

Himalayan WhiteHouse School

ADMISSION POLICY



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1. VISION and MISSION

Vision:

Himalayan WhiteHouse School aims to develop globally aware citizens who are lifelong learners and leaders.

Mission:

Himalayan WhiteHouse School is committed to the harmonious holistic development of every child for excellence in academics, character, leadership, service as action, and global citizenship. We believe that children should be internationally minded, empathetic, responsible and lifelong learners who will not only set examples for themselves but also contribute to society with grit and resilience.

2. ADMISSION PRINCIPLES

At Himalayan WhiteHouse School, we are dedicated to fostering a diverse, inclusive, and equitable learning environment. Our **Inclusivity** principle ensures that admission is open to students from all backgrounds, irrespective of their nationality, race, religion, or gender. We embrace diversity as a strength and provide the necessary support for students with varying needs, including language acquisition and special education, within the school's available resources.

Our commitment to **Equity** ensures that all applicants are evaluated fairly through a holistic process. This process takes into account their academic readiness, personal attributes, and alignment with the IB Learner Profile. It emphasises potential and readiness to contribute to and benefit from the school's ethos, rather than focusing solely on prior academic performance. We strive to provide equal opportunities for all students to succeed, regardless of their educational background or circumstances.

We uphold **Transparency** in all aspects of the admissions process. This includes clearly communicating the steps, criteria, and timelines to applicants and their families. We keep parents and guardians informed throughout the process and address any inquiries or concerns with clarity and openness. By maintaining transparency, we ensure a trustworthy and supportive experience for all stakeholders while adhering to the values of fairness and accountability.

3. ADMISSION PROCESS

Inquiry and Application

Prospective parents/guardians may contact the school's admissions office or

visit the school website for detailed information about the application process. Applications must be submitted online or in person along with the required documents, including:

- Completed application form
- Birth certificate or equivalent proof of age
- Previous school reports for the past two years (if applicable)
- Any additional supporting documents (e.g., certificates, medical records)
- Clinical psychologist's report (if diagnosed with a learning difficulty)

If documentation of a learning difficulty is not provided at the time of admission, the school may recommend clinical psychometric assessments to better understand a child's needs. In such cases, the school may present observations (anecdote record) and feedback from the inclusive educator and work collaboratively with parents to encourage seeking a clinical evaluation to support the child's development.

Baseline Test

Applicants will participate in an age-appropriate baseline test to determine their academic readiness and language proficiency.

The baseline test may include:

- Subject-based tasks to evaluate skills in mathematics and language.
- A language assessment to gauge proficiency in English or other relevant languages.

The baseline test is not a pass/fail examination but an evaluative tool to ensure the school can meet the student's needs effectively.

Review and Decision

- The admissions committee will review all applications holistically, considering academic records, baseline test results, and the applicant's overall readiness to thrive in the school's learning environment.
- Offers of admission are subject to the availability of places in the desired grade and programme.

4. DENIAL OF ADMISSION

- The school's limited capacity to provide the necessary resources for teaching and learning tailored to a student's specific needs.

- The school's inability to offer adequate resources for students with learning difficulties or disabilities. In such cases, the school will support families by providing information about institutions better equipped to help these learners thrive and develop.
- The school currently accommodates 264 students in 8 classrooms within the PYP, with a capacity of 18 students per grade, and 5 classrooms in the MYP, each with a capacity of 24 students per grade. If a grade reaches its maximum capacity, the school may be unable to offer admission for that specific grade

5. LANGUAGE REQUIREMENT

As a multilingual school, Himalayan WhiteHouse School prioritises fostering language development, recognising the importance of both global and local languages.

English as the Language of Instruction:

English is the primary language of instruction at Himalayan WhiteHouse IB World School. Proficiency in English is preferred, although not mandatory, at the time of admission. For students who require additional support, language acquisition programmes are available to help them strengthen their English skills.

Nepali as the Language of the Land:

Nepali is the national language of Nepal and plays a significant role in connecting students to the culture, history, and heritage of the country. It is integrated into the curriculum across all grades to ensure students develop strong skills in Nepali, enabling them to communicate effectively within their local context.

Primary Years Programme (PYP):

While **English** is the main language of instruction, students will receive support for language acquisition in both English and Nepali, as necessary. The goal is to help students become confident and competent in both languages, with a particular focus on building English language skills while maintaining Nepali as an integral part of their education.

Middle Years Programme (MYP):

Students should demonstrate basic proficiency in **English**. Support will be available for students who need assistance in adapting to the language of instruction.

The school's emphasis on multiple languages ensures that students develop fluency in English, Nepali, and additional languages like Spanish and Chinese

(Simplified Mandarin), enhancing their cultural awareness and communication skills.

5. INCLUSIVE NEEDS

Himalayan WhiteHouse School is committed to creating an inclusive environment that supports the diverse learning needs of all students.

- We welcome students with a range of **inclusive needs**, including those requiring additional support in learning, emotional development, or social interaction.
- Parents of the applicants with **inclusive needs** must disclose this information during the application process and provide relevant documentation from specialists or previous schools to ensure we can offer appropriate support.
- The school provides personalised learning plans and resources to ensure that students with inclusive needs are able to access the curriculum and participate fully in school life.
- Admission is contingent upon the school's capacity to provide the required support within its available resources, ensuring that the needs of all students, including the applicant, are met without compromising the overall quality of education.

This commitment to inclusivity ensures that every student has the opportunity to succeed, regardless of their individual learning requirements.

