



**BANNISTER**  
ACADEMY

# **Admission Policy**

November 2021

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## **ABOUT BANNISTER ACADEMY**

Bannister Academy is a private non-sectarian, secular and co-educational institution in Quezon City, Philippines that is open to learners from pre-school to senior high school.

It was founded in 2009 to offer holistic, integral formation through a basic education program that molds students to become individuals of competent intellect and upstanding moral character.

Education at Bannister Academy is founded on the principle that every learner has the capacity to overcome his or her limits with the combination of rigorous academic exercise and a well- rounded formation program.

### **Vision Statement**

Bannister Academy aims to produce highly competent, morally upright, and socially responsible graduates who will be Renaissance Men and Women in, and for, the modern world.

### **Mission Statement**

Bannister Academy provides its students quality education that is holistic, personal, character-centered, and community-oriented — preparing them for local and global society with strong skills of critical thinking, communication, and research.

The institution engages young learners who demonstrate a disposition to learn, and who endeavor to grow both in academics and in character.

Our approach to learning is guided by the three pillars of our educational philosophy:  
First, that learning has three stakeholders: the child, the parent, and the teacher.

Second, that learning must develop a well-trained mind through the Trivium of classical education, namely grammar, logic, and rhetoric.

Third, that learning is a pursuit that is at once more rigorous and more accessible in a Paideia classroom, where a student acquires knowledge, develops intellect, and deepens the understanding of ideas and values

## **Beliefs**

1. Every child is capable of reaching his or her full human potential.
2. Any child who demonstrates a disposition to learn has the aptitude to realize the promise of his or her individual gifts. Bannister Academy's learning environment promotes diversity in ideas, beliefs and perspectives.
3. Every teacher is a character educator.
4. A teacher in Bannister Academy believes that he or she has the moral responsibility to educate character — helping students achieve not only excellence in academics, but also excellence in personality and disposition.
5. Education is a personal responsibility of both home and school.
6. Learning is never limited to the school environment, and thus, parents share the role of Bannister Academy and its teachers in providing the learner a holistic education.
7. The school is the focal point of the community; its end should constantly be the good of the society where it belongs.
8. Bannister Academy is only the child's first foray into society, and from there they gain an understanding and an appreciation of the good that they are capable of contributing to the world at large.

9. Classical education is a foundation of integral development.
10. A well-trained mind is the distinctive outcome of a child's classical education at Bannister Academy, which is the cornerstone of his or her life-long journey to self-actualization.

## **Transcendere**

The hallmark of the Bannister Education is training both mind and character of every learner to constantly and consciously discover and attain his or her human potential, and find joy in the process.

Transcendere [trānscondēre/]

Latin — to climb; to surmount; to overcome

Bannister Academy believes that its learners are capable of taking a step beyond their limits — climbing, surmounting, and overcoming their backgrounds, circumstances, and perceived thresholds to constantly become the best versions of themselves.

## **ADMISSION POLICY AND PHILOSOPHY**

The Admission process of Bannister Academy is designed to evaluate incoming pupils and students according to their academic capacity and emotional readiness.

The academic capacity evaluation is based on entrance exam result and performance from previous school/grade level. The emotional readiness is evaluated based on the recommendations from previous school and interview with the child and parent/s.

The ideal of Bannister Admission Process is to have a holistic evaluation of the capability of the child, which will be used by the school for his best interest and further development. The Admission evaluation is handled by the school Admission Committee, consisting of Admission Head, Grade School Coordinator, High School Coordinator, Preschool Coordinator, IBDP Coordinator, Academic Support Head, Counselor, Headmaster, and School Director, and Registrar for the validity of credentials.

### **Offices Involved in the Admissions**

The School has several offices and key personnel involved in the Admissions office.

