

CYGNUS INTERNATIONAL SCHOOL
SCHOOL CODE: 062222



Admission Policy



CYGNUS INTERNATIONAL SCHOOL – ADMISSION POLICY (IB DIPLOMA PROGRAMME)

1. Purpose

This policy outlines the principles and process guiding admissions to the IB Diploma Programme at Cygnus International School. It ensures that every admission decision is transparent, inclusive, and aligned with the IB mission and philosophy.

We strive to:

- Prepare students intellectually, socially, and emotionally for future learning in line with the IB philosophy.
- Promote academic excellence, intercultural understanding, and personal growth.
- Ensure the well-being and success of all admitted students.
- Reflect inclusivity and diversity across gender, culture, and nationality.
- Enroll students who demonstrate potential to thrive in the Diploma Programme and embody the IB Learner Profile.

(Aligned with PSP-Purpose, Learning, Culture)

2. Scope

This policy applies to all applicants seeking admission to the IB Diploma Programme at Cygnus International School. It covers both internal and external candidates and includes all personnel involved in the admissions process.

(Aligned with PSP-Environment, Learning)

3. Roles and Responsibilities

- **Head of School:** Oversees policy implementation and makes final admission decisions.
- **IB Diploma Programme Coordinator (DPC):** Evaluates academic suitability, conducts interactions with applicants, advises on subject allocation, and ensures alignment with IB standards.
- **Admissions Counsellor:** Manages applications, verifies documents, and serves as the communication link between the school and applicants.
- **Parents/Guardians:** Provide accurate information, support the student's preparation, and participate in the orientation and information sessions.

Cygnus International School – IB Diploma Programme (062222)

- **Applicants:** Submit complete and honest applications, attend required interactions, and engage actively in orientation.

(Aligned with PSP-Environment, Culture)

4. Admissions Process

4.1 Communication & Awareness

Admission information is shared transparently through the school website, digital media, and information sessions. An introductory session is conducted annually for existing CBSE students and parents in November to familiarise them with the IB philosophy, programme structure, and learner expectations.

(Aligned with PSP-Purpose, Culture)

4.2 Eligibility

Applicants must have successfully completed Grade 10 or equivalent from recognized boards such as CBSE, ICSE, State Boards, IGCSE, MYP, etc.

English language proficiency is expected for all applicants, as the Diploma Programme is delivered in English. Where required, language support strategies are discussed during admission to ensure student success in the programme.

Admission to the Diploma Programme is not solely based on academic performance. The school considers a range of factors including motivation, work ethic, and readiness for rigorous study. Cygnus International School does not discriminate on the basis of gender, religion, socio-economic background, or learning differences. Appropriate support is provided in alignment with the school's Inclusion Policy.

(Aligned with PSP-Learning, Culture)

4.3 Application Submission

Applicants are required to submit:

- A completed and signed application form.
- One recent passport-size photograph.
- Parent and student statements outlining motivation and goals.
- Grade 10 transcripts or equivalent academic records.
- Any relevant Individual Education Plans (IEPs) or medical reports for students requiring accommodations.

(Aligned with PSP-Environment, Culture)

4.4 Assessment

The admission process involves a fair and holistic evaluation of each applicant.

- **Diagnostic Assessments:** Conducted in English and Mathematics to understand academic readiness and identify areas where additional support may be required.
- **Interaction with DPC:** A personal interaction helps understand the applicant's motivation, interests, and readiness for IB learning.
- **Portfolio or Prior Work (optional):** Students may share achievements or creative work to highlight their strengths.
- **Inclusive Accommodations:** Available for students with specific needs upon submission of valid documentation, such as psychological or medical reports from a recognized practitioner or RESI-approved specialist. Accommodations may include additional time, rest breaks, or use of assistive technology.

All accommodations are provided in accordance with the school's Inclusion Policy and IB Access and Inclusion guidelines.

(Aligned with PSP-Culture, Learning, Environment)

4.5 Subject Selection

Subject allocation is a collaborative process guided by the DPC, based on the student's interests, strengths, prior academic background, and future goals. Feasibility within the timetable and faculty availability is also considered.

The school currently offers:

- **Group 1:** English A: Language and Literature HL/SL
- **Group 2:** German ab initio, German B HL/SL, Hindi B HL/SL
- **Group 3:** Business Management HL/SL, Economics HL/SL
- **Group 4:** Chemistry HL/SL, Physics HL/SL, Biology HL/SL, Computer Science HL/SL
- **Group 5:** Mathematics: Analysis and Approaches HL/SL
- **Group 6:** Visual Arts HL/SL

If a student expresses interest in a subject not currently offered, the school considers feasibility on a case-by-case basis. All subject combinations comply with IB Diploma Programme requirements, including three subjects at Higher Level, three at Standard Level, and completion of the Core (CAS, EE, TOK).

(Aligned with PSP-Learning, Environment)

4.6 Registration & Confirmation

Admission is confirmed upon submission of all required documents and the registration form, along with the applicable fee.

(Aligned with PSP-Environment)

4.7 Grievance Procedure

If parents or students are not satisfied with the subject combination offered or any admission decision, they may write to the DPC and Head of School. A formal response will be provided within three working days, and the matter will be documented.

(Aligned with PSP-Culture, Environment)

5. Orientation Programme

A detailed orientation is held in July for both students and parents to introduce:

- The structure of the IB Diploma Programme.
- Core components: CAS, EE, and TOK.
- Academic expectations, assessment procedures, and well-being resources.
- Use of digital platforms and support systems for academic success.

This session ensures a smooth transition into the IB Diploma Programme and supports parents in understanding their role in the learning journey.

(Aligned with PSP- Learning, Environment, Culture)

6. Evidence of Implementation

- Records of applications, entrance tests, and DPC interactions are maintained securely.
- Feedback from students and parents is periodically collected to improve processes.
- Documentation of subject allocation and orientation attendance is preserved.

(Aligned with PSP-Environment, Culture)

7. Compliance & Record Management

All personal and academic data are managed confidentially in accordance with Indian data privacy regulations and IB standards. Access is restricted to authorized personnel only.

(Aligned with PSP-Environment)

8. Admissions Timeline

Stage	Timeline	Details
Introductory Session	November	Conducted for existing CBSE students and parents to introduce IB philosophy
Application Open	March – May	Online and offline submission of application forms
Diagnostic Assessments	April – June	English & Math assessments; inclusive accommodations applied
Interaction with DPC	May – June	Personal interaction and academic guidance
Admission Decision	May – June	Communicated to parents and students
Bridge course	July	Short preparatory sessions are organized for selected students to familiarize them with IB learning approaches and subject expectations.
Orientation	July	Detailed programme overview for students and parents
Subject Allocation Confirmation	August	Finalized based on preferences and feasibility

(Aligned with PSP-Environment, Learning)

9. References

- *International Baccalaureate Organization. Programme Standards and Practices (2020, updated 2023).*
- *International Baccalaureate Organization. IB Learner Profile (2014).*
- *International Baccalaureate Organization. Guidelines for Developing School Policies (2011).*

Contact:

Email: admissions@cygnusinternational.org

Phone: +91 9099901440 / +91 9099130334

Website: www.cygnusinternational.org

Effective Date: October 29, 2025 Next Review: October 2027

Approved By: Head of School

