

## International Baccalaureate Diploma Programme

### Roots Millennium Schools Admission Policy

Admission to Millennium Schools is on a highly competitive basis, and only those who compete successfully in their academic careers, showing excellent results are selected for admission. Equal Opportunity Policy of Roots Millennium Schools aims to:

Offer admission regardless of race, culture, gender orientation, academic ability, physical ability or class.

After joining Millennium Schools, students continue to pursue their studies with a high level of competitiveness aimed at professional development.

The admission criteria for the Institute's academic programmes are described below:

#### **Student Registration Form 'SRF-001'**

All prospective candidates/students seeking admission are required to fill 'Student Registration Form SRF-001' to register themselves, however, registration does not guarantee admission which is subject to the candidate's clearing 'Admission Assessment Test AAT-001' and/or a subsequent interview as per the RMS admission policy and rules.

#### **Admission Assessment Test 'AAT-001'**

All prospective students seeking admission must qualify the RMS 'Admission Assessment Test AAT-001' and/or an interview. Moreover the prospective students must obtain a school leaving certificate or the progress and promotion report from the previous school/college to be eligible for admission in the next grade. The assessments are general in nature and are aimed to better evaluate the students' suitability for the recommended grade and are only aimed to understand student academic needs and areas of strength and study support. Moreover RMS reserves the right to accept or refuse registration or admission without assigning any reason. For inter board transfers, students are expected to obtain a 'No Objection Certificate' from the previous Board within Pakistan.

#### **Payment of Fees**

On acceptance, the student is issued a 'Fee Bill'. Tuition and fee is payable in Pak Rupees for the full academic year or 12 calendar months (including June to August period). The Tuition & fee is payable in advance on a two-monthly basis or for external examination classes on four-monthly basis, through the specified branches of a local bank.

## **Issuance of Student Admission Slip ‘SAS-001’**

All parent/guardian responsible for guaranteeing payment of School Tuition & Fee will read and sign an undertaking for compliance with the School’s Rules and Policies as outlined in the RMS ‘Admission Form Pack AFP-001’. The School reserves the right to revise and make alterations to its rules and policies at any point in time without any prior notice. Roots Millennium Schools shall provide a ‘Student Admission slip SAS-001’ or confirm admission to any student if the parent/guardian has submitted (4 recent passport size colored photographs of the student, Student Form ‘B’ Copy and/or Copy of Original Birth Certificate, Copy of both Parents/Guardians CNIC (Pakistani Nationals Only), Copy of last 2 pages of passport of the parents/guardians (Foreign Nationals Only), Previous Original School Leaving Certificate & Copies of the child last School Report and Certificates) and duly signed the documents included in the ‘Admission Form Pack AFP-001’ at the time of admission;

## **Eligibility for Admission at Roots Millennium Schools**

### **Millennium International Thematic Montessori Programme (Playgroup to Advance Montessori)**

- Children are admitted in the Montessori tier on a first come first serve basis as seats are limited; however, admissions in Montessori classes are open throughout the year to fill in any vacancy.
- We are offering four years of Montessori Programme starting from Pre-Playgroup, Playgroup, Junior Montessori & Advance Montessori.
- A child can be admitted from the age of 2 years plus to 5years plus. Admission will be granted, subject to clearing informal interviews.
- For Montessori classes an informal assessment is conducted combined with an interview with the Parents/Guardian. Generally, the reading ability of the child, vocabulary and recognition of words, concepts of colors and numbers is assessed. The confidence and development of motor skills and mannerism of the child is also taken into consideration – how the child sits, walks and talks.
- At the time of admission, an appointment is given for the parents to meet the Head of the Montessori section. The child is assessed in an informal environment, separately.
- Both the parents must be present at the time of interview, failing which the admission cannot be processed.

## **Millennium International Primary Programme (Grade 1 to 5) & Millennium International Lower Secondary Programme (Grade 6 to 7)**

- The student will be assessed in 3 subjects: English, Urdu, Mathematics and/or Science besides taking into account the previous academic record. The pass percentage is 70% or above. Duration of each paper is approx. 45 minutes. A break of 10 minutes is given between each paper as notified in ‘Admission Assessment Card AAC-001’ and more comprehensively on the ‘Admission Assessment Test AAT-001’.
- For the written test, the student should come properly equipped with the required stationery i.e. pencil, eraser, sharpener and ruler.
- The ‘Admission Assessment Test AAT-001’ is not set from any specific textbook or syllabus but is of a general multiple choice questionnaire designed to test the aptitude of the child or his/her academic ability.
- The child may be exempted from the ‘Admission Assessment Test AAT-001’ if he/she has strong academic background and has shown outstanding result for the previous academic year. Original Result Card from the previous school is to be provided at the time of Admission/Interview.

