



**INTERNATIONAL
MAARIF SCHOOLS**

Admission Policy

 www.pakturkmaarif.edu.pk
     @PakTurkMaarif |  info@pakturkmaarif.edu.pk



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.

As IB learners we strive 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 we 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.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



© International Baccalaureate Organization 2013
International Baccalaureate* | Baccalauréat International* | Bachillerato Internacional*

Table of Contents

I: Mission Statements.....	5
IB Mission	5
School Mission Statements	5
II. School Profile.....	5
III. Philosophy	5
IV. Admissions Commitment	6
V. Admissions at Maarif	6
VI. Stages of Education	6
Early Years & Primary (Ages 3-12) IB EY and IB PYP	6
Lower Secondary (Ages 12-14)	6
Secondary (Ages 14-16)	7
Higher Secondary (Ages 16-18).....	7
VII. Key services	7
Turkish as an Additional Language	7
Cambridge Assessment English Department: Elevating Language Learning	7
Academic Guidance:	7
Career Development & Global Opportunities:.....	7
Emotional & Psychological Well-being:.....	7
VIII. ADMISSION POLICY	8
Academic Session Start Dates	8
Admission Process	8
Required Documents.....	8
Admission Test & Interview.....	8
Admission Process and Language Proficiency Assessment	9
Fee Structure	9
Issuance of Admission Voucher and Follow-up	9
IX. The school digital Portal Admissions and Transparency (Cloud Campus)	10
Confirmation of Renewal Admissions	10
Renewal for Other Grades (Session Starting August 2024)	10
X. Record Keeping: Maintain proper records of all follow-up communications.	10
Enrollment Confirmation Requirements	10

Inter-Branch Transfers	11
Struck-off Policy	11
XI. Admissions Policy for Students Requiring Special Support.....	11
Learning Support Provision	11
Admission Considerations	11

I: Mission Statements

IB Mission

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.

School Mission Statements

To become a pioneering educational institution nurturing internationally minded, lifelong learners who use their knowledge for the prosperity of humanity.

II. School Profile

International Maarif schools are the part of the Turkish Maarif Foundation, which was established as a non-profit education foundation by law (no. 6721) in June 2016 with the attendance of representatives from all political parties represented in Türkiye's Grand National Assembly. Apart from the Ministry of National Education, it is the only organisation with authority to open an educational institution abroad. As a result of official contacts established with 104 countries worldwide, representative offices have been opened in 52 countries, and activities are carried out in 67 countries.

Maarif schools feature a unique cultural identity, stemming from a collaborative partnership between the governments of Pakistan and Turkey. Established under this joint agreement, these institutions serve as vibrant hubs of education, where the rich tapestry of Pakistani and Turkish influences converges. The main slogan of the school is "Two Nations one Future."

III. Philosophy

At International Maarif Schools, provides access to quality education by seeking ways to admit students rather than reasons to prohibit entry. We aim to ensure diversity in gender, culture, and nationality while upholding our commitment to excellence in education. We recognize that while we strive to admit students, we must also ensure the safety, security, and well-being of all learners. Our admission process considers each applicant holistically, ensuring that the school can meet their academic and personal development needs. As a leading academic institution, we expect students to transition seamlessly to other

international schools or higher education institutions. We actively promote ourselves as a welcoming and inclusive school for globally minded, lifelong learners.

IV. Admissions Commitment

International Maarif Schools & Colleges are committed to academic excellence and the personal growth of every student. We offer spacious with small class sizes, dedicated teachers, and a robust academic framework that supports intellectual and character development.

Our goal is to deliver an enriched learning experience in a supportive yet challenging environment. With a diverse student body representing multiple nationalities, our school fosters an inclusive and multicultural learning community where respect, collaboration, and global citizenship are emphasized.

Our campuses are located in safe and accessible areas, ensuring a secure and conducive learning environment for all students. As part of Maarif's International network, we offer internationally recognized curricula, including the IB Primary Years Programme (PYP), IGCSE, A Levels, and BTEC Level 3 along with other national educational pathways.

