

ADMISSION POLICY

AIMS AND OBJECTIVES

- To match the objectives of the School with the goals and abilities of the student.
- Have a transparent process without discrimination to any student.
- Setting a standard so that families of our students have similar core values.
- Adherence to local laws.

PRE-ADMISSION PROCEDURE (GRADE- RECEPTION TO GRADE- 10)

- Parents are required to purchase the Prospectus from the School Reception. The cost of the Prospectus is Rs.700.00.
- The parents are given a tour of the school if desired by them.
- Should the parents wish to proceed with the Admission, they need to fill the Registration Form (part of the Prospectus) and submit.
- With the form, parents need to submit the following documents-
 - a) Original plus one photocopy of the students Birth Certificate. (The original will be returned immediately after verification).
 - b) Photocopy of the previous class Report Cards for 3 years. (For Class VI and above).
- The Admission Assessment is for Students seeking admission to class IX and above. For classes Pre Nursery to VIII, admission is done through random lottery which takes place on every Wednesday for admission forms filled on Monday & Tuesday and on Saturday, for admission forms filled on Wednesday, Thursday and Friday.
- If a student's name comes in the Lottery, his/her parents are telephonically informed about the same.

POST ADMISSION PROCEDURES

- Once Admission is granted, parents are required to deposit the Fees and submit the following documents.
 1. Transfer Certificate in original. (For foreign students the School will require a letter from the Principal of the last School attended stating the bonafide of the student along with the report of the last examination given).
 2. Photocopies of all achievement certificates in the field of Academics, Sports, Extra-Curricular activities.
 3. Photocopy of Passport if available. This is mandatory for foreign students.
 4. The Admission documentation booklet must also be completed and duly signed by both Parents. It contains information which will facilitate smooth relationship between parents and the School.
- Once the Fee and documents are submitted, parents will receive an Admission Confirmation Letter through courier or E-mail, from the school. This will inform them about further formalities, to be completed, if any.
- School uniform and books can be brought from the Uniform shop and Book shop in the School. The book list is available with them.

- A new student is allotted the section on the day of admission. The time table is handed over to him/her by the Class Teacher.
- Parents need to inform the School of the joining date of their ward. This is mandatory because Staff needs to be informed to expect a new student on a particular day and need to make preparations accordingly.
- Teachers assist new students with the syllabi covered in the class till date.
- Parents can contact the school admission counselor in case of any further query.

ORIENTATION OF PARENTS AND THE STUDENTS

As the IB Diploma programme is a new curriculum for many parents and students, they are introduced to the IBDP through an orientation programme followed by individual counseling.

Orientation of students and Parents of class VI will be held to understand the local CBSE Curriculum.

ENTRANCE TESTS

The school may carry out a formal/informal assessment of the student in order to decide on appropriate learning or behavioral support. The school may also require further educational or psychological evaluations if there a need is felt for further information to support individual students.

IBDP

Admission is based on the ability of applicants. This is evaluated through an assessment process which involves written evaluation, face to face interview and reports from the previous school.

For Students joining IBDP after IGCSE

- At least grade B in the HL choice of subjects
- At least grade C in the SL choice of subjects.

For Students joining IBDP after CBSE Class X

- Grade A1 in Maths, Science and English.
- Applicant is required to attend a bridge course in Maths, Science, Economics, Business Studies and Project Work offered by the School from beginning of April to end of May.

All students interested to join IBDP, are required to take a written entrance test for English, Mathematics and Science.

Time and venue of the entrance test is communicated to the applicants.

It should be clearly noted that Genesis Global School offers the IB Diploma Programme subject to fulfillment of the requirements. Candidates failing to meet the requirements of the IB Diploma Programme will be offered IB course.

Subject choices

Students accepted into the Diploma Programme are requested to indicate their subject preferences by completing the Subject choice Form. Students should bear in mind that there is no guarantee that they will be able to get all of the selected subjects.

Core components

The three core requirements of the DP - creativity, activity, service (CAS), Theory of Knowledge (TOK) and Extended Essay (EE) - are compulsory for students following the IB Diploma Programme. Students can earn up to 3 extra grades for successful completion of TOK and EE.

Transfer students

The school accepts students, who started the Diploma Programme at other IB schools, on condition that Genesis Global School currently offers the subjects they studied in their previous school. However, the transfer student needs to submit reports and/or a letter from their previous school which confirms that he/she was pursuing the IB Diploma Programme.

REVIEW AND IMPLEMENTATION OF ADMISSION POLICY

- Principal, Coordinators and Heads of Departments to review the Admission Criteria in consultation with subject teachers once in two years.
- A presentation on school policies, IB Diploma Programme, IB Primary Years Programme, Cambridge IGCSE and the National CCE curriculum are special features during the Orientation Programme for parents, students and teachers on the first day of the academic session organized by the Head of School, IBDP Coordinator, the IB PYP Coordinator and the Academic Dean.
- All school policies are communicated to the teachers, students and parents through regular communication and are uploaded on the school website.
- (PYP specific): School conducts a Parent orientation for the Pre- Primary School Parents once a year to acquaint them to the ways of teaching Phonics (e.g. the parents should be aware of the way we write the letters of the alphabet and their sounds). School further acquaints Parents of Junior School with the method of inquiry, its progression and action through languages.

Contract

Parents are required to read and sign the admission policy as stated above. By signing the document, parents indicate that they accept the terms and conditions for their child to be considered for admission to the Diploma Programme at GGS.

Name of the Student: Name of the Parent:

Date:Signature of the Parent: