



Learning Alliance International

ADMISSIONS POLICY

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Registration Procedure

Lahore Preschool:

Children at Lahore Preschool are divided into classes based on their age group. The student age bracket is determined based on their age at the beginning of the school term. Grouping is as follows:

Class	Age Bracket
Playgroup	2.0 - 2.5 years
Reception I	2.5 - 3.0 years
Reception II	3.0 - 3.5 years
Montessori I	3.5 - 4.0 years
Montessori II	4.0 – 4.5 years
Preparatory	4.5 - 5.5 years

**This is not a strict age bracket.*

How to Apply:

Registration Form Completion:

Registration forms may be collected from the Admissions Office against a deposit of Rs. 1000. Relatives may also pick up a form on behalf of parents. Completed forms are to be submitted within 7 business days, with the following documents attached:

Pakistani Nationals:

- Copy of child's hospital birth certificate
- Copy of child's B-form
- 2 recent passport size photographs
- Copy of latest previous school report card (if applicable)
- Completed Tax Declaration form
- Copy of both parents CNIC

Expatriates/ Foreign Nationals:

- Copy of child's hospital birth certificate
- 2 recent passport size photographs
- Copy of latest previous school report card (if applicable)
- Copy of NICOP- National Identity Card for Overseas Pakistanis (if applicable)
- Copy of Foreign Passport or Pakistani Passport of the student (Whichever applicable)

Conditions of Registration:

- A non-refundable registration fee applies at the time of registration.
- Registration does not guarantee admission.
- All information and relevant documents provided must be true and accurate.
- Any false information provided will render the registration/admission cancelled.
- Applicants cannot be registered at 2 branches of the school for the same academic year.
- Incomplete registration applications (forms) will not be accepted.

Learning Alliance International:

Students at Learning Alliance International are divided into classes based on their age. The student age bracket is determined based on their age at the beginning of the academic year. Grouping is as follows:

Class	Age Bracket
Class I / PYP –I	5.5 - 6.5 years
Class II / PYP-II	6.5 - 7.5 years
Class III / PYP-III	7.5 - 8.5 years
Class IV / PYP- IV	8.5 - 9.5 years
Class V/ PYP-V	9.5 - 10.5 years
Class VI / MYP – I	10.5 - 11.5 years
Class VII / MYP- II	11.5 - 12.5 years
Class VIII / MYP- III	12.5 - 13.5 years
O-I / MYP- IV	13.5 - 14.5 years
O-II	14.5 – 15.5 years
O-III	15.5- 16.5 years
A-Level/ DP*	16.5 - 17.5 years

****Students with SEN will have flexibility in the above age bracket up to 12 months as stated in the SEN policy (Reference Special Education Needs Policy page 2)***

How to Apply:

Registration Form Completion:

Registration forms can be collected from the Admissions Office against a deposit of Rs.1000. Relatives may also pick up this form on behalf of parents. Registration for the new Academic Year begins in April; completed forms must be submitted with the following documents attached:

Pakistani Nationals:

- Copy of student’s hospital and NADRA birth certificate
- Copy of student’s B-form
- 2 recent passport size photographs
- Copy of previous school report cards
- Copy of O’ Level Transcript and/or MYP 4 and 5 transcript
- Completed Tax Declaration form
- School Leaving Certificate
- Copy of both parents CNIC

Expatriates/ Foreign Nationals:

- Copy of child's hospital birth certificate
- 2 recent passport size photographs
- Copy of previous school report cards
- Copy of O' Level Transcript and/or MYP 4 and 5 transcript
- School Leaving Certificate
- Copy of NICOP- National Identity Card for Overseas Pakistanis (if applicable)
- Copy of Foreign Passport or Pakistani Passport of the student (Whichever applicable)

Conditions of Registration for all applicants:

- A non-refundable registration fee applies at the time of registration.
- Registration does not guarantee admission.
- All information and relevant documents must be true and accurate.
- Any false information provided will render the registration/admission cancelled.
- Applicants cannot be registered at two or more branches for the same academic year.
- Incomplete registration applications (forms) will not be accepted.

Conditions of Registration in IB Diploma Programme for students with SEN

Students with Special Education Needs (SEN) will be entertained only with an assessment report from a certified psychologist/psychiatrist. In case there is no report the Programme Coordinator /IB Head has the authority to ask parents to have the student assessed externally.