V. Admissions at Maarif

- **Principled:** We admit students who can thrive academically, socially, and emotionally at our school. Decisions are made in the best interest of both the applicants and the existing student community.
- **Balanced:** Our admissions process is fair and equitable, considering applicants from diverse backgrounds while upholding the integrity of our educational standards.
- **Open-Minded:** We welcome students from all nationalities, races, genders, and religions, fostering a learning environment that celebrates diversity and inclusion.
- **Caring:** We treat all applicants with kindness, professionalism, and respect. Our process ensures transparent communication, fair assessments, and a supportive transition into the school community.

VI. Stages of Education

. Early Years & Primary (Ages 3-12) IB EY and IB PYP

Follows the inquiry-based learning and essential life skills.

. Lower Secondary (Ages 12-14)

Focuses on Pak-Turk Maarif's enriched and cross-disciplinary curricula, as well as ensuring seamless transition to high school.

. Secondary (Ages 14-16)

Offers SSC and IGCSE, emphasizing both academic rigour and personal growth.

. Higher Secondary (Ages 16-18)

Includes HSSC, A Levels, and Pearson's BTEC Level 3 Extended Diploma

VII. Key services

Turkish as an Additional Language

We also offer Turkish language courses from Grade 4, following the CEFR framework across six proficiency levels. Our dedicated team of native Turkish teachers focus on developing listening, speaking, reading, and writing skills, fostering confident communication and cultural awareness

Cambridge Assessment English Department: Elevating Language Learning

Pak-Turk Maarif International is the only authorized Cambridge Centre in Pakistan, offering Cambridge English Qualifications aligned with the CEFR framework. These qualifications are recognized by over 25,000 universities, employers, and immigration offices worldwide, enhancing students' global language proficiency.

Academic Guidance:

We provide personalized academic support, helping students overcome challenges, strengthen their skills, and achieve their learning goals.

Career Development & Global Opportunities:

Our career development program offers counseling, internship placements, alumni networking, and global engagement opportunities, preparing students for future academic and professional pathways.

Emotional & Psychological Well-being:

We implement data-driven interventions and evidence-based practices to promote student resilience and emotional health. Using a tiered approach, we provide universal prevention strategies, targeted group support, and specialized services in collaboration with teachers, parents, and mental health experts. Our focus extends to leadership development and global citizenship, empowering students to thrive in an interconnected world.

VIII.ADMISSION POLICY

Admissions at PTMSC and IMS are open throughout the year but are subject to space availability. Students can join at any point during the academic year. Our focus is to retain the renewals along with the new admissions intake to meet the admission target and other challenges and ultimately provide a conducive learning environment for the students.

Academic Session Start Dates

- Grade 8 promotion will take place in the month of March. The new academic session for SSC-I/II and IGCSE-I will start from April 2025.
- The New Academic session for all other grades will start in August 2025.

Admission Process

- Application Submission: Parents/guardians fill out the admission form and submit required documents.
- Entry Assessment: Students undergo an appropriate age assessment.
- Interview: Interaction with students and parents to assess alignment with school values.
- Final Decision: Admissions Committee reviews applications and communicates results.
- Fee Payment: Upon selection, the admission fee and tuition charges must be paid within the given deadline.

Required Documents

- Birth Certificate / B-Form (NADRA)
- Previous School Report Cards (for Grade 1 onwards)
- Parent's CNIC (Copy)
- Passport-size Photographs (03)
- Medical Record (if applicable)
- School Leaving Certificate (for transfer cases)

Admission Test & Interview

- Early Years: Informal interaction and play based engagements
- Grade 1 – Grade 2: Basic English language, Mathematics, and General Knowledge assessment.
- Grade 3 – Grade 12: Core Subject-specific assessments and interview.

- International Programmes: Subject proficiency test, English language assessment, and personal interview.

