language Policy

The school celebrates linguistic and cultural diversity and encourages expression in multiple languages as delineated in the Language Policy. To this end, it does not discriminate against students of any cultures, ethnicities or linguistic backgrounds while admitting students to the school.

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