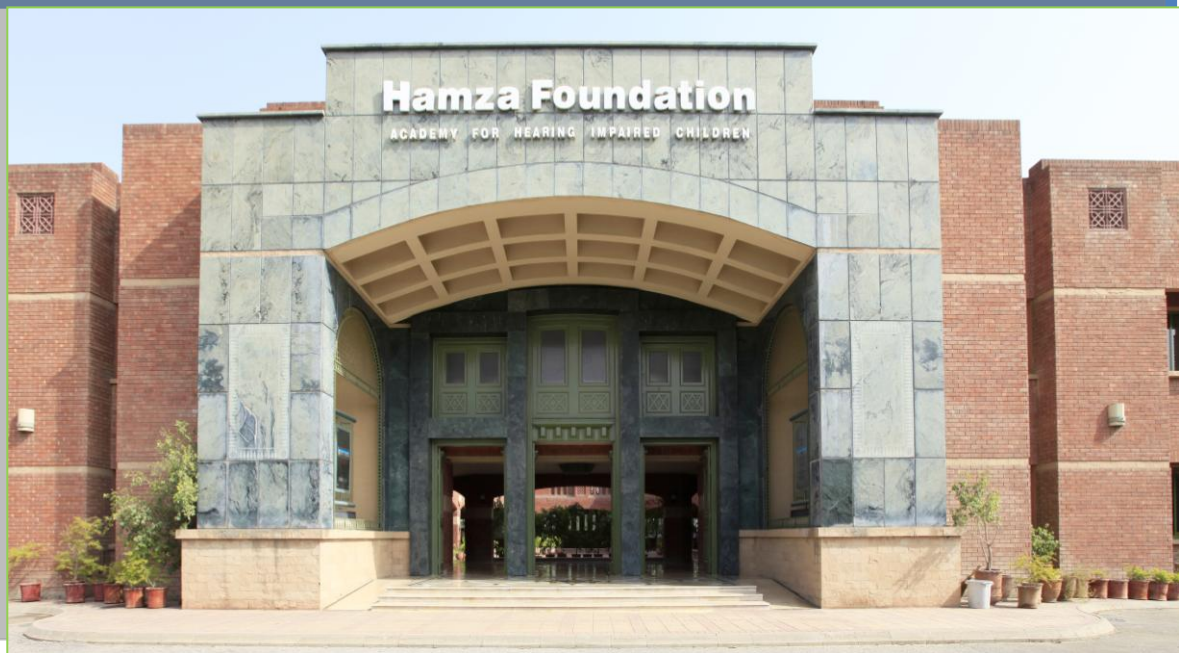


2012

ADMISSION MANUAL



**Hamza Foundation Academy
for the Deaf**

System Description:

For admission parents are visiting the Academy through out the year. All parents approaching the school for admissions/registration shall be referred to Principal. Following procedure shall be adopted for admissions:

Primary & Secondary level:

Pre-registration Assessment:

At request of registration, general assessment of the child is carried out by Principal to rule out any mental and/or other disability. It also helps to the candidate for requested class. For this incase required, Audiology and/or Psychological assessment shall be carried out which are chargeable.

Candidates having mild to moderate degree of hearing loss are advised to join regular school system with an emphasis on hearing aid usage. Candidates with hearing loss in severe to profound ranges are entertained for further processing of admission requirements.

After this general assessment, registration shall be made to ensure that parents are not given any false hope for their child's admission. Incases where the registration is not entertained that year, these forms shall be filed separately for later evaluations.

Registration Procedure:

Child is registered at the age of plus three to plus five years for play group and Nursery, respectively. Academy has defined the age limits for each class (ref appendix at the end of this Admission Manual). Each year students are enrolled in Play group and Nursery class. For Admission in higher classes, it is subjected to the seats available in their particular class.

Once cleared in pre-registration assessment, the candidates have to fill in Registration Form (SP-AC-OIA). The form filled and the Challan of registration fee is deposited in the School Office. After fulfilling these primary requisites the candidate is declared eligible for the admission tests.

Orientations for Admission Test:

After the registration, an orientation/guidance for the Parents is carried out by the Headmistresses and Manager Audiology. This is done to

- Educate the parents as to how to teach their child and also to give them instructional guide lines for the test on which their children will be examined for admission. A set of worksheets of playgroup are given to the new registrants for preparing their children for admission.
- Guidance for Parents so that they can train their children for Audiology assessments.

