



**LAHORE GRAMMAR SCHOOL**  
JOHAR TOWN INTERNATIONAL

## **Admissions Policy**

### **Contents**

<b>Introduction.....</b>	<b>2</b>
<b>IB Standards and Practices for Admissions .....</b>	<b>3</b>
<b>Class Age Placement Chart.....</b>	<b>4</b>
<b>Admission into Junior and Middle School (<i>via our waiting list</i>) .....</b>	<b>4</b>
<b>Admission Into IGCSE .....</b>	<b>5</b>
<b>Equivalence of IB Diploma with Pakistan’s IBCC: .....</b>	<b>7</b>
<b>IGCSE and DP Recommended Sequence of Courses .....</b>	<b>9</b>
<b>Required Documentation for Applicants .....</b>	<b>11</b>
<b>Withdrawal Procedure .....</b>	<b>11</b>
<b>Waiting List:.....</b>	<b>12</b>
<b>Admissions for students with Special Needs: .....</b>	<b>12</b>
<b>Admissions for students with English as an Additional Language (EAL).....</b>	<b>12</b>
<b>Communicating the Admissions Policy .....</b>	<b>12</b>
<b>Review of the Admissions Policy.....</b>	<b>13</b>
<b>References:.....</b>	<b>13</b>

## Introduction

Our, campus Lahore Grammar School 254 F/1 Johar Town, houses classes 3- IB Diploma. The Preschool & Junior School, feeder schools for our campus, are run autonomously by their own school management under the same cluster's Director. This means that students from Class 2 in Junior School automatically transfer into our campus in Class 3. From Class 3- to IGCSE, the school is an all boys school and becomes co-educational from IGCSE onwards. Once students transition into our campus, we do not detain or expel students for academic weakness. Students who struggle academically in one or more subject are provided support and scaffolding in line with our inclusive education policy.

Since the majority of our student intake is from our class two housed in Junior School, in our school's context, only *a waiting list* for each grade level from class 3-8 is maintained and **admissions in Junior and Middle School (Grades 3-8) only take place when a seat becomes vacant.**

Similar to the way students from Junior School transition into our school, traditionally our class 8 students have transitioned into our Cambridge O and A Level Senior Campus. However, with the introduction of our International Section in 2020, our campus begun to retain one section of class 8 which would transition into the IGCSE and IB stream.

While the spirit and essence of our admission policy remains the same for our IGCSE Programme and IB Diploma Programme, the process and procedure requires additional detail and is detailed below.

\*This Policy Document does not include admissions for Preschool or Junior School which are both located in separate campuses.

## **IB Standards and Practices for Admissions**

Our Admissions policy has been aligned with IB Standards and Practices. Please note the related standards below.

### **Culture 1: The school secures access to an IB education for the broadest possible range of students. (0301-01)**

Culture 1.1: The school implements and reviews an access and/or admissions policy that clearly describes the conditions for participation in the school's programme(s). (0301-01-0100)

Culture 1.2: The school provides relevant support materials, resources and structures to promote access to the school's programme(s) for as many students as reasonable. (0301-01-0200)

### **Culture 6: The school implements, communicates, and regularly reviews its IB mandated policies to ensure they are cohesive and reflect IB philosophy. (0301-06)**

Culture 6.1: The school implements processes with consideration of the relationship between its IB mandated policies. (0301-06-0100)

Culture 6.2: The school documents its IB-mandated policies and communicates them to the school community. (0301-06-0200)

Culture 6.3: The school considers physical and virtual spaces in all of its IB-mandated policies. (0301-06-0300)

Culture 6.4: The school articulates a planned integration of human, natural, built, or virtual resources in all of its IB-mandated policies. (0301-06-0400)

Culture 6.5: The school considers the learner profile in all of its IB-mandated policies. (0301-06-0500)

Culture 6.6: The school considers international-mindedness in all of its IB-mandated policies. (0301-06-0600)

Culture 6.7: The pedagogical leadership team uses the school's IB-mandated policies in decision-making and curriculum development. (0301-06-0700)

## Class Age Placement Chart

Age on September 1.		Class at Johar Town International
8	Junior School	Class 3
9		Class 4
10		Class 5
11	Middle School	Class 6
12		Class 7
13		Class 8
14	IGCSE	IS1
15		IS2
16	Diploma Programme	DP1
17		DP2

### Admission into Junior and Middle School (*via our waiting list*)

Unlike commonly given admission tests, the objective of our assessment process is not to measure the knowledge of students, which we believe cannot be done in a few hours, but to evaluate the aptitude of the candidates to learn new skills and concepts, and how they interact with adults and peers in an appropriate manner. Therefore, there is no specific ‘training’ or admission preparation for students to be well prepared for admission into our school.