Offices	Assignment	Task
Marketing and Admission (Admission Head)	Primary admission point person	<ul style="list-style-type: none"><li>• Create marketing plan.</li><li>• Accept and record all inquiries.</li><li>• Record and maintain files of applicants.</li><li>• Accept application and handle admission and administrative tasks.</li><li>• Assist applicants and parent/</li></ul>

		<p>guardian during the admission process until enrollment.</p> <ul style="list-style-type: none"> <li>• Schedule and administer entrance exam.</li> <li>• Coordinate with the Academic Support head for students with special needs for the administration of the exam.</li> <li>• Report the result to the concerned Academic Coordinator.</li> <li>• Schedule interviews of the Headmaster with the applicant's parents and the Academic Coordinators with the applicant (for Grades 7 to 11 only)</li> <li>• Schedule sit-ins</li> <li>• Prepare the report of the admission and relay the result to the parent and the applicant.</li> <li>• Follow-up admission concerns and pending enrollment requirements for successful applicants.</li> </ul>
<p>Academic Office (Academic Coordinators)</p>	<p>Recommend admission</p>	<ul style="list-style-type: none"> <li>• Interview applicants (Grades 7 to 11)</li> <li>• Evaluate academic performance of the applicants.</li> <li>• Sign papers for admission, denial, or waitlist.</li> </ul>

Office of the Guidance and Counseling (Counselor)	Recommend admission	<ul style="list-style-type: none"> <li>• Interpret result of the SAMS and recommend admission or non-admission.</li> <li>• Evaluate applicants with socio-emotional concerns.</li> </ul>
Office of the Academic Support (Academic Support Head)	Recommend admission	<ul style="list-style-type: none"> <li>• Evaluate applicants with learning support needs.</li> <li>• Work alongside educators, therapists and other professionals to assess whether the needs of the applicant can be accommodated.</li> </ul>
School Headmaster	Approve recommended admission result	<ul style="list-style-type: none"> <li>• Sign admission letters.</li> <li>• Validate recommendations of Academic Coordinators as needed.</li> <li>• Re-evaluate admission decisions.</li> <li>• Approve admission conditions.</li> </ul>
School Registrar	Process and validate records of applicants	<ul style="list-style-type: none"> <li>• Review requirements as necessary.</li> <li>• Process enrollment of successful applicants</li> </ul>

## **PRESCHOOL ADMISSION (NURSERY TO KINDER)**

### **Vision Statement**

Bannister Preschool aims to develop happy, independent and mindful learners who are eager for knowledge and ready for challenges.

### **Mission Statement**

Bannister Preschool equips its students with quality education that aims for the child's holistic development by providing developmentally appropriate learning experiences anchored on the child's interests and current skills set.

### **Goals**

- Holistic excellence
- Develop love for learning
- Develop mindful individuals guided by virtues
- Strong home-school partnership
- Foster an environment of camaraderie and respect

### **Admission Procedures**

The general admission process and requirements for students are as follows:

- a. Submit a properly filled-out application and medical forms.
- b. Schedule for entrance test and initial interview with the Admissions Head.
- c. Screening would require test, informal assessment, interview, and sit-in session.

- d. Pay the non-refundable admission and testing fee of Php 1,500.00 at the Accounting office during the scheduled entrance test date. Office hours are from 8:00 AM to 3:00 PM on weekdays.
- e. Present the official receipt to the Admissions Office and take the entrance exam.
- f. The Admissions Office will reach out, within three working days after the entrance exam, for the schedule of the interview of the parents of the applicant with the Headmaster.
- g. Submit all the remaining admission requirements discussed by the Admissions Head.
  - any form of progress report from previous school
  - original Birth Certificate (PSA)
  - accomplished application and medical information forms (per student applicant)
  - immunization records
  - two (2) copies of 2x2 colored picture (any background)
- h. Wait for the Acceptance Letter to be sent via email.

### **Admission Criteria**

Admission will be based on the following:

- result of the assessment test administered and checked by the Preschool Coordinator or teacher and discussed with the Headmaster and the Admissions Head
- interview of parents with the Headmaster
- submission of the following requirements:
  - any form of progress report from previous school

- original Birth Certificate (PSA)
- accomplished application and medical information forms (per student applicant)
- immunization records
- two (2) copies of 2x2 colored picture (any background)

### **Foreign Applicant**

Foreign applicants follow the same admission procedure but with additional requirements to be submitted. Below are the required additional documents:

- Alien Certificate of Registration Identification Card (original and clear copy)
- Special Study Permit (original and clear copy)
- Passport (original and clear copy) of the applicant and the applicant's parents

Note: Original Report Card or Transcript of Record with English translation

### **Age Requirement**

Level	Age by the end of October
Nursery	3 years
Prekinder	4 years
Kinder	5 years

## **Class Size**

The School admits a maximum of 12 students per level.

For all levels, there is only one section with a maximum of 12 students.

