



WHERE EVERY CHILD SUCCEEDS
MY MYANMAR
INTERNATIONAL SCHOOL



Students Selection Policy

www.mymyanmarschool.com

Students Selection Policy Of MMIS

My Myanmar International School Mission

To give Myanmar and the world's future leaders every tool possible to develop a world of nations that communicate and collaborate with mutual respect.

To inspire intellectual and personal growth in our students, preparing them for meaningful and ethical contributions to a diverse, global society.

To give our future leaders the critical thinking skills necessary to solve brave new problems with ingenuity, equanimity, and global vision.

It is our belief that through greater investigation into the many ways lives are lived and experienced, a sense of responsibility and curiosity is naturally borne out.

We extend the pupil's responsibility from learning how to be a good and competent student in the classroom, into learning how to be a good and contributing member of the overall community and a good and responsible citizen to the world. And, we make this part and parcel of our curriculum, of our student learning objectives and our overall school mission.

Purpose

The purpose of our selection process is to assemble a community of learners who will embrace the ethos of the school, represent a range of interests and abilities, and thrive within our school environment and culture. Learning at My Myanmar International School is an inquiry-based process, it is both independent and collaborative and is a space where students are empowered and inspired to make a difference in their world and beyond whilst supporting the well-being of the entire learning community.

The admissions program is overseen by the **HOA**, assisted by the Admissions Team in close consultation with the Senior Leadership Team and other designated members of the school's faculty.

In My Myanmar International School, to match the objectives and mission of our school with the goals and abilities of the students, admission screening is conducted, not for rejecting a child or complying with admission criteria, but it is followed as a procedure to understand the competency level of the child and support the child accordingly. We also try to understand if the child has a learning disability in order to support the child's progress in academics

Selection Process And Protocols:

Admission to any class will be based on the decision taken by the principal after analyzing the performance of the child in respective levels of interactive sessions with the school's academic team, the admissions team and the Head of Academics. The process of assessment will be as per the set standards and procedures. The decision of the principal will be subsequently conveyed to the parent through mail communication.

Parents can discuss the decision. However, it is in the interest of the child that parents should accept the decisions of the school authorities regarding recommendation of grade/level (class) of study to which the child can be accepted inschool, language and subject options and any special coaching required for meeting the eligibility for the respective grade of study.

Admissions and the Learner Profile

Principled: We admit students whom we believe will be able to succeed academically and emotionally at our school. We will make decisions that are in the best interest of our students and the applicant.

Balanced: We ensure that we consider applicants from our entire community.

Open-Minded: We ensure that we consider applicants equally, regardless of nationality, race, gender, colour, religion, persuasion, or special needs.

Caring: We treat all applicants with kindness and consideration, ensuring clear and timely communication and feedback, safe and appropriate entrance testing environments, etc.

Admissions and Language

On application to My Myanmar International School, a student's language profile is assessed based on his/her prior academic performance. In order to be admitted, students should demonstrate age-appropriate literacy and language proficiency.

Admission Procedure

Pre-Admission Support

The school will host an information session on its campus and at various venues including a series of webinars, well ahead of each Academic year. The parents and students will be given information about different levels, curriculum standards, School Facilities, Clubs, Events, Programs, its rigor, uniqueness and advantages.

The school brochure with all details like available subject choices, School expectations, Other Communications and the support for progression to the University education/career advice will be made available to all potential learners; physical copies could be availed from school's front office or an e-copy of the same can be downloaded from the school's website and social media pages.

Intent to Apply

All learners, seeking to apply in MMIS, are guided to fill an online application form with essential information like identifying information, contact information and educational information. An Admissions Coordinator will scrutinize the applications and give consent for further processing. The front office will then intimate the candidate the possible slots for an online/offline assessment date, which are flexible and agreed upon by the candidate and the

Change Of Address Or Contact Numbers:

Any change in address for students, especially those availing school transport, should be intimated through email well in advance so that school records remain updated always. Any change in the contact numbers of parents should be communicated to the school through a mail for updating school records.

Custody And Guardianship:

Parents or guardians are expected to maintain and submit necessary legal documents to prove custody of the child. These could be through birth certificates, passport or other Identification documents that clearly state the relationship of the parent to the child. For single parents, the first parent to bring the child to the school for admission will be considered as the guardian, provided proper documentation is provided for the same and should also provide proper instructions to the school, regarding pickup and drop of the child for safety reasons.

Information To School About Illness And Medication:

It is the responsibility of parents to keep the school informed at the time of admission, using the School Health Form, of any chronic or prolonged illness in students. If the child is under medication or psychological counselling treatments, the same should be mentioned in the School Health Form to ensure continuity in treatment during the time in school. The school authorities undertake to maintain all health issues of the child as confidential information and reveal it to the teachers and fellow students only if necessary. The school will not bias its admission decisions based on student illnesses. However, it is not capable to admit children of acute illnesses where permanent physical conditions require the child to go to other specialized schools where such care can be provided to the child.

Unbiased Admission:

Admission will be based on the performance of the child and assessment will be made by the school admissions team. The school will not discriminate between any child's admission request based on caste, creed, and religion, social or financial circumstances.