Prior to the admission test day, a reading text in English language and a resource about preliminary mathematical skills and concepts is published on our website. Candidates are expected to go through this material before the admission test session.

On the admission test day, classroom activities are held for all applicants who are grouped class wise to engage in various activities pertaining to English language and Mathematics. These activities are based on the material already posted on the website. The sessions are conducted by our teachers and coordinators using interactive teaching methods.

**In the first phase**, students are observed by the school administration during the class activity to determine their degree of participation, confidence, and interaction with other students. We expect students to give appropriate responses while being mindful of others' participation.

**In the second phase**, which commences after a break, applicants are individually assessed in the form of a written test related to the skills and concepts taught during the activity phase.

During both phases of the assessment, applicants' written performance as well as classroom participation carry the same weight; therefore, top scorers are those who participate actively in the classroom activities and show a high level of understanding of the skills and concepts taught during the activity phase on their answer scripts.

## **Admission Into IGCSE**

Our school has traditionally had eight sections of class 8, which translates to 240 students. Out of these 240 students, 200 plus students continue to transition to our Cambridge O and A Level campus while 24 students who are selected for the IGCSE programme leading to the IB Diploma Programme remain in our campus.

Our selection criteria for IGCSE is based on several factors and these students are not necessarily the highest academic achievers. Preference is given to well rounded, independent learners who are open-minded and can work well individually and in collaboration with others. Active participation in curricular and co-curricular school life is carefully reviewed. The selection process takes approximately one month and applicants are expected to interact in a digital forum opened for this purpose.

Since the IGCSEs are meant to help students transition into IB and are vertically aligned to the IB Diploma Programme, applicants who intend to join the IB stream post their IGCSEs are given priority.

## Admission into IB Diploma Programme

Since our IB Diploma Programme will be co-educational, admission into the Diploma Programme will be open for students, especially female students, beyond our IGCSE cohort.

Students choosing to participate in the IB Diploma Programme will not be required to take an entrance exam if they completed their IGCSEs from our school. **If applicants completed their O Levels or IGCSEs from another school, including another branch of LGS, they will be required to take an English and Mathematics proficiency exam.** There is no minimum standardized test score, O Level/IGCSE grade point average, or subject grade that must be achieved.

All applicants will have to go through a comprehensive process which will include a mini research project which will be completed on campus over a span of two days and moderated by the school administration.

As described above, our aim will be to evaluate the aptitude of the applicants to learn new skills and concepts, and how they interact with adults and peers in an age-appropriate manner.

In the same manner as our IGCSE selection, preference will be given to well rounded, independent learners and open-minded students who can work well individually and in collaboration with others.

After the preliminary stage, a personal meeting with the IB DP coordinator, admissions coordinator and college counsellor will be scheduled with shortlisted applicants. At this meeting, the student's academic and career goals will be discussed and transcripts, subject scores and teacher recommendations will be reviewed. If any concerns regarding the appropriateness of participating in the DP program are expressed by the student, parents, or coordinator, the issues will be discussed, interventions and strategies developed, or alternate plans explored.

The role of the school is not to present hurdles over which students must jump, but challenges which the school, parents and community can support. Students who wish to challenge themselves both academically and personally will be encouraged and supported.

Please note that any decisions regarding the participation in the IB DP must be approved by each student's parent or guardian as signified by his or her signing of the student's application form completed in the year preceding enrolment.

## **Equivalence of IB Diploma with Pakistan's IBCC:**

The Pakistani government recognizes IB programmes and offers equivalence as per the following policy for IB DP:

The International Baccalaureate Diploma Programme (DP) with a minimum of five required subjects from external Examining body Geneva, Switzerland is equivalent to HSSC (relevant group) of Pakistan.