Admission Process and Language Proficiency Assessment

At International Maarif Schools, we welcome a diverse student body and are committed to an admission process that ensures optimal conditions for effective teaching and learning. Since English is the primary language of instruction, a language proficiency assessment is conducted as part of the admission process to ensure appropriate student placement across various grade levels in the Primary Years Programme (PYP), IGCSE and B tech level 3.

A formal language assessment is conducted for students applying from Grade 3 onwards.

- This assessment helps gather essential information to design the most effective learning strategy for each student.
- It also identifies any need for language support at an early stage to ensure a smooth learning experience.

Fee Structure

There are two types of fee structures for both school and hostel fees:

- PTM School (New Admission)
- PTM School (Renewal)

Ensure that the correct fee structure type (New Admission or Renewal) is applied while processing student admissions.

Verify the accuracy of applied fees through the following pathway:

Student > Bulk Action > Student View > Class-wise

This process helps maintain a smooth and precise application of fees.

Issuance of Admission Voucher and Follow-up

New Admissions: The appropriate fee structure for New Admissions must be applied on the digital portal

- Only the approved Scholarship/Discount Heads mentioned in Sub-Clause 6.1.1 should be used.
- A new student can be admitted only after the payment of the Admission Voucher.
- The applied fee structure must define all relevant discounts/scholarships.
- Provide a 3 to 4-day window for fee submission.
- The Admission Voucher follow-up is the responsibility of the Admin and Accounts Officer.

IX. The school digital Portal Admissions and Transparency (Cloud Campus)

To ensure transparency in the admissions process and uphold merit-based selection, modifications have been implemented in the Cloud Campus system. These updates affect:

- Applicant Module
- Entry Tests (admission Assessment)
- Student Admission and Fee Reports

A User Manual has been provided by the Education Technology Department, and strict compliance with the updated process is mandatory.

Confirmation of Renewal Admissions

- Renewal for Grade 8 to SSC-I/IGCSE-I
- First Consent Letter: Sent in March
- Second Consent Letter: Issued on Annual Result Day (April) to parents who have not yet made their decision.
- Final Consent Letter: Sent in May
- Struck-off Policy: May be implemented after the final reminder for non-responding students.

Renewal for Other Grades (Session Starting August 2024)

- First Consent Letter: Sent in May.
- Second Consent Letter: Issued on Annual Result Day (June) to non-responding parents.
- Follow-up Calls: Conduct regular follow-up calls to ensure parents visit the campus, sign the Fee Agreement, and deposit the first installment.
- Final Consent Letter: Sent by the end of August.

X. Record Keeping: Maintain proper records of all follow-up communications.

Enrollment Confirmation Requirements

- Students who have given consent but have not paid their fees will not be allowed to attend classes until they sign the Fee Agreement and pay the first installment.
- The first installment voucher will only be issued to students who sign the Fee Agreement.
- A student's renewal is only confirmed if they have signed the Fee Agreement and paid the first installment.

Inter-Branch Transfers

- Inter-branch transfer requests will be processed as per the standard protocol.
- Ensure proper documentation and coordination between branches for seamless transfers.

Struck-off Policy

May be implemented after the final reminder for non-responding students.

XI. Admissions Policy for Students Requiring Special Support

At International Maarif Schools, we welcome a diverse student body, including students who may require additional learning support in the Early and Primary Years. While our school is committed to fostering an inclusive learning environment, it does not provide specialized therapies such as speech therapy or physiotherapy.

Learning Support Provision

- Learning Support Teachers offer tailored academic assistance to students with special learning needs.
- The level of support provided is determined based on the student's individual needs and the school's available resources.

Admission Considerations

- The school reserves the right to defer admission if it determines that the student's needs cannot be adequately met within the available support framework.
- Such decisions are made thoughtfully, prioritizing the student's best interests and the overall learning environment.

This policy aims to maintain a structured, transparent, and efficient admission process at International Maarif Schools while upholding the institution's commitment to academic excellence and student well-being.