## **IGCSE / SSC Level (Grade 8 to 10)**

- All students and applications for admissions into Grade 8th, 9th & 10th can apply for admission in Millennium IGCSE / SSC Level study programmes. Students will be administered test in English, Mathematics, Science and Urdu in order to evaluate their academic abilities besides taking into account their previous academic record before being granted admission into the IGCSE /SSC Scheme of studies at Roots Millennium Schools.
- All new students admitted in our system in Grade 8th, 9th, 10th have to follow the following scheme of studies.
- Millennium Schools offer both 3 year IGCSE /SSC programme, depending upon the student’s academic background and subject to acceptance on the desired programme by the Admissions and Academic Advisor or School Head.
- Millennium Schools offer IGCSE through the Cambridge and Edexcel Board UK & SSC through FBISE. (Please re-confirm with the local campus for more details).
- After completing IGCSE / SSC Scheme of studies, students are eligible for entry into all colleges for AS levels / HSSC.
- Roots Millennium Schools does not offer scholarship for ‘O’ levels or IGCSE course of studies or any other tier of its education system other than AS & A Levels subject to availability.

### **AS & A-Level (Grade 11 to 12)**

- Cambridge AS Level examinations are usually taken at the age 17 years and Cambridge A Level examinations at age 18 years.
- A minimum of 5 passes is required in ‘IGCSE’ level examinations to be eligible for admissions into the AS level programme at Roots Millennium Schools.
- For students from Matric stream, a minimum of overall A grade or 70% marks are required to be eligible for admission into the AS Level programme at Roots Millennium Schools.
- If students have already taken IGCSE Levels from Roots Millennium Schools then they will find many of the academic skills they have already learnt relevant and beneficial to AS Level Study at Roots Millennium Schools.
- Scholarships for AS & A Level are limited and are offered through the ‘Millennium High Flyers Scholarship Programme MHFSP’ sponsored by the CEO RMS Chaudhry Faisal Mushtaq TI.

### **BSc Undergraduate Programme & LLB**

In order to satisfy the entrance requirements for the BSc Degree being taught at The Millennium University College, applicants must be at least 17 years of age at the time of registration and must demonstrate that they have reached a level of competence in Mathematics and English at least equivalent to a pass at IGCSE Level, at not less than Grade C in Maths and English subject.

#### **Entry Criteria for BSc (Students who have done IGCSE / O & A-Level)**

- Minimum Grade C in IGCSE /O Levels Mathematics.
- Minimum Grade C in IGCSE / O Levels English or IELTS result 6.0 or above.
- Total 3 passes in any IGCSE / O Levels subjects plus 2 C grades in IGCSE / O Levels English & Mathematics.
- Minimum 2 passes in any A Level Subjects.

#### **Entry Criteria for LLB (Students who have done IGCSE / O & A-Level)**

- Minimum C grade in O Level / IGCSE English or IELTS Result 6.0 or above.
- Minimum 4 passes in O / IGCSE Levels + 1 Grade C in English.
- Minimum 2 passes in any A Level Subject.

## **IB Diploma Programme**

Roots Millennium Schools will provide students with a smooth transition into the Diploma Programme.

All admissions to DP courses are subject to students' interests, strengths and needs, timetabling constraints and a total number of students taking particular courses. DP subject teachers and guidance counselors advise each DP student as to his or her suitability for a particular course.

The following steps will be undertaken during the admission process:

- **Inquiry - Meeting with Parents and students**

IB diploma coordinator will brief Parents and students about the syllabus and assessment details of all the subjects. They will be provided the subject guides for comprehensive understanding of all the subjects.

In addition to subject-specific knowledge and skills, students will be briefed about a number of linguistic and transdisciplinary competencies, skills, strategies and attitudes that are consistent with the learner profile in order to be successful. Additionally, an informational booth will set up at Parent - teacher conference to provide relevant information and addressed queries for all grade parents.

