

I. PRIMARY PROCEDURE

The procedure to take admission of new students starting from the session 2016-2017 will be as follows:

a) **ADMISSION FORM COLLECTION:**

An applicant should come to school to collect the admission form and fill up the admissions appointment request form. The Dean of Admissions and Student Services should provide basic information about the school's academic year, facilities, results, programmes, affiliation etc to the parents.

b) **ADMISSION FORM SUBMISSION:**

1. Applicant should fill in the admission form completely, **leaving no field blank** in the form.
2. With the completed application form, applicant should provide the following to the Admissions and Counseling Coordinator; Mr. Hasib Zaman Khan:
 - 2 recent passport-size photographs of applicant and 2 passport size photograph of mother, father/local & legal guardians each. (Mandatory)
 - Photocopy of previous school's report card or the transcripts of the full session and the recommendation letter/testimonial/transfer letter/letter from the Principal/Administrator/Teacher of previous school. (Mandatory and format available at the school).
 - Photocopy of birth certificate of applicant. (Mandatory)
 - Photocopy of passport of applicant. (If any)
 - Photocopy of the passport/ NID of parents.(Mandatory)
 - Business/official cards of the parents. (if any)
 - Blood group paper. (Mandatory)
 - Parents work permit copy (if not in Bangladesh)

c) **ADMISSION FORM ANALYSIS:**

Application form will go to the Admission Committee for scrutiny. The Admission Committee will check all information provided in the application form. If the Admission Committee finds that the application form is properly filled in and the applicant has enough credit to get admitted into RISE, the Admission Committee will check the availability of the seat for the desired class.

d) BACKGROUND CHECK:

A background check will be conducted by the school due to avoid future unusual incidents i.e student's current academic/behavioral position, parent's current social/financial position.

e) WRITTEN TEST:

If the seat is available, the applicant will be called to sit for a written test in English and Mathematics.

f) INTERVIEW:

If the applicant scores satisfactory marks in the written test, the parents along with the students will be called for an interview with the Student Counselor and Dean of Admissions and Student Services. The parents should bring the following documents to the interview board:

- Original copy of school transcript of previous class for the whole academic session.
- Original copy of testimonial/school leaving certificate/recommendation letter from Principal/ administrator/ teacher of previous school.
- Original copy of birth certificate of applicant.
- Original copy of passport of applicant.
- Original NID cards of parents.
- Parent's Bank statement for the last 6 months.(Recommended)

g) RESULTS:

A decision about the admission of the applicant will be circulated in the school website and notice boards.

h) ADMISSION:

If result is positive, applicant should come to take admission within 1 week of results publication to the accounts office.

i) WAITING LIST:

Applicants, who are shown in the waiting list, will be considered according to their waiting serials shown in the notice board and in the website. If any seat is declared vacant by the section because of a student's transfer or migration abroad, waiting applicants will be notified in the website and the notice board. Three applicants from the top will get an invitation for admission against one available seat. Invitation will

become invalid for two applicants when one applicant from the list gets admission into RISE.

j) SIBLINGS, FAMILY MEMBERS AND RELATIVES:

Siblings, family members and relatives of current RISE students will get preference for admission. However, we will not consider any late admission. Therefore, parents and guardians of RISE students are encouraged to apply for admission within the given deadline. If the admission process is complete, we will not be able to take any student, even if s/he is a sibling or relative of our current student.

II. SECONDARY PROCEDURE (IN PROCESSING CHECKLIST)

a) UNIFORM ORDER:

After taking the admissions the students have to visit the appointed tailors of RISE to give the measurement and the tailor will notify the parents when the uniform will be delivered.

b) AEN NUMBERS:

The Parents will be provided AEN numbers to pick up their child.

c) SMS/ENGRADE ENTRY:

The account will be created for the newly enrolled student via Open school and Engrade.

d) COMMUNICATION PROTOCOL ACTIVATION:

The emergency phone number for the students will be included to the RISE SMS platform to provide updates on school.

e) ID CARD:

The students and parents will be provided the ID card after fulfilling all the ID requirements within one week of admission.

f) FOOD SERVICES:

The students who wants to avail RISE Food Service will register via appointed forms from the school.

g) WELCOME PACKAGE:

The students will be provided welcome package while starting the school for 1st day. Welcome package includes activity books and stationaries.

h) MEETING WITH THE SCHOOL COORDINATOR:

The students will meet the School Coordinator at the first day of school.

i) LOCKER KEYS:

The locker keys will be provided by the respected homeroom teachers of each grades to the particular students.

j) COURSE BOOKS:

The course books will be issued by the library via homeroom teachers and will be delivered to the students on the first day of schools.

k) EDMODO ACCOUNT:

The teacher will create Edmodo account for the individual accounts.

III. SPECIAL EDUCATION NEEDS (SEN)

- i. Admissions for special needs students is carefully managed to ensure that learning opportunities for all students are enriched. This may mean that some classes will have a cap to the number of special needs students admitted.
- ii. All special needs students will be required to furnish previous I.E.P.s (Individual Educational Plans), formal medical evaluations and assessments. All previous records will be reviewed by the admissions committee before a final acceptance is offered.

IV. LINGUISTIC BARRIERS (LB)

- i. All Primary and Middle School students who do not speak English will be admitted once they have been considered by RISE ESL (English as a second language) committee.
- ii. All High School students will be evaluated by the RISE ESL (English as a second language) committee to determine student's level and the extent of support they may require in English which will enable them to work in an academic setting.

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V. Admission shall not be denied because of nationality, race, gender, religion, classes, and caste. Applicants will be accepted for admission, if the eligibility criteria are met, unless there is reason to believe that admission is not in the best interest of the applicant or the school.

VI. RISE wishes to accept all qualified applicants and shall make every effort to provide the facilities required. All students enrolled at of the end of the previous school year shall automatically be enrolled for the following year; new applicants shall then be considered for admission on the basis of the date the application is received in the office, along with the consideration of capacity. If a waiting list is necessary, qualified applicants will be admitted on first come/first-served basis. [ref: II(i)]

VII. AGE CONSIDERATION:

- Elementary School: Grade 01 to 05 (Age 05-11)
- Middle School: Grade 06 to 08 (Age 11-14)
- High School: Grade 09 to 10 (Age 14-16)
- Cambridge Int. A level (Age 16-19)

VIII. CLASS SIZE:

25 students per class.