6. AGE AND GRADE PLACEMENT

Himalayan WhiteHouse School follows internationally recognised age-appropriate grade placement guidelines to ensure students are placed in environments conducive to their academic, social, and emotional development. The placement ensures students can thrive while aligning with IB educational practices and the national curriculum of Nepal.

Primary Year Programme (PYP):

Students must meet the following age requirements by **April 1** (*our academic year begins from the mid of April each year*)

Grade	Age
Play Group	3 years old
Preschool 1	4 years old
Preschool 2	5 years old
Grade 1	6 years old
Grade 2	7 years old
Grade 3	8 years old
Grade 4	9 years old
Grade 5	10 years old

Middle Years Programme (MYP):

For students in the MYP, placement is based on age as of **31 August**, academic records, and readiness for the programme. The typical age requirements for each grade level are:

Grade	Age
Grade 6	11 years old
Grade 7	12 years old
Grade 8	13 years old
Grade 9	14 years old
Grade 10	15 years old

Special Considerations:

Mid-Year Admissions: Students transferring mid-year may undergo a review of their academic records and baseline tests to ensure appropriate placement within the grade structure.

Exceptional Cases: The admissions committee may consider flexibility for students with exceptional academic achievements, inclusive needs, or other special circumstances, ensuring the decision aligns with the child's best interests and overall development.

7. SCHOLARSHIP PROGRAMME

Himalayan WhiteHouse School is committed to providing equal educational opportunities by offering scholarships to **10% of the total student population** annually. These scholarships support underprivileged students and recognise exceptional talent and academic achievement.

Scholarship Categories

Category	Criteria	Scholarship Percentage
Underprivileged Students	Students from low-income families with valid proof of financial need (e.g., income statements).	Up to 50%-100% waiver on tuition fees based on need.
Academic Excellence	Outstanding academic performance with top scores in the baseline test.	50%-100% waiver on tuition fees for one academic year.
National Awardees	National recognition or award by the government.	100% waiver on tuition fees.
Regional/State Awards	Recognition or award at a regional or state level.	Up to 75% waiver on tuition fees.
School-Level Talent	Proven talents with participation and achievements at the school level.	Up to 50% waiver on tuition fees for one academic year.
Talented Individuals	Exceptional abilities in sports, arts, or leadership, supported by evidence of achievements:	Up to 50% waiver on tuition fees for one academic year.

Selection Process

- Applicants must complete the admission process and submit a **Scholarship Application Form** with supporting documents.
- A scholarship committee evaluates academic records, talents, and financial need.
- Final decisions are based on merit, need, and alignment with school values.

Terms and Conditions

- Scholarships are reviewed annually, requiring recipients to maintain good academic standing and uphold school values.
- Scholarship percentages are determined by the scholarship committee based on the applicant's documentation, evidence of achievement, and alignment with the school's scholarship objectives.
- Non-compliance may lead to withdrawal of the scholarship.

This programme reflects the school's dedication to fostering equity, recognising excellence, and creating an inclusive learning community.

8. FEE CONCESSION AND INCENTIVES

Sibling Fee and Admissions

The school recognises the importance of supporting families with multiple children enrolled. A sibling discount on tuition fees will be provided for families with two or more children studying at the school. The second child will receive a **10% discount**, and any subsequent children will receive a **15% discount** on tuition fees. This initiative is designed to make quality education more accessible for families while fostering a sense of community within the school. Admissions for siblings will be prioritised, subject to seat availability and the successful completion of the admission process.

Discounts for Teacher's Children

As part of our commitment to valuing and supporting our teaching staff, the school offers tuition fee discounts for children of teachers based on their length of service:

- **After 1 Year of Service:** A **20% discount** on tuition fees for one child.
- **After 3 Years of Service:** A **60% discount** on tuition fees for one child.
- **After 5 Years of Service:** A **90% discount** on tuition fees for one child.

This policy recognises the contributions of our educators and provides additional incentives for long-term commitment to the school.

Referral Bonus

The school encourages teachers and parents to refer prospective students, fostering growth within the school community. A referral bonus will be provided as a token of appreciation for successful referrals that lead to admissions:

- **Teachers:** Referring teachers will receive a **monetary bonus** or equivalent recognition in their professional development allowance after the referred student completes one term at the school.
- **Parents:** Referring parents will be eligible for a **discount of 5% on tuition fees** for one child for the following term, provided the referred student is successfully admitted and enrolled for one term.

These provisions reflect the school's dedication to building a supportive and collaborative environment for families, staff, and the broader community while encouraging loyalty and engagement with the institution.

9. CONCLUSION

At Himalayan WhiteHouse School, we believe that education should be a journey that nurtures every child's potential, fostering global-mindedness, inclusivity, and lifelong learning. Our admission policy reflects our commitment to providing a safe, supportive, and intellectually stimulating environment for all students.

By aligning with the International Baccalaureate (IB) philosophy and Nepal's national education standards, we aim to empower students with the skills, knowledge, and values needed to thrive in an interconnected world. Through our transparent, inclusive, and equitable admissions process, we welcome students from diverse backgrounds and ensure they receive the resources and opportunities necessary to excel academically, socially, and personally.

We look forward to partnering with families to inspire our students to become compassionate, knowledgeable, and principled individuals who will make meaningful contributions to society. Himalayan WhiteHouse School is a place where every student is encouraged to dream big, explore their passions, and achieve excellence.

This Admission Policy was revised and drafted by the Admission Committee, with contributions from Abhishek Rai, Smriti Roka, and Ratna Devi Maharjan.