



LA SALLE GREEN HILLS **IB Diploma Programme** **Admissions Policy**

I. Introduction

The LSGH IB Admissions Policy is founded on principles of inclusivity, diversity, and equity. The institution strives to create a welcoming and supportive environment where every student can thrive and reach their full potential. Our Lasallian values of Faith, Service, and Communion are aligned with the aim of IB Programmes in developing internationally minded people who recognize their common humanity and shared guardianship of the planet to help and create a better and more peaceful world. Through the school's innovative, relevant programs, and leading-edge learning environment, we strive to bring out the best in our students and develop exemplary leaders who care for the poor and the environment.

II. The LSGH MISSION and its alignment with the IB MISSION

LSGH MISSION STATEMENT	IB MISSION STATEMENT
<p>Inspired by the teaching of Jesus and the charism of St. John Baptist de La Salle, La Salle Green Hills, a Catholic School, promotes the values of faith, service, and communion.</p> <p>We bring out the best in our students by nurturing their gifts, passion, and full potential through:</p> <ul style="list-style-type: none">● Innovative and relevant educational programs● Highly competent and committed educators● 21st-century learning environment <p>Working together as a community, we develop Lasallians who are exemplary leaders who care for the poor and the environment.</p>	<p>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.</p> <p>To this end, the organization works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment.</p> <p>These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.</p>

II. The LSGH Pillars of Identity and the IB Learner's Profile Attributes

Pillars of the LSGH Lasallian Identity	IB Learner Profile
<p>As a school community that is founded on Christian ideals and the Lasallian charism, animated by the Gospel and Church teaching, we</p>	<p>The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of</p>



<p>commit ourselves to growing in the foundational values of faith, service, and communion by fostering the following attitudes:</p>	<p>the planet, help to create a better and more peaceful world.</p>
<p>1. a spirit of faith that analyzes issues or problems, synthesizes and evaluates information, and creates connections between concepts and ideas across different disciplines in the light of the Gospel and Church teachings. With this spirit of faith, LSGH enables every learner to “interpret, judge and evaluate realities in the light of the Gospel, to unite one’s actions and intentions with God and to rely on God’s providence in acting and discerning God’s will”.</p>	<p>Inquirers IB learners exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems and make reasoned, ethical decisions.</p> <p>Knowledgeable IB learners explore concepts, ideas, and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.</p> <p>Thinkers IB learners exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems and make reasoned, ethical decisions.</p>
<p>2. an attitude of service involving self-improvement and inspiring others to reach their full potential. With this attitude of service, LSGH directs every learner to the “...whole-hearted giving to the service of others, in gratuity and generosity, in creativity and fortitude, in compassion and commitment</p>	<p>Balanced IB learners understand the importance of intellectual, physical, and emotional balance to achieve personal well-being for themselves and others.</p> <p>Caring IB learners show empathy, compassion, and respect towards the needs and feelings of others. They have a personal commitment to service and act to make a positive difference in the lives of others</p>
<p>3. a mission to communion by putting a premium on having an open mind to the ideas of others, creating dialogues, articulating ideas, and making just and moral decisions. With this mission to communion, LSGH intends that every learner</p>	<p>Communicators IB learners understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.</p>



<p>“...work to collaborate towards a world that is more humane, more just and more fraternal”.</p>	<p>Principled IB learners act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.</p>
	<p>Open-minded IB learners understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.</p>
	<p>Risk-takers IB learners approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.</p>
<p>Mindful and sensitive to the signs of times, we are challenged to use our gifts to help others. We believe that the education we receive empowers us and others to be a force for good. As members of one La Salle community, we commit to contributing to positive change.</p>	<p>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.</p>

III. Admissions Philosophy

Our admissions philosophy is anchored on the pillars of the LSGH Lasallian identity and based on key principles that reflect our Lasallian heritage.

We believe in the importance of inclusivity, and we welcome students from all backgrounds, cultures, and religions;

We seek to create a diverse community that fosters mutual respect and understanding;

We believe that every student has unique talents and strengths, and we strive to provide a learning experience that supports each student's individual needs;



We believe in the importance of service to others, and we encourage our students to develop a strong sense of social responsibility

And finally, we believe that education should be transformative and that it should empower our students to become leaders and make a positive impact on the world.

Through our admissions policy, we seek to attract students who share these values and are committed to making a difference in local and international communities.

IV. Admissions Guidelines

The application for the IB Diploma Programme is open to LSGH Grade 10 students who intend to enroll in the IB curriculum. Students* from other schools applying for IB DP shall take the entrance exams for the national curriculum and an additional qualifying exam for the IB curriculum once the application requirements are all complied with.