As some class levels become full, a waiting list is applied in case a student decides to withdraw its application.

As any admitted applicants drop from enrollment, all prospective applicants on the waiting list move up one position, and the applicant at the top of the list is notified of the opening. Parent/guardian notification that a student from the waiting list has been offered enrollment shall be informed by phone and email.

Parents/guardians will have two days to accept or decline enrollment. Failure to respond within two days may constitute a decline of enrollment. The applicant's name will be removed from the waiting list.

## **Sit-ins**

Applicants may have the option of sitting-in for a maximum of 5 days. Sit-ins may happen after fulfilling the admission procedure and submitting all requirements. This is scheduled through the Admissions Head.

## **Special Needs**

Applicants with special needs or additional needs will be considered for admission on an equal basis with all other applicants according to the criteria set out in the school's admission policy taking into account the suitability of the applicants to mainstream education and availability of resources and facilities to meet that applicants' needs. Each class may have 2 applicants with additional needs depending on the compatibility with the class. The School may request a shadow teacher for some of the applicants.

Admission of applicants with special needs will follow the same process. However, the Academic Support Head will be the one to administer the test, checked by and discussed with the Level Coordinator, Admissions Head, and Headmaster. Team conferences and submission of documents or reports from their therapists and doctors are required prior to the admission of the applicant. Note: See section on admission and procedure for students with additional needs.

## **GRADE SCHOOL TO JUNIOR HIGH SCHOOL ADMISSION (GRADES 1 – 10)**

### **General Admission Procedures**

The general admission process and requirements for students are as follows:

- a. Submit a properly filled-out application and medical forms.
- b. Schedule for entrance test and initial interview with the Admissions Head.
- c. Screening would require test, informal assessment, interview, and sit-in session.
- d. Pay the non-refundable admission and testing fee of Php 1,500.00 at the Accounting office during the scheduled entrance test date. Office hours are from 8:00 AM to 3:00 PM on weekdays.
- e. Present the official receipt to the Admissions Office and take the entrance exam.
- f. The Admissions Office will reach out, within three working days after the entrance exam, for the schedule of the interviews.
  - Parents of the applicant will have an interview with the Headmaster.
  - The applicant will have an interview with the Junior High School Coordinator, and with the Counsellor.
- g. Submit all the remaining admission requirements discussed by the Admissions Head.
  - original Report Card with Learner's Reference Number (LRN)
  - original Certificate of Good Moral Character from adviser or guidance counselor
  - original Birth Certificate (PSA)
  - accomplished application and medical information forms (per student applicant)
  - immunization records

- two (2) copies of 2x2 colored picture (any background)
- h. Wait for the Acceptance Letter to be sent via email.

### **Admission Procedures for Foreign Applicants**

The School admits foreign applicants following the general admission procedure and requirements with submission of additional documents.

- Alien Certificate of Registration Identification Card (original and clear copy)
- Special Study Permit (original and clear copy)
- Passport (original and clear copy) Passport (original and clear copy) of the applicant and the applicant's parents

Note: Original Report Card or Transcript of Record must have English translation.

### **Admission Procedures for Students with Learning Support Requirements**

Applicant with learning support requirements will be considered for admission on an equal basis with all other students provided that they meet the criteria set out in the school's Admission Policy and that their needs will be met without unduly prejudicing the education and welfare of other students.

The School needs take into account the suitability of the applicant to mainstream education and availability of resources and facilities to meet that applicant's needs. Each class may have 2 to 3 students with additional needs depending on the compatibility with the class. Accommodations may be given depending on the need.

Additional needs may include but not limited to the following:

- hearing
- speech delay
- mild autism
- attention deficit and hyperactivity disorder (ADHD)
- attention deficit disorder (ADD)
- anxiety
- depression
- bipolar disorder
- physical impairment
- and other learning disability

For these students, the Admissions Head works closely with the Academic Coordinators, the Counselor, and the Academic Support Head to assess the capacity of the student to undergo mainstream education safely given the resources available. Parents/ guardians must declare the additional needs of their child during the admission process.

The admission for students with learning support requirements follows the general admission procedure but with additional requirements:

- a. Submission of the following documents at the start of application.
  - diagnostic report from Developmental Pediatrician
  - recommendation from Developmental Pediatrician on schooling
  - recent progress report from existing therapists
- b. Interview with the Counselor (only for students with socio-emotional concerns), and the Academic Support Head.
- c. Once admitted, submit all the remaining additional admission requirements discussed by the

Admissions Head.