Admission Process:

During February-March, each year all registered students are called for Admission tests which are carried out in following order:

1. **Audiology Assessment:-** Shall be carried out by Manager Audiology.
2. **Psychological Assessment:-** Shall be carried out by Academy Psychologist.
3. **Speech & Language Assessment:-** Shall be carried out by the Department of Speech & Language Therapy.

4. **Written Test:-** Shall be held for all classes (except Playgroup) according to the syllabus given at the time of registration.

The above assessments shall be carried out as per the schedule worked out by the Principal/Office Secretary and shall strictly be conducted as per appointments.

Admission Test Criteria:

1. Audiology Test: It is necessary that the applicant students falls in the range of severe to profound degree of hearing loss.
2. Age limits: As per ages specified in the prospectus for each class. In case of acquired hearing loss, over age (upto one year of the class specified age) candidates can be given a chance incase any number of seat is left vacant/un-availed. However in such a case, the candidate must full fill all the requirements and fall within the class merit.
3. Psychology test: Students showing performance below border line in 'Lieter test' (minimum score of 80) and/or any other IQ test used by the Psychologist shall not be eligible for the admission.
4. Academic Test: It is mandatory for all students to score minimum 50% marks in academic test to be eligible for admission. Students whose total merit score are high can be given relaxation up to 40% -score in written test. However any mark below 40% in written shall not be entertained even if the over all merit score is very high.

After all of the above assessments, a merit list is prepared and the required numbers of candidates are selected. These candidates are then required to fill in the Admission Form (SP-AC-OIB). Their Parents are required to fill **Urdu Form A-1**. for assessment of socioeconomic status which is a key element in fee settlement.

No forms shall be accepted if they are incomplete or the required supporting document is missing e.g proof of income, utility bills copy etc.

Fee Assessment:

The fee payable by the parents is first assessed by Principal/vice Principal according to their data on Form A-1 (socio economic status form). The worked out fee is then verified by the Academy supervisor/Accounts Officer by physically verifying the socio economic stature by visiting the parent's home.

The fee proposals from Academics & Admin are then reviewed by the Executive Director and fee is finalized. Admission Fee of Rs: 500/- is charged by each student. A time of two weeks is given to the parents for submission of fee after which the seat shall be cancelled and student next in merit is given the admission. Incase an enrolled student drops out, the next student in the merit list is taken up for admissions.

Hearing Aids:

It is mandatory for all students being admitted to wear a proper functioning Hearing aid. Parent must be informed at the time of admission to ensure this before the start of the sessions.

Procedural Steps:

S.No.	Step	Details	Responsibility
1	Registration	Students are registered after payment of fee, throughout the year after pre-registration assessment. The following documents to be provided: 1. Form(SP-AC-Ola). 2. Prospectus / Brochures 3. Guidelines for preparing for Audiology test. 4. Guidelines for written tests shall be given in case of nursery and above classes according to the syllabus of that class.	Office Secretary to collect all registration forms in one file. A list shall be maintained in soft copy as well.
2	Orientation	Registered students are sent to respective Head Mistress, SLT & Audiology departments for guidelines.	Headmistress / Manager Audiology & Speech therapist.
3	Time of Start of Admission Process	Starts from first week of February every year.	Office Secretary to prepare list of all registrants and inform Principal.
4	Assessment Schedule	Student's admission tests schedule shall be announced by the school and to be strictly followed by the parents. Candidates failing to appear on the scheduled date and time of test shall not be called again.	Office Secretary along with Principal to prepare test schedule and circulate to Audiology & Speech & Language Therapy departments.
4a	Speech Evaluation	1. Initial Assessment of speech. 2. Detection of speech level. Following forms to be used: Case History Form: (SP-SL-OIA). Oro-Facial Examination Form: (SP-SL-OIB). All Writing Form: (SP-SL-OIC). 1. Language assessment form 2. Speech Assessment form	By Speech & Language Therapy department (The filled in assessment forms shall be attached with the registration form)
4b	Audiological Assessment	1. Through Otoscopy, PTA and Tympanometry. 2. Incase student does not respond on PTA, three additional days shall be given for second try. 3. Parents to be informed that if PTA is not possible, ERA shall be carried out and additional charge of Rs. 1,000/-for the test shall be payable. 4. Following forms to be used: Distraction Test Report: (SP-AU-01A). Audiogram/ERA report Case History Form: (SP-AU- 04B)	By Manager Audiology. (The filled in assessment forms shall be attached with the registration form)