It is also important to note that LSGH is offering a full diploma programme. Individual diploma courses will not be offered until the alignment of IB courses with the national curriculum has been finalized.

*For students in Junior Years from other schools who may wish to apply, it is highly recommended that students should enroll in G9 to G10 at LSGH to transition seamlessly to the IB Curriculum.

1. Student Selection

The qualities expected from a student seeking to participate in the IB Diploma Programme should embody the following:

1.1. Personal qualities

- Self-disciplined, has a sense of responsibility and skills in time management
- Has a well-established habit of reading and writing
- Has good communication skills, is creative, and a team player
- Has a passion for engaging in both curricular and extracurricular activities (art, sports, and community service)
- Motivated for continuous learning and self-improvement

1.2. Academic Attributes

- Advanced levels of reading and writing both in English and Filipino
- Advanced level of digital literacy
- Developed skills in research, questioning, analyzing, critical thinking, and a high level of curiosity
- High level of consciousness on global issues and perspectives
- Upholds academic integrity



2. Application for Admissions

2.1. The IB DP Curriculum and the National/Standard Curriculum follow the same school calendar. August is the start of classes for both curricula in all grade levels.

2.2. The IB Diploma Programme is for Grades 11 and 12 thus recruitment begins in Grades 9-10.

2.3. The application dates for admissions are announced at the beginning of each school year and the recruitment process through program informational meetings begins in the middle of the school year.

2.4. The application period for aspiring IB students will begin in November and admissions results will be released by the second week of May.

2.5. Students applying for the IB Diploma Programme undergo several screening processes.

Schedule of Application Process	
1st week of December up to the first week of February	Screening 1: Application and Submission of Admission Requirements
March- April	Screening 2: Language Proficiency Assessment Screening 3: Interview
2nd week of May	Release of Admissions result

3. Screening Process

3.1.1. Admissions Requirements

a. The [APPLICATION FORM](#) is available for download. Please see the downloadable forms in the appendices.

a.1. Letter of Intent written by the student (with a minimum of 500 words). The template is found in the application form.

b. The following documents are required as attachments in the application form:

- Report Card Grade 9 and recent periodic grade in Grade 10
- Grade of at least B+ in Science, Math, and English and at least a grade of B in all other subjects
- General Average of at least B+
- Highly Satisfactory (or its equivalent) in Conduct or Deportment



- Satisfactory attendance record

c. Recommendation* from teachers.

- 1 from Math or Science teacher
- 1 from English teacher

*Only for transferees. Kindly use the LSGH [Recommendation Form](#)

3.1.2. Submission of requirements

d. Email the requirements to ibdp_info@lsgh.edu.ph

e. Pay the application processing fee of Php 2,000

3.1.3. Additional requirements for non-LSGH students:

- PSA Birth certificate
- For foreign students: Passport or ACR

3. 2. Language Proficiency Assessment

Students aspiring to be in the IB Diploma Programme are expected to have an advanced level of literacy in English Language. Thus, the student's extensive reading and writing skills are important requirements. To initially determine these skills, the student will be asked to write an analysis of a chosen literature on the day of his/her scheduled interview.

3. 3. Interview

The final stage of the screening process is the interview of the student applicant. Both screenings 2 and 3 will be conducted in one day.

The student-applicant will be notified via email if he/she passed the final screening process and may proceed to the enrollment process.

Once the student applicant passes the final screening process, the following steps will be required before acceptance into the programme:

- Interview with the Parent / Legal Guardian
- Signed document of student's loyalty to academic integrity by the student and legal guardian
- Signed commitment agreement by the student and parent
- Course selection and Admission forms signed by the Parent/ Legal Guardian
- The reservation fee of Php 50,000 is non-refundable but is deductible from the tuition fees



VI. The Enrollment Process

The enrollment process for IB DP candidates is as follows:

- 4.1. Present the IB acceptance letter to obtain an assessment form from the Office of the Financial Resource Department.
- 4.2. Choose the payment channel, mode of payment, and payment plan. Kindly note that the payment plan for foreign students is limited to an annual plan.
- 4.3. Secure a receipt after payment and admission slip
- 4.4. Proceed to the bookstore for the uniform and school supplies.
- 4.5. Check with the TMC office the schedule for the issuance of school ID
- 4.6. Visit the IB office for further information

VII. Student transfer and transition

An IB candidate from another IB School who expresses interest in transferring to LSGH may be accommodated if the following conditions are met:

1. The previous school has notified the IB Organization of the transfer especially if the transfer happens after exams pre-registration.
2. The previous IB school has the same subjects as the offerings of LSGH.
3. The courses the student took at his/her previous school must be equal to the courses offered at LSGH and must coincide with the exam schedule.
4. Student transferees are aware that they cannot register for exams that are not offered by LSGH unless students initiate to take an online course/s allowed by IB.