- approval from Coordinator and Learning Support on enrollment

For students who display red flags during the admission process, the Academic Support and/or the Counsellor and may request for an assessment with a developmental pediatrician or other professionals depending on the observed need. If parents do not follow the request for an assessment of their child, the child's slot for the next school year may be put on conditional admission.

### **Admission Criteria**

The School admits applicants who are of good moral character and have the required academic credentials. Further, the admission will be based along the following:

- results of the entrance examinations
  - tests grammar, reading comprehension, and math
  - administered by the Admissions Head except for applicants with additional needs (see *Admission Procedures for Students with Learning Support Needs* )
  - checked by and discussed with the Academic Coordinators and Headmaster
- results of The Study Attitudes and Methods Survey (SAMS) for Grades 7-10 only
  - identifies those students who might experience difficulty in their school work because of poor study methods or to specific attitudinal factors
  - diagnoses for purposes of counselling or guidance those areas which might contribute to such difficulty
- interview of parents with the Headmaster

- interview of the student with the Junior High School Coordinator

## **Age Requirement**

The School admits applicants with the age range below.

Level	Age by the end of October (Years)	Age Range (Years)
Grade 1	6	6 – 7
Grade 2	7	7 – 8
Grade 3	8	8 – 9
Grade 4	9	9 – 10
Grade 5	10	10 – 11
Grade 6	11	11 – 12
Grade 7	12	12 – 13
Grade 8	13	13 – 14
Grade 9	14	14 – 15
Grade 10	15	15 – 16

## **Admission Period**

The School accepts applicants for the upcoming School Year as early as November. Admission of an applicant may start as early as November and ends in July.

The School admits late applications follow the same admission procedure and requirements. The School can only admit applicants as late as 40 school days. Applicants cannot be accepted beyond 40 school days or 20% of the prescribed school days of a School Year as mandated by the DepEd. However, an applicant may still be admitted until start of Term 2 (November to December) to finish the School Year at Bannister Academy provided that the applicant is enrolled in another school during the admission process.

## **Merit Scholarships**

The School grants merit scholarships only for Grades 7 to 11. Merit Scholarship is an academic distinction given to applicants who excelled in the entrance test, have distinguished themselves during their previous school years, and who show great promise for the future. This includes a full tuition fee grant excluding miscellaneous fees. Grant of scholarship will be based on the following:

- high score in the entrance test
- report card from 3 previous school years with good grades
- with good moral character
- interview of parents with the Headmaster
- interview of the student with the High School Coordinator
- submission of all requirements
- reason for request scholarship

Since there is only one section per Grade Level and maximum class size of 20, there can only be a maximum of one scholar per Grade Level.

## Tuition Fee Discount

The School offers three kinds of discounts: early bird, sibling, and Director's. All discounts are only applied on the tuition fee and not on the total matriculation cost.

Early Bird schedules are as follows:

Month	Discount
January	7%
February	5%
March	5%

The Early Bird discount is offered during the early enrollment period and for applicants who are availing of the annual payment (Scheme A) and semi-annual payment (Scheme B) schemes only —not applicable to monthly installment payment (Scheme C).

As for the sibling discount, it is 15% per applicant enrolled and is applied to the younger applicant. An applicant can get both early bird and sibling discounts.

For the Director's discount, this is given and retained to old students only (SY 2016-2017). The School does not give this kind of discount anymore.

## Class Size

The School admits a maximum of 20 students per Grade Level.

For all grade levels, there is only one section with a maximum of 20 students. One slot is allotted to a student who may repeat. As such, there is a chance that a grade level may have a total of 21 students.

As some class levels become full, a waiting list is applied in case a student decides to withdraw its application.

As any admitted applicants drop from enrollment, all prospective applicants on the waiting list move up one position, and the applicant at the top of the list is notified of the opening.

Parent/guardian notification that a student from the waiting list has been offered enrollment shall be informed by phone and email.

Parents/guardians will have two days to accept or decline enrollment. Failure to respond within two days may constitute a decline of enrollment. The applicant's name will be removed from the waiting list.

## **Securing Slots**

The School accepts applicants on a first-come-first-served basis.