Criteria and Statement on Inclusiveness

- ❖ As a school community we adhere to the principle of equal opportunity for all, welcoming students from diverse backgrounds and a range of talents and abilities. At My Myanmar International School, no student is denied admission on account of nationality, race, ethnicity, or religion; all students who meet the academic and behavioral expectations of the school are accepted.
- ❖ The admissions team may deny admission to a student **only** when it believes that the school is unable to serve the specific learning or behavioural needs of the student. For details on language ability, refer to the Language Policy of the school which is in line with CAIE expectations.
- ❖ During the admission process, the school requires previous school records where applicable, along with any psychological educational assessments, and any other records that indicate the learning support needs of prospective students. In reviewing these documents, the school will be able to advise whether the educational needs of the applicant can be provided, what type of learning support may need to be in place, and at what level the student will be able to access the curriculum.
- ❖ In some situations, the school may not know the full extent of a child's learning needs until after the child is accepted and, in some cases, the student may have been at the school for some time. In these circumstances, the school will request for parents to have their child assessed in the area(s) of expressed need, by an outside source. Upon completion of the assessment(s), the school will request a copy of those results, review the information and make recommendations for the types of support the school can provide. In some cases, it may be concluded that the school is unable to provide an appropriate educational setting for the child.
- ❖ All admissions are offered on a yearly basis. Progression or re-admission is subject to compliance of both academic performance and behavioural conduct.
- ❖ The Head of Academics and the Principal has the final say on admissions.

Admission Process For Students With Special Needs:

For children who have a known special condition such as Dyslexia, Autism, or any mental or physical disorders, the same should be communicated to the admissions team while applying for admission. The admission process for special needs children will be made academically compliant to the abilities of the child. A special shadow teacher may be appointed in case such a requirement exists, and the parent will be requested to compensate the school for additional special fees for such services. The parent must submit the necessary medical reports regarding the same for records.

The Head of Academics will consider each SEN applicants individually. It is obligatory for parents or legal guardians to furnish full information regarding past SEN records so that the school can make sure that the students' needs can be met. Having considered all information submitted, the Principal will make a decision on the admission. The number of SEN students per

class will be based on the school's ability to accommodate the needs of the individual SEN applicant.

Fee Payment Policy To Confirm The New Permission:

The MMIS fee structure has components that varies as per the grade of the child. These fee components are the registration fee and caution deposit, and the latter is refundable depending on the agreed terms and conditions of fee payment at the time of admission. Admission is confirmed only upon paying the registration fee, Annual fees, and caution deposit. School fees become due if the term has already started at the time of admission.

Fee Payment Policy Applicable for the MMIS Students:

1. Registration and Annual fee once paid is not refundable or transferable under any circumstances.
2. Caution Deposit fee is paid at the time of admission refundable only when the child leaves MMIS.
3. The compulsory term wise fees are the Academic School fee that includes Activities, Clubs, Olympiads, Festivals and Events. Parents are allowed to pay the School fees either Annually, Mid-Term and in the beginning of the four terms.
4. The optional monthly fees for any other optional facility such as nutrition, or transport can be paid by the parent depending upon the service availed from the school. Nutrition fee and Transport fee are non-refundable but can be adjusted against other fees only if the facilities are not completely availed at all by the student. If even one day of service is availed, the fee for such services becomes due and there is no option to refund the same.
5. In case the student has paid all components of fees, including school fees, but because of certain unavoidable circumstances, he or she is unable to join the school, the Caution deposit component only will be refunded in this case, where the child has not attended any day in school. If in case, the student has attended even 1 day of class and applies for refund, no component of other fees will be refunded.
6. No exchange of fee is allowed from one child to another in case of withdrawal even if the children are from the same family.
7. Before the collection of books and uniform, the Books and the uniform fee must be paid in full by the parent along with a component of School fee.
8. Fees once paid for a particular Academic Year cannot be transferred or adjusted for any other Academic Year.
9. In case of any fee clarifications, parents can meet the Accounts Officials (Administration / Front Office) or meet the Principal by appointment. All such cases should be first sent by email to the Accounts Officials and then an appointment taken to visit and discuss the matter in school.

Cancellation Of Admission Before The Academic Session:

Registration Fee and Annual fee paid towards blocking the seat is not refundable in case of cancellation of admission before the Academic session. An undertaking must be duly signed by the parents who are taking admission for any academic session with the same clause.

Cancellation Of Admission In The Middle Of The Academic SESSION:

In any case, if any student applies for a Transfer Certificate (TC) in the middle of the Academic Year, TC will be provided if only all the fees (such as the school fees, or the residential fee if any) are paid and there are no fees due to the school.

Admission Team

Admissions Policy at My Myanmar International School is developed by the constituted Team, which will review the policy on a regular basis and revise as per the requirement/s. The Principal, The Head of Academics, the level leaders, HODs and Admissions Officer.

Cycle of Review

The Admission Policy will be reviewed and revised periodically based on the student population and national regulations.

Application Timing

We are a June session school and hence usually admissions to the IGCSE level (secondary 3) CAIE at My Myanmar International School is open from 20th of March until the 31st May. Otherwise for all other Preschool, Primary and Secondary levels - Grades/Classes, the admissions are taken throughout the school academic year.