- Pre-Medical Group: Five subjects (including English, Physics, Chemistry and Biology and one overall best academic Subject) with a minimum of 3 grades.
- Pre-Engineering Group: Five subjects (including English, Physics, Chemistry, Mathematics and one overall best subject in grades) with a minimum of 3 grades.
- General Science Group: Five subjects including English, Physics, Mathematics and Computer and one overall best subject in grades) minimum of 3 grades.
- Humanities group: Five subjects including English and Four elective subjects with minimum 3 grades.

Conversion of IB Diploma into Higher Secondary School Equivalent Certificate

- Pre-Medical: Five subjects of IB including English, Physics, Chemistry, Biology and one overall best academic subject.
- Pre-Engineering. Five subjects of IB including English, Physics, Chemistry, Mathematics and one overall best academic Subject.
- Humanities/General Group. Five subjects including English and Four Elective subjects.

### **Note:**

- I) IBCC only considers IB Diploma comprising six subject groups and the Diploma Programme (DP) core, comprising Theory of Knowledge (TOK), Creativity, Activity, Service (CAS) and the extended essay equivalent to grade 12/HSSC (relevant group) and IBCC doesn't consider IB certificate as equivalent to HSSC.

- II) All Pakistani nationals appearing for examinations from Pakistan shall have to pass Urdu, Islamiyat and Pakistan studies along with other required subjects to qualify for equivalence.

IBCC Conversion Formula for Grade of International Baccalaureate Programme:

The conversion formula for grades of International Baccalaureate Diploma Programme (DP) awarded by International Baccalaureate Geneva, Switzerland from Examination Session 2022 Onwards.

<b>Grades</b>	<b>Pak. Equivalent Marks (For External Exams)</b>
7	Above 90
6	85
5	75
4	65
3	55
2	Zero
1	Zero

For further information, please visit the IBO website at

<https://www.ibo.org/university-admission/find-countries-and-universities-that-recognize-the-IB/> and the Pakistan equivalency website: IBCC (<https://ibcc.edu.pk/rules-for-equivalence/>)



## IGCSE and DP Recommended Sequence of Courses

	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
English	Mandatory: IGCSE English  Year 1	Mandatory: IGCSE English  Year 2	IB Group 1: Studies in Language and Literature <b>DP English</b> Year 1	IB Group 1: Studies in Language and Literature <b>DP English</b> Year 2
Urdu	Mandatory: IGCSE Second Language Urdu  Year 1	Mandatory: IGCSE Second Language Urdu  Year 2	IB Group 1: Studies in Language and Literature <b>DP Urdu</b> Year 1	IB Group 1: Studies in Language and Literature <b>DP Urdu</b> Year 2
Global Perspectives	Mandatory: IGCSE Global Perspectives  Year 1	Mandatory: IGCSE Global Perspectives  Year 2	Mandatory IB CORE: <b>Extended Essay, Theory of Knowledge, Creativity, Activity, Service.</b>	
Pakistan Studies	Mandatory: IGCSE Pak Studies Year 1	Mandatory: IGCSE Pak Studies Year 2	-	
Islamiyat	Mandatory: IGCSE Islamiyat Year 1	Mandatory: IGCSE Islamiyat Year 2	-	
Mathematics	Mandatory: IGCSE Maths + Additional Maths  Year 1	Mandatory: IGCSE Mathematics Year 2  Optional: IGCSE Add Math  Year 2	IB Group 5: Mathematics  Analysis and Approaches <b>OR</b> Applications & Interpretations  Year 1	IB Group 5: Mathematics  Analysis and Approaches <b>OR</b> Applications & Interpretations  Year 2
Economics	Optional: IGCSE Economics	Optional: IGCSE Economics	IB Group 3: Individuals & Societies:	IB Group 3: Individuals & Societies:

	Year 1	Year 2	<b>DP Economics</b> Year 1	<b>DP Economics</b> Year 2
World History	Optional: IGCSE World History  Year 1	Optional: IGCSE World History  Year 2	IB Group 3: Individuals & Societies: <b>DP History</b> Year 1	IB Group 3: Individuals & Societies: <b>DP History</b> Year 2
Environmental Systems and Societies	-	-	IB Group 4: Sciences: <b>DP ESS</b> Year 1	IB Group 4: Sciences: <b>DP ESS</b> Year 2
Physics	Optional: IGCSE Physics  Year 1	Optional: IGCSE Physics  Year 2	IB Group 4: Sciences: <b>DP Physics</b> Year 1	IB Group 4: Sciences: <b>DP Physics</b> Year 2
Chemistry	Optional: IGCSE Chemistry  Year 1	Optional: IGCSE Chemistry  Year 2	IB Group 4: Sciences: <b>DP Chemistry</b> Year 1	IB Group 4: Sciences: <b>DP Chemistry</b> Year 2
Biology	Optional: IGCSE Biology  Year 1	Optional: IGCSE Biology  Year 2	IB Group 4: Sciences: <b>DP Biology</b> Year 1	IB Group 4: Sciences: <b>DP Biology</b> Year 2
ICT	Optional: IGCSE ICT  Year 1	Optional: IGCSE ICT  Year 2	IB Group 4: Sciences: <b>DP Computer Science</b> Year 1	IB Group 4: Sciences: <b>DP Computer Science</b> Year 2
Physical Education	Optional: IGCSE Physical Ed	Optional: IGCSE Physical Ed	-	-
French	-	-	IB Group 2: Language Acquisition: French Ab Initio	IB Group 2: Language Acquisition: French Ab Initio
			<b>Maximum of 6 subjects: three at SL and three at HL can be taken. One subject from each subject group must be taken.</b>	
			<b>Environmental Systems and Societies (ESS) is an interdisciplinary subject and can be counted as Group 3 or Group 4.</b>	

## **Required Documentation for Applicants**

The following information is provided in the application (if applicable):

- Name, address, email and phone number of both parents
- Copy of passport or birth certificate of student
- CNIC of both parents
- FRC (Family Registration Certificate) from NADRA
- Previous two years of school records or exams of the applicant
- School leaving certificate from previous school
- Disclosure of any suspected or known special learning needs or disabilities and documentation or reports
- Optional: Principal/Teacher Recommendation Form from previous school

After the complete application is submitted, an offer of admission is determined by several factors:

- Age
- Interview with the candidate
- Short research project (for IB students)
- Previous school grade level and reports
- Previous participation in co-curricular activities
- English & Maths proficiency and potential
- Social skills and behavioural considerations

## **Withdrawal Procedure**

In order to withdraw, parents must complete the Withdrawal Form one month in advance of withdrawal. A clearance checklist will be given the student from the School Office. After all steps are complete and all remaining debts have been paid to the school, the school office will provide a School Leaving Certificate and school transcript or reports to the parents upon request, and the Accounts Office will return any remaining funds of the security deposit.

### **Waiting List:**

If the number of eligible applicants exceeds the availability of spaces for a particular grade, candidates may be placed on our school's waiting list and will be informed if a place becomes available. The Manager Accounts and Administration will make an effort to keep parents of applicants in the wait pool updated regarding open seats and to confirm whether they wish to remain on the waiting list.

### **Admissions for students with Special Needs:**

Our school's inclusive admissions policy welcomes students with a variety of different abilities and special needs. We have a school psychologist qualified to support students with various learning disabilities and are in the process of successfully accompanying such students through the IGCSE and IB Diploma Programme. As our IB Diploma programme facilities are purpose built, provisions have been given for wheelchair access throughout the International Section of the school which includes IGCSE and IB Diploma. More information can be found in our Inclusive Education Policy.

### **Admissions for students with English as an Additional Language (EAL)**

In accordance with the principles stated in the LGS Johar Town Language Policy and Inclusive Education Policy, accommodations for students with EAL needs are made, as necessary, in line with our customized educational plans, IB policies and practices of differentiated instruction. Additionally, students with EAL needs are also encouraged and supported to take O Level English in lieu of IGCE English. For more information, please see the *school's Language Policy and the Inclusive Education Policy*.

### **Communicating the Admissions Policy**

The admissions policy is published for parents, students and community members to access on our school website. A copy of the IB program of study admissions policy is also made available for current school personnel to access. Newly hired school faculty and staff will be made aware of this document and how to access it during teacher orientation meetings.

## **Review of the Admissions Policy**

The admissions policy is reviewed by the Admissions Committee on a yearly basis or as needed in accordance with any changes that are implemented.

## **References:**

*Programme standards and practices 2014.*

<https://resources.ibo.org/ib/psp/Standards-and-Practices>