The School accepts applicants on a first-come-first-served basis provided that they finish the admission procedures and submitted all requirements. The number of applicants to be admitted depends on the number of vacancies to be filled in the level applied for; hence, no entrance tests will be administered once placement is completed. Likewise, no interpretation of test results in terms of score and descriptions will be made for the ones who fail the admission process. Test results will be held strictly confidential.

A slot will only be reserved for an applicant once he/she finish the admission procedures, submitted all requirements, and paid the reservation fee amounting to 50,000.00 PHP. The reservation fee is deductible to the total matriculation cost but non-refundable.

## **Class Sit-ins**

Applicants may have the option of sitting-in for a maximum of 3 days. Sit-ins may happen after fulfilling the admission procedure and submitting all requirements.

## **Philippine Educational Placement Test (PEPT)**

The School recognizes the PEPT result. In the event that the applicant took and passed the PEPT, the school may accept the result and recommendation as part of the admission requirements only. The applicant, regardless of the PEPT result, is still required to go through and complete the admission process.

## **Audit Students**

The School admits applicants who wish to enroll for audit purposes only. Auditing means a student can take classes but cannot be graded or given credit for a particular subject. It is usually done for academic exploration and self-enrichment. Approval on this is a case-to-case basis.

## **Returning Students**

The School admits returning students, but they will go through the same process as a new applicant or transferee.

## **Status of New Students**

The School does not allow new students to repeat the year. New students cannot repeat the school year and fail more than 2 subjects. Should they fail more than 2 subjects, they will not be readmitted for the next school year and will be given a pass out.

## **Withdrawal and Refund**

The School allows withdrawal and refund. Students who withdraw after payment has been made within the periods stated below are entitled to the following refund:

- Before classes start: 100% refund of the tuition fee
- 1st week of classes: 90% refund of tuition fee
- 2nd week of classes: 10% refund of tuition fee
- 3rd week of classes and onwards: NO MORE REFUND

Above refund scheme was based from the Manual of Regulations for Private Schools (Revised in 1992): Article III, Section 66 –“The student may be charged all the school fees in full if she withdraws from the entire school year for elementary and secondary courses, and for the entire semester for collegiate courses.”

Article XIII, Section 62 – “When a student registers in a school, it is understood that he or she is enrolling for the entire school year for elementary and secondary courses, and for the entire semester for collegiate courses.”

Reservation fees and miscellaneous fees are NON-REFUNDABLE. However, other fees that are not yet applied (fees for graduation, field trip, yearbook, etc.) may be refunded in full.

## SENIOR HIGH SCHOOL ADMISSION (GRADES 11-12)

### IB Mission Statement

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

The following are what each IB learner strives to be:

INQUIRERS	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
KNOWLEDGEABLE	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
THINKERS	We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
PRINCIPLED	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
OPEN-MINDED	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and are willing to grow from the experience.
CARING	We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
RISK-TAKERS	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
BALANCED	We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
REFLECTIVE	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## Senior High School and the Diploma Programme

Bannister Academy offers two options for Senior High School (SHS)—the national curriculum and the International Baccalaureate Diploma Programme (IB DP or DP)—aligned with the beliefs, vision and mission of the school, and enriched by her unique curricular goals and program offerings.

For the national curriculum, the SHS follows the General Academic Stand (GAS) prescribed and approved by the Department of Education (DepEd). The Subject Offering for GAS in Bannister are as follows:

Grade 11	Grade 12
Earth and Life Sciences	21st Century Literature
English for Academic and Professional Purposes	Filipino Sa Piling Larang
General Mathematics	Organization and Management
Media and Information Literacy	Personal Development
Komunikasyon at Pananaliksik	Physical Sciences
Philosophy of the Human Person	Practical Research 2
Understanding Culture and Society	Precalculus
Contemporary Philippine Arts	Applied Economics
Disaster Risk and Reduction Management	Calculus
Pagbasa at Pagsuri ng mga Teksto sa Filipino	Entrepreneurship
Philippine Politics and Governance	Ethics
Practical Research 1	Inquiries, Investigation, and Immersion
Reading and Writing Skills in English	Integrated Sciences
Statistics and Probability	Oral Communication in English
Physical Education	Physical Education
Information Technology	Information Technology

Effective School Year 2022 – 2023 and once Bannister Academy has secured Authorization from the International Baccalaureate Organization (IBO), Bannister Academy will be offering the following courses for students, aged 16 years to 19 years, who wish to take the Diploma Programme.

