



St. Mary's School, Pune

Admissions Policy For the Diploma Programme

“Education makes a people easy to lead but difficult to drive; easy to govern but impossible to enslave.” Peter Brougham

St. Mary's School (SMS), Pune is an Anglo Indian, unaided minority institution established in 1866. The school prepares students for the Indian Certificate of Secondary Education and has applied to the International Baccalaureate Organisation for authorisation of the Diploma Programme. The medium of instruction is English. Rooted in Christian principles and values, this minority institution is an inclusive space that offers an equal admission opportunity to all.

Our mission is to nurture children, to make them enlightened, educated individuals who are fearlessly articulate, caring and humane. We value the diversity in our students and celebrate their different cultures.

The school is committed to ensuring a transparent and effective admission process that is supportive of the school's mission and the needs of its entire community, while maintaining compliance with state and national education policy (NEP).

Academic Calendar

St. Mary's School, Pune, intends to follow the academic year from July to June for the Diploma Programme. The school timings for the DP are intended to be 0800 hrs to 1600 hrs from Monday to Friday.

****The school may ask students to come on certain Saturdays either for support sessions, CAS work or for some activity or event.***

School vacations and breaks - School calendar will be added here

Admission Procedure For The IB Diploma Programme (IBDP)

We expect students seeking admission to IBDP at SMS, to be inquirers, open-minded, principled, effective communicators and open to new learning. Good time management skills and organizational skills are also indispensable qualities for students to be successful in the IBDP.

Applicants to the Diploma Programme will undergo a screening process, prior to acceptance, to gauge the students' proficiency in English, Mathematics and academic suitability for the courses that we offer in the IBDP. Preference will be given to students from St. Mary's School, Pune, however admissions are open to applicants across all recognised boards.

All courses in the Diploma Programme are taught concurrently over the two years of the programme. Success in the courses taught comes with prerequisite knowledge, skills and attitude. These will have to be adequately demonstrated through previous academic records and during the screening process.

The DP Curriculum

The curriculum includes the DP core and six subject groups.

The DP core aims to broaden students' educational experience and challenges them to apply their knowledge and skills.

The three core elements are:

Theory of Knowledge - reflects on the nature of knowledge and on how we know what we claim to know.

The Extended Essay - is an independent, self-directed piece of research, finishing with a 4,000-word paper.

Creativity, Activity, Service - CAS complements the challenging academic programme in a holistic way, providing opportunities for self-determination, collaboration, accomplishment and enjoyment.

SMS, Diploma Programme offers the following subjects at Higher level (HL) and Standard level (SL):-

Subject Groups	Subject Options
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Group 1 Studies in Language and Literature	English A Language and Literature (HL/SL)
	School supported Self taught Language A Literature (SL only)
Group 2 Language Acquisition	Spanish Ab initio (SL only)
	French Ab initio (SL only)
	Hindi B (HL/SL)
Group 3 Individuals and Societies	Business Management (HL/SL)
	Economics (HL/SL)
	Psychology (HL/SL)
	Environmental Systems and Societies (HL/SL)*
Group 4 Sciences	Physics (HL/SL)
	Chemistry (HL/SL)
	Biology (HL/SL)
	Environmental Systems and Societies (HL/SL)*
Group 5 Mathematics	AI- Application and Interpretation (HL/SL)
	AA- Analysis and Approaches (HL/SL)
Group 6 The Arts	Visual Arts (HL/SL)
*ESS is an interdisciplinary course that is offered at both standard level (SL) and higher level (HL). The course combines a mixture of methodologies, techniques and knowledge associated with the subject groups of Individuals	

and Societies and Sciences. Due to the interdisciplinary nature of the course, students may study ESS in either subject group. (International Baccalaureate Organisation)

For a subject to be offered at school, a minimum of 4 students need to be registered. The school may use discretion to offer/ drop any subject.

In case a student is interested in pursuing a subject that is not offered above, the school will support with an IB-approved online teaching platform like Pamoja. However, the cost associated would have to be borne by the student. This provision can be made for a single subject only.

Choosing subjects in the Diploma Programme

Students choose courses from the following subject groups:

Language Acquisition, Individuals and Societies, Sciences, Mathematics and the Arts. Students may opt to study an additional Science, Individuals and Societies, or a language course, instead of a course in the Arts.

Students will take 3 subjects at higher level (HL) and 3 at standard level (SL). HL and SL courses differ in scope but are graded according to the same grade descriptors, with students expected to demonstrate a greater body of knowledge, understanding and skills at a higher level. At SMS we begin the course at SL for all students and they can choose to do 3 of their subjects at HL once they earn it. They do need to demonstrate by the end of the first assessment that they have the aptitude and skills to cope with the rigour of the subject at Higher level and that it is their strength.

The IBDP Coordinator and the College Counselor will advise the students on the subject and level choices in alignment with their strengths and career goals.

St. Mary's School, Pune is a 158 year old institution and sprawls over 9 acres of land. Thus, learning spaces are scattered across the campus, which may be a challenge for some. Such admissions will be handled on a case by case basis.

Eligibility: Candidates should have passed Standard X from any recognised board

Age: 16 to 17 years

Seats: Limited

How to apply: Application Form must be filled online.

Procedure: Students/Parents are requested to fill and submit the application form online. Candidates will be intimated about the status of their application via email.

Please use Google Chrome or Mozilla Firefox for accessing the form.

Upload the documents as requested while filling in the online form. The following documents have to be uploaded:

- a. Aadhaar/Passport of the student (file size 100 kb max)
- b. Birth certificate of the student (file size 500 kb max)

Students/Parents are also required to bring the original documents as mentioned below, along with attested photocopies, when called for the admission process.

- a. Progress report of Class IX and X
- b. Two passport sized photographs of the student.

(Allowed file type: .jpg, .jpeg, .png and .pdf)

Policy Review Schedule

Day and Date	Action	Person/s responsible
Friday , 23rd Aug 2024	Policy completed	HOS, DPC, Head of Admissions and DP Staff of St. Mary's School, Pune
Friday, 23th Aug 2024	Policy Ratified	Members of the Board of Governors, St. Mary's School, Pune
Wednesday, 4th Dec 2024	Policy amended	HOS, DPC, Head of Admissions and DP Staff of St. Mary's School, Pune
Saturday, 14th Dec 2024	Amended policy ratified	Members of the Board of Governors, St. Mary's School, Pune
Monday, 25th May 2026	First Review	HOS, DPC, Head of Admissions and DP Staff of St. Mary's School, Pune

Works Cited

Mahindra International School. "Admissions Policy." *Mahindra International School*,

<https://misp.org/handbooks-policies/>. Accessed 7 May 2024.

Nahar International School. "IB Diploma Programme Admissions policy." *Nahar International School*, <https://www.nahar-is.ac.in/>. Accessed 7 May 2024.