- **Submission of application**

An application package including all necessary forms will be provided by the DP coordinator. Interested students and their parents/ guardians will submit the required application documents for the IB Diploma Programme. The application package will include:

- An application form which includes student demographic information and a set of student self-assessment questions
- A provisional course selection form for IB Diploma Programme 2015-2017
- Three teacher recommendation forms (from homeroom and/ or different subject teachers)
- A signed academic honesty agreement.

- **Student interviews**

DP coordinator along with the admission director will conduct an interview with all the potential students to brief them about IBDP knowledge and the skills required for the successful completion of this programme.

- **Assessment**

New students will be required to pass an admission test in English and Mathematics.

- **Acceptance and Registration**

DP coordinator will email the letter of acceptance into the IB Diploma Program. Students will be admitted the place in the Diploma Programme and the student's records will be passed on to the IB Office.

## **Equal Opportunity Policy**

We acknowledge that members of the school come from diverse cultural, racial and socio-economic backgrounds and we endeavour to foster an atmosphere of mutual respect in order to help to promote our school and a society in which there is social, religious and racial harmony. As a school, we accept that there are gender inequalities in our society which impose limits, particularly on girls' expectations and behaviour, so we constantly examine our curriculum, procedures and materials for gender bias or inequality.

Equal Opportunity Policy of Roots Millennium Schools aims to:

- Offer equal opportunities regardless of race, culture, gender orientation, academic ability, physical ability or class.
- Provide an environment free from social or cultural prejudice for all members of our school community.
- Achieve an environment in which members of the school community is respected as individuals and in which the varied experiences of the community enriches the life of the school.
- RMS Equal Opportunities is the responsibility of the whole school community and is reflected throughout the organization of the school.
- All staff, governors, parents/guardians and pupils are involved in developing, implementing and monitoring the equal opportunities policy and practice.
- All staff, governors, parents/guardians and pupils regardless of race, ethnicity, disability, gender and socio-economic background, are welcome and is encouraged to participate in the life of the school.
- Statements of equality dimensions and opportunity are printed in all relevant school documentation e.g. school prospectus, vision statement, policies and in the staff handbook.
- All governors, staff and pupils receive training in relevant aspects of equal opportunities to ensure their ability to actively support this policy.

On acceptance to the school all parents receives information detailing the School's Behavior Code. This information will be available in languages other than English as appropriate to the school community.

The school makes reasonable effort to ensure that meetings are accessible and convenient for all and take into account particular needs and requirements, e.g. physical access, child care and interpreter support.

The school includes in its annual report to parents, information concerning the arrangements made for the admission of Special pupils; the steps taken to prevent disabled pupils from being treated less favourably than other pupils; the facilities provided to assist access to the school by disabled pupils. Progress in this area is documented in the School's Action Plan. The school recognizes its need to celebrate the diversity that exists within its community and ensures that all have the opportunity to respond to the expectations and challenges of the curriculum. It is our school policy to incorporate a balanced view of the world through a multi-cultural approach, to recognize that our pupils are world citizens who will meet a wide variety of cultures throughout their lives, to evaluate our practice to ensure that it is not at the expense of indigenous cultures and to allow children equal access to opportunities which will equip them for adult life and to achieve challenging expectations.

### **Admission Policy for Special Educational Needs students**

Based on our equal opportunity policy our school offers admission to students with special educational needs.

- **Application.** The admission committee reviews the application of each student with special educational needs.
- **Important documents** Parents should submit essential documents e.g current educational psychology report, current speech and language therapy report, current physiotherapy report or occupational therapy etc.
- **Resources** The admission committee look at the resources required in terms of human, financial, material and space resources based on the reports provided by the parents.
- **Meeting** The school leadership will plan a meeting with the Parents, Guidance Counselor and Diploma Program Coordinator before accepting a student with special educational needs as a candidate for the IB Diploma program. A decision will be made whether suitable arrangements for both teaching and assessment can be made to accommodate the student. If a student with special educational needs is accepted into the IB program, careful consideration must be given to the candidate's choice of subjects. Once the decision to admit a student to the school has been taken, it is our duty to provide all possible support within the limits set by the resources at the school's disposal.