Subject Group	Subject Offering	Level
Core	Theory of Knowledge (TOK)	-
Core	Creativity, Activity, Service (CAS)	-
Core	Extended Essay (EE)	-
Group 1 – Studies in Language and Literature	English A: Literature	SL & HL
Group 2 – Language Acquisition	Classical Languages (Latin)	SL only
Group 3 – Individuals and Societies	Business Management	SL & HL
Group 3 – Individuals and Societies	Global Politics	SL & HL
Group 4 – Sciences	Chemistry	SL & HL
Group 4 – Science	Physics	SL & HL
Group 5 – Mathematics	Mathematics: Applications and Interpretations	SL & HL
Group 6 – the Arts	Visual Arts	SL & HL

Further, effective School Year 2022 – 2023 and once Bannister Academy has secured:

- a. authorization from IBO to offer DP, and
- b. approval from the DepEd to substitute GAS subjects with DP courses,

Bannister shall stop offering GAS courses. Instead, the School shall offer the same DP courses (lessons only) to students taking the GAS program. As such, classes in SHS will be composed of mixed students from either the GAS program or the DP. Such setting allows for students, who are initially adamant about taking the DP, to experience the program and hopefully decide to take the DP before the end of the First Semester of Year 1. At minimum, a student in the SHS at Bannister Academy is a *Course candidate* for the DP.

Students may elect to enroll in the Diploma Programme as either a *Diploma candidate* or a *Course candidate*. *Diploma* students take and fulfill the requirements for 6 subjects including the 3 cores for a full DP. *Course* students take and fulfill the requirements of 1 or more subject and/or 1 or more core element of the DP. Regardless, those enrolled in the DP at Bannister Academy take their courses for the entire two years of the SHS (Grade 11 for DP1, and Grade 12 for DP2) and they are subjected to both the Internal and External Assessments of the program. For more information about the DP Assessments, refer to the *Assessment Policy* handbook.

The Diploma Programme at Bannister Academy is open to all students, regardless of previous educational experience, and is an extension of Bannister's mission to promote the development of world citizens.

### **Admission Procedure in the Diploma Programme**

While the registration for IB assessments occurs at the start of the second year of the program (DP2) or at the earliest 20 months before the written examinations for the session, students who wish to take the DP at Bannister Academy starts planning for the program while they are still in Junior High School (JHS) or at least before they enter the SHS. This is to ensure that those enrolling in the SHS and the DP are aware of the essential details of the program including DP-related fees and the services at Bannister Academy available for them. Planning for DP involves not only the School and the students but also the parents/ guardians of whom full support is needed. Since the DP is a two-year program, students and their families agree that successful enrollment entails full commitment on their end. It is important to note that students who wish to transfer out of Bannister Academy in the middle of the program and not pursue the DP in another school may need to repeat their studies for Grades 11 and 12. Hence, the admission procedure at Bannister Academy for the DP is more stringent to students who finished their JHS in a different school as compared to Bannister students moving up to SHS.

Bannister students, upon successfully completing the requirements of Grade 10 in Junior High School (JHS), are automatically admitted to SHS and the DP should the student decide to take the program. They will not have to go through the regular admission procedure of assessments and interviews to seek

admission in the DP provided they attend the SHS Orientation that will be given at the latter months of Grade 10 and complete the career services provided by the Office of Guidance and Counseling before graduating in JHS.

In general, students who wish to enroll in DP at Bannister Academy must satisfy the following conditions before being admitted to the program.

- a. Have passed the admission requirement for SHS (waived for Bannister students who successfully completed Grade 10). For transferees, please refer to the Admission Procedure for Transferees and Students with Learning Support Requirements.
- b. Have passed the language requirement stipulated in the *Language Policy* handbook of the School.
- c. Have attended the SHS Orientation or finished the chat with the DP Coordinator about the DP program. This applies to both the student and the parent/ guardian. Admission in the DP requires both the student and the parent/ guardian to be fully informed about the program.
- d. Have undergone through the career and interest tests, interview, and other services provided by the Office of Guidance and Counseling. It is important to note that the result of such testing does not impact the admission in the DP. Instead, the result helps the School better understand the changing interests and needs of our students. Specifically, the result may be used by the School in assigning mentors, in guiding students choose their DP subjects including SL/HL combinations, and in matching students with universities for college application.

