



## Woodstock School Admissions Policy

### 1. Application Submission

- Complete the application forms and submit the non-refundable application fee of Rs 10,000. Payment may be completed either online or through a bank transfer.
- Existing parents with a child currently enrolled or recently graduated from Woodstock are requested to use their existing account credentials for the new applicant. For login issues, contact [Admissions@woodstock.ac.in](mailto:Admissions@woodstock.ac.in).
- New staff members are also required to fill out the application form for their children. The application fee does not apply to them.
- At the time of securing admission of the student, parents/legal guardians are required to provide full and complete disclosure regarding any health conditions, allergies, special needs, physical and/or learning disabilities, or any other specific conditions that the student may have. Failure to disclose such information may result in the revocation of admission, at the sole discretion of the School. The School shall further not be held liable for any consequences arising from the non-disclosure of a child's special needs or health conditions.
- In the event that the School determines that additional resources are required beyond existing capacity to support students (such as specialized programs, trained staff, special educators, external professional support, etc. that may be necessary to effectively manage any pre-existing special requirements of a child), the School may provide the parent/legal guardian with a plan detailing the required measures and associated costs. The parent/legal guardian hereby agrees to cover any additional costs incurred for providing such specialized services or resources for their child.
- The parent/legal guardian hereby acknowledge that they are solely responsible for arranging, coordinating between, and covering the costs of any external extraordinary support, services, or assessments that may be recommended by the School for the student, including any psychological assessments and consultations and other necessary treatment(s) as deemed necessary to support and facilitate the student's educational needs.
- The parent/legal guardian hereby consents for the student to undergo any academic assessments or evaluations deemed necessary by the School, at the time of securing admission and during the student's enrollment in the School. Such evaluations may be conducted to determine the student's learning abilities, academic progress, and other relevant requirements to provide suitable educational support. The School further reserves the right to make decisions based on the results of these assessments, including but not limited to recommending intervention programs and other appropriate support services. The decision of the school shall be binding and final to the parties.
- In the event any special needs are identified in the student after securing admission to the School, the School shall (i) conduct appropriate assessment to identify the specific needs of the student and (ii) formulate a support plan tailored to support the student, detailing the additional resources the student requires within Woodstock norms which may be required to suit the student's needs. The parents/legal guardian hereby agrees that they shall be responsible for any additional extraordinary



costs associated with implementing such a support plan for the student, including any specialized programs, evaluations, learning aids, etc. which may be required beyond the standard provisions of the school.

## 2. Review and Invitation

- The school shall review completed application materials upon their receipt.
- An email notification shall inform applicants if they are selected for an interview and testing. If not selected, the admissions process concludes here.

## 3. Interview and Testing

- Invited applicants shall undergo interview and testing at the School, usually scheduled within one to two weeks of application receipt.
- Students residing outside of India shall undergo an online assessment.
- The children of new staff applying for Grade 6 and above shall undergo the same testing procedure as all other applicants.
- A tour of the School and residences shall be arranged to take place during the visit.
- The test assesses cognitive abilities, including verbal, non-verbal, spatial, and mathematical skills, along with English reading, listening, comprehension, and writing. The assessment is followed by a personal interview with the applicant.

## 4. Financial Aid Application (if applicable)

- Applicants indicating a need for financial aid must do so in their application.
- Upon request, a grant application form will be provided along with detailed documentation requirements.
- Adherence to Woodstock School's Financial Aid/Grant Policy criteria and documentation submission is mandatory for application processing.

## 5. Admissions Committee Decision

- After testing and interviewing have been completed, the Admissions Committee shall review applications.
- Decisions shall be communicated within two to three weeks from the date of the interview and may include:
  - Offering of admission to the School
  - Declining of admission to the School
  - Placement in the waiting pool, with a final decision communicated no later than the end of the Spring semester (May)
- Financial Aid: Applications under consideration for financial aid shall receive a joint information regarding admission and grant decisions within four to six weeks following the interview date.

## 6. Academic Year and Closure:

- The academic year typically begins July 24, with a Winter Break from mid-December through approximately January 20.



# Woodstock School

- Admission typically closes in May, subject to enrollments for the upcoming academic year. If seats in a particular grade are filled, the Admissions Department shall mark that grade as closed in Open Apply, preventing further access to parents.

**Note: Woodstock School reserves the right to modify this policy at its discretion at any time.**

## REVIEW & REVISION

Policy owner: Admissions Office  
Created by: Kiran Singh, Andrew Das  
Review by: Director of HR, Vice Principal, Dean of Student Life, Director of Admissions, Principal  
Approved By: Director of HR, Vice Principal, Dean of Student Life, Director of Admissions, Principal  
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