(Reference SEN policy manual page 2)

Admission Procedure and Policy

LAHORE PRESCHOOL:

After registration, parents are interviewed by a senior member of the School Board. The child is assessed by the Preschool Coordinator in the following manner:

Play Group – Reception II: Readiness for School through various activities.

Montessori: Readiness to write through various activities

Preparatory Class: Written Assessment in English Language, Urdu Language and Mathematics.

All students and their parents will be interviewed. The child must be accompanied by at least one parent on the date of the interview/assessment. We do not entertain anyone other than the parents of an applicant at the time of the interview. If parent(s) are unable to attend the appointed interview/assessment, a new date must be obtained promptly. An interview /assessment may be scheduled twice, non- attendance will result in cancellation of the registration.

If admission is not granted into Preschool for any class between Playgroup and Montessori II; the applicant will only be eligible to re-apply for admission in Preparatory Class. At Prep level, the child will attempt a written entry test of English, Mathematics and Urdu, followed by the parent/s' interview.

LEARNING ALLIANCE INTERNATIONAL:

Class VI – Ordinary Level (CIE)

After registration, applicants sit an admission test of English, Urdu, and Mathematics, followed by an interview with the parents and a senior member of the School Board. The student must be accompanied by at least one parent on the date of Interview. We do not entertain anyone other than the parent(s) of an applicant at the time of the interview. If parent(s) are unable to attend the appointed interview/assessment, a new date must be obtained promptly. An interview /assessment may be scheduled twice, non- attendance will result in cancellation of the registration.

International Baccalaureate PYP Class I-V / MYP Class I-IV

Students applying for PYP I are interviewed with their parents. Students applying for PYP II-V take a written assessment in English, Urdu and Mathematics followed by an interview with them and their parents.

Students applying for MYP I and II are assessed on their Listening/ Creative skills, Language Skills in English and Urdu and the basic concepts of Mathematics. Students applying for MYP III- IV are assessed on their Listening/ Creative Skills, Science, Language skills in English and

Urdu, and the basic concepts of Mathematics. **No admission application will be entertained for MYP IV students unless they are transferring from a local or a foreign IB candidate/ authorized School.** No Admissions will be allowed for students in MYP-V.

All students and their parents have to undergo an interview with the IB Head and the respective Coordinator. The student must be accompanied by at least one parent on the date of Interview. We do not entertain anyone other than the parents of an applicant at the time of the interview. If parent(s) are unable to attend the appointed interview, a new date must be obtained promptly. An interview/assessment may be scheduled twice; non-attendance will result in cancellation of the registration.

Advanced Level Programme

After registration, parents will be contacted to specify the date and time of the interview. Applicants for A Level must present their O Level result, there is no testing for admission. Interviews are scheduled for all registered applicants. The applicants will be required to come in with both their parents at the date of interview.

International Baccalaureate Diploma Programme (IBDP)

- Learning Alliance International offers the Full IB Diploma Programme only. There is no admission test required in the IBDP; however, all applicants must submit their O Level Certificate or a copy of their two year transcript from MYP4 and 5. Students are then asked to interview with the IBDCP and IB Head.
- Mathematics HL students are required to take a Diagnostic Test if they choose to take up this subject. Students qualify if they are able to achieve a 70% on this test. The test structure and content is based on a standard CIE Board syllabus for 16 year olds. The test will take place before the Interview.
- Learning Alliance International students **are selected** for the Diploma **Programme keeping in view their** academic, attendance and conduct **history**.
- Students must be proficient in the English Language.
- New admissions are required to submit at least one student recommendation from their previous school. This recommendation must be signed and stamped.
- Potential applicants who have undergone a mandatory withdrawal from a preceding class at LEARNING ALLIANCE INTERNATIONAL are not eligible to re-apply for admission to the Diploma **Programme**.
- No applicants are entertained in the middle of the term.

IBDP Interview

The IB Coordinator will interview the student to derive the following information and record it on the Interview Sheet:

- Life goals
- Particular language background and needs

- Any special needs that may impact on completing the IBDP SEN Forms
- Appropriate subject choices:
 - This will examine university prerequisites.
 - This will examine Mathematical capacity.
 - This will examine group 2 language capacity and experience.
 - This will examine potential timetable clashes.
- The time commitment and study skills required.