Once the student have fulfilled the conditions above, the student and the parent/ guardian must select 6 courses among the course offerings of the School including the corresponding level. As stipulated in the *Diploma Programme Assessment Procedures 2022*, the following conditions apply for course selections:

- One subject must be selected from each subject group apart from the arts.
- The sixth subject may be selected either from the arts subject group or from any other subject group.
- Three or four of the selected courses must be taken at the Higher Level (HL) while the rest are taken at the Standard Level (SL).

Option	Number of subjects to be taken at SL	Number of subjects to be taken at HL
1	3	3
2	2	4

It is important to note that the selection of courses to be taken at the Higher Level greatly influences the capacity of the student to finish the program and the requirements for university application. Hence, it is mandatory at Bannister Academy for students and their parent/ guardian to seek the services of the Office of the Guidance and Counseling to ensure that all parties are made aware of the student’s capability, interest, and prospected course in the university.

**Admission Procedure for Transferees and Students with Learning Support Requirements**

Transferring to Bannister Academy and enrolling for the Senior High School is only allowed for Grade 11 and the admission process must be completed before the start of the School Year. Ample time must be allotted to ensure that the student is well informed about the Diploma Programme. Late enrollment is not allowed since courses in the DP have a recommended instructional hours which puts students, coming in class in the middle of the program, at a huge disadvantage.

Applicant with learning support requirements will be considered for admission on an equal basis with all other students provided that they meet the criteria set out in the school’s Admission Policy and that their needs will be met without unduly prejudicing the education and welfare of other students.

The School needs take into account the suitability of the applicant to mainstream education and availability of resources and facilities to meet that applicant’s needs. Each class may have 2 to 3 students with additional needs depending on the compatibility with the class. Accommodations may be given depending on the need.

Additional needs may include but not limited to the following:

- hearing
- speech delay
- mild autism
- attention deficit and hyperactivity disorder (ADHD)
- attention deficit disorder (ADD)
- anxiety
- depression
- bipolar disorder
- physical impairment
- and other learning disability

For these students, the Admissions Head works closely with the DP Coordinator, the Counselor, and the Academic Support Head to assess the capacity of the student to finish the program safely given the resources available. It is the priority of the School to protect the well-being of students and that the rigorous nature of the DP may not be suitable for some. Parents/ guardians must declare the additional needs of their child during the admission process.

The admission process and requirements for transferees and students with learning support requirements are as follows:

- a. Submit a properly filled-out application and medical forms.
- b. If indicated with learning support requirements or additional needs, reports, developmental pediatrician's recommendation, and clearance from developmental pediatrician or psychologist are required.
- c. Schedule for entrance test and initial interview with the Admissions Head.
- d. Screening would require test, informal assessment, interview, and sit-in session.

- e. Pay the non-refundable admission and testing fee of Php 1,500.00 at the Accounting office during the scheduled entrance test date. Office hours are from 8:00 AM to 3:00 PM on weekdays.
- f. Present the official receipt to the Admissions Office and take the entrance exam.
- g. The Admissions Office will reach out, within three working days after the entrance exam, for the schedule of the interviews.
  - Parents of the applicant will have an interview with the Headmaster.
  - The applicant will have an interview with the DP Coordinator, Counselor, and the Academic Support Head (only for students with learning support needs).
- h. Submit all the remaining admission requirements discussed by the Admissions Head.
  - original Report Card with Learner's Reference Number (LRN)
  - original Certificate of Good Moral Character from adviser or guidance counselor
  - original Birth Certificate (PSA)
  - accomplished application and medical information forms (per student applicant)
  - immunization records
  - two (2) copies of 2x2 colored picture (any background)
  - additional requirements (only for students with learning support requirements)
    - diagnostic Report for Developmental Pediatrician
    - recommendation for Developmental Pediatrician on schooling
    - recent progress report from existing therapists
    - approval from Coordinator and Learning Support on enrollment

- i. Wait for the Acceptance Letter to be sent via email.

For students who display red flags during the admission process, the Academic Support and/or the Counsellor and may request for an assessment with a developmental pediatrician or other professionals depending on the observed need.