VI. IB Diploma Programme Fees

Annual school fees and payment plans for students enrolled in the IB Diploma Programme are different from standard school fees. In the IB Diploma Programme, the payment plans are set to annual and trimestral payments.

The assessment fee for the 6 courses is paid by the students in the last year in the Diploma Programme. The Extended Essay, the TOK Essay, and the CAS assessments are free of charge. Exam fees are determined annually by the IB Organization and parents are informed ahead of time in writing. Courier fees for exam packages sent to IB are paid for by students.



Apart from exams, IB off-campus engagements (local or international) organized as part of core studies and other activities are paid for by students. At the beginning of DP 1, students buy all course materials for the entirety of the IB Diploma Programme.

VII. Important Conditions

7.1.1. Parents and students who expressed interest to apply in the Diploma Programme are required to carefully discern the demands of the programme before finalizing their decision.

7.1.2. Parents and students are made aware that the IB Curriculum is different from the National SHS Curriculum. Shifting to the National Curriculum may be allowed but with the following conditions:

- no crediting or limited crediting following subject audit
- before the end of the first trimester of G11

7.1.3. Should a student decide to enroll in the program, the student and the parents are requested to sign a [commitment agreement](#). This agreement pertains to the student's commitment to the Diploma Programme for 2 years and that the parents shall provide the needed support to finish the child's education in the IB programme.

7.1.4. A student who is accepted into the programme will be required to attend an intensive academic integrity and assessment orientation at the onset of the school year. Similarly, both parents and students will be requested to sign an Academic Integrity Contract and will be required to submit a copy of the signed conformer letter that is found in the Handbook of all school policies.

7.1.5. The school shall provide academic interventions, counseling support, guidance, and supervision for students who express difficulty in coping with the rigors and demands of the programme.

7.1.6. For students with learning conditions/difficulties and or with exceptional needs, the school will require an official document from the attending physician and a treatment/intervention plan that the school may refer to in case there is a need to request an inclusive access arrangement during the scheduled external assessment.

VIII. Withdrawal from the Diploma Programme

If a student wishes to withdraw from the Diploma Programme given all the support and interventions, a provision for a refund will only apply if the decision to withdraw happens before the end of the first trimester.

However, if the student withdraws from the programme after the end of the first trimester, the student will be required to pay for the whole school year full enrollment in the Diploma Programme.



The policy on refund and withdrawal is stipulated in the Department of Education policy on refunds, 1992 Revised Manual of Regulations for Private Schools (8th edition).

IX. Link to Other Policies

Inclusion Policy: For students with learning conditions/difficulties and or with exceptional needs, the school will require an official document from the attending physician and a treatment/intervention plan that the school may refer to in case there is a need to request an inclusive access arrangement during the scheduled external assessment. The student's course selection process is handled carefully in consultation with the Associate Principal for Academics, the IB coordinator, all course teachers, and the IB Counselor. Any decisions made in this context are approved by the school principal, and written approval is obtained from the student and his/her parent.

Language Policy: Students accepted to the IB Diploma Programme are expected to have an advanced level of literacy in English and Filipino. The school provides language support programs to students who need extra assistance in developing their language skills.

Academic Integrity Policy: Students accepted to the IB Diploma Programme must be aware of their responsibility and they must abide by the Academic Integrity Contract they signed.

Assessment Policy: IB students are expected to follow the rules and guidelines stipulated in the Assessment policy of the school when taking their Internal and External assessments and in other types of assessments (both formative and summative). Violation of the policies will be subjected to equivalent sanctions stipulated in the Academic Integrity Policy.

X. Process of Policy Review

This policy is reviewed and updated at the end of every academic year by the Admissions Policy Committee. The school leadership and pedagogical team are informed and are asked for comments or suggestions before the finalization of the updated Admissions policy.

XI. References

DepEd Order no. 88, s. 2010

Lasallian Student Handbook, Admissions guidelines pp, 23-26

XII. Appendices

- a. Downloaded forms
[Application form](#)



Recommendation form

DepEd refund policy

Academic integrity policy

b. Admissions Policy Committee

GEIS Head

IBDPC

APA (SHS/IBDP)

IB Core Subjects Coors

Admissions Head

School Registrar