Application Status

Upon review of interview and assessment results, applicants receive a reply within 12 working days.

Admission Granted

The relevant administrator will inform the parent(s) if the applicant has been granted admission. Parent(s) may then collect the fee bill from the Accounts office and deposit the amount in our designated bank. Once the fee is paid, the school office will send an admission confirmation letter.

Conditional Admission Granted

If an applicant is offered admission on a conditional basis, the parent/guardian must sign a letter of Conditional Admission. Conditions of admission vary from case to case dependent upon percentage of marks, exam results, behavioral conduct or any Special Education Needs. **Conditional Admission cannot be granted to applicants in the DP.**

Admission Result Pending

Students who cannot fulfill the admission requirements due to valid circumstances may be considered for a pending admission; acceptable reasons are:

- Milestone not met in early development
- Reassessment of the applicant is required

**The admissions office will notify the candidate in writing about the status of their application.*

Inter Branch Transfer

An Inter branch transfer for the new academic year in August may be requested before the end of term, in June. A transfer fee Rs.10000/ must be paid for this purpose. Transfers are only made against vacant seats. Aitchison Applicants from Lahore Preschool Gulberg are automatically transferred to Learning Alliance, Aziz Avenue or Learning Alliance DHA for Preparatory Blue. Students completing Preparatory Blue from Learning Alliance DHA and Faisalabad will be automatically transferred to class I Blue Learning Alliance Aziz Avenue, for preparation of Aitchison entrance exam. No transfer fee will be levied for these transitions.

A Transfer request from the CIE stream to International Baccalaureate will only be approved if the student has completed the following prerequisites:

- Appeared for the entrance test/ interview
- Paid the transfer fee
- Cleared the Final Examinations and been promoted to the class applied for

Temporary Transfer

In case of temporary transfers during the term, parent(s) must submit a written request to the Admissions Office at least two weeks in advance. Transfers are only made if seats are vacant in the requested campus. A transfer fee of Rs. 10000/will be levied.

Temporary and Inter-branch transfers are not applicable to any of IB programmes.

Withdrawal & Security Refund Policy

In case of withdrawal, a withdrawal form must be filled and received by the school. The security amount will be refunded within three months of the application being received. Any willful damage to school property, equipment will be deducted.

A security refunded will only be granted if:

- The full term fee up until the term when the student leaves has been paid.
- The security refund has been claimed within one year of withdrawal.

Fee Bill Issuance

Fee for the full term is charged at the time of admission, irrespective of the month of admission. Fee must be deposited at the school's designated bank by the due date mentioned on the issued fee bill.

Fee Bill Schedule for one academic year:

Billing Term	Tentative Billing Date	Tentative Due date
1 st Bill - August & September	15 th June	31 st July
2 nd Bill - October, November, December	15 th September	30 th September
3 rd Bill - January, February, March	15 th December	31 st December
4 th Bill -April, May, June, July	15 th March	31 st March

Sibling Discount

The 50% discount in tuition fee applies to the fourth sibling, in order of birth. An applicant sibling must have one or both parents in common. This discount is not available to family members outside the sibling relationship, such as stepbrothers/ sisters, cousins.

Scholarships

- Abdul Salam Mehta Scholarship:

The Abdul Salam Mehta Scholarship is awarded to a student at Learning Alliance International who excels scholastically in the O-Level examinations and exceeds expectations in co-curricular performance. Students with a good record inside and outside the classroom are awarded with 100% financial aid on the current tuition fee at the A Level.

- Merit Based Scholarship for A Level:

Learning Alliance International offers merit based financial assistance to students in the A Level.

Scholarship Award	Criterion
100% off on Tuition Fee	8 A's or above
75% off on Tuition Fee	7 A's
50% off on Tuition Fee	6 A's
25% off on Tuition Fee	5 A's

- Scholarship based on Extra Curricular Activities (Debating & Sports):

Learning Alliance International offers financial assistance to students based on achievements in Co-curricular activities such as **Debating & Sports in the O-Level/MYP**. The grant and percentage of the scholarship amount lies at the discretion of the School Board.

- Need based scholarships are available for **MYP III- IV** students. The discretion to offer such scholarships lies with the CEO/ Principal only
- Scholarships are currently not available for the Diploma Programme.