4c	Psychological Assessment	Psychological assessment will be carried out on the forms: Psychologist Assessment Form: (SP-AC-07a). Use History Form: (SP-AC-07b)	By Psychologist. (The filled in assessment forms shall be attached with the registration form)
4d	Academic Test	A written test will be taken by Headmistress with accordance to class in which admission is sought.	By concerned Headmistress
5	Selection Procedure	Test Committee evaluates the candidate for their academic, Speech, Psychological and discuss the levels of hearing impairment. A list of finally selected students for admission is prepared and after approval from Executive Director, put up on the school notice board. Parents are informed of the date for checking the same.	By Principal to be done by first week of April each year.
6	Selection Criterion	As defined in the 'Admission test criteria' above.	
7	Admission Forms	Given only to students who have been selected from the merit list. Admission Form (SP-AC-OIB) and Urdu Form A-I.	Office Secretary
8	Submission of Admission forms	End June for session starting in August of the same Year	Office Secretary
9	Fee ascertaining & Parent Interviews.	Fee is ascertained by Principal upon the Form A-I and attached documents. This fee is verified by the Admin staff on the Fee assessment form. Fee is finally fixed by ED and finally communicated to the parents. Incase required Interview with the Parents shall be held for fee settlement.	Principal & Admin staff. Principal/Accounts Executive Director & Principal
10	Admission	Students will be enrolled after parents clear the dues and GR# issued. An enrolment slip handed to the students as well.	Accounts Officer Headmistress & Teachers to ensure.

College Admissions: (For students of 1st year & 3rd year)

The above procedure shall be followed except where not applicable. Additionally following shall be followed:

1. Time of admissions: After announcement of Matriculation & Post Matric Results by the Board of Secondary & Intermediate Examination and Punjab Technical board respectively. Students who have passed their Matriculation or Intermediate in the current session shall be given priority in merit.
2. Minimum requirements: Students scoring less than 50% marks in the board results or below shall not be eligible to apply.
3. Academic merit as per the Matriculation or Post Matric Diploma results.
4. Fee assessment: For all candidates, (including our own students), fresh fee assessment shall be carried out as per above procedure of fee assessment.
5. Migration Policy: NOC from the board other than Lahore Board of Intermediate & Secondary Education is mandatory to be submitted for students coming from outside Lahore.

Admission in Professional Diplomas : (For Textile Diploma, Graphic Diploma and Computer Graphic Diploma)

Requirements:-

1. Intermediate preferably with Fine Arts
2. Any experience in field of Textile Arts & Design work would be considered as additional advantage.
3. Portfolio of previous work.

Admission Schedule:

Due dates of the submission of applications will be announced in light of University schedule each year.

Application Forms:

Available from Academy office or download from web site
www.hamzafoundation.org

Interview & Display of List:

End of June/December every year.

Start Session:

January every year.

Appendix for Age limits for each class

School

Class	Ages in years
Play Group	3 ¹ / ₂ to 4 ¹ / ₂
Nursery	4 ¹ / ₂ to 5 ¹ / ₂
KG-I	5 ¹ / ₂ to 6 ¹ / ₂
KG-II	6 ¹ / ₂ to 7 ¹ / ₂
I	7 ¹ / ₂ to 8 ¹ / ₂
II	8 ¹ / ₂ to 9 ¹ / ₂
III	9 ¹ / ₂ to 10 ¹ / ₂
IV	10 ¹ / ₂ to 11 ¹ / ₂
V	11 ¹ / ₂ to 12 ¹ / ₂
VI	12 ¹ / ₂ to 13 ¹ / ₂
VII	13 ¹ / ₂ to 14 ¹ / ₂
VIII	14 ¹ / ₂ to 15 ¹ / ₂
IX	15 ¹ / ₂ to 16 ¹ / ₂
X	16 ¹ / ₂ to 17 ¹ / ₂

College

Class	Ages in years
XI	17 ¹ / ₂ to 18 ¹ / ₂
XII	18 ¹ / ₂ to 29 ¹ / ₂
BA	< 24

Professional Diploma:

18 till 28
