



VISION

The vision of its Founders is to develop GGS into an autonomous, multicultural, multinational International School. A GGS education must be secular, relevant and continuously aligned with changes in the global economy, society & environment, while providing a pre-eminent intellectual and creative milieu to our community.

MISSION

GGS will produce young men and women of exceptional calibre who will always keep in mind the global context of matters and keep sustainability at the core of their endeavours. The world is connected and a GGS education will always prepare students for global citizenship of an increasingly interconnected world. The School's curriculum will be purposefully aligned with globally accepted best practices which at its core will strive continuously for service to the whole human community.

ADMISSION POLICY

AIMS AND OBJECTIVES

- To ensure that the objectives of the Parent/student are to be met through the Vision, Mission and Philosophy of the School.
 - A transparent and fair admission process for students of all communities.
 - To ensure that the admission seeking Parents share common values and work together with the School to realise the full potential of the student
- Adherence to local laws

MODALITY OF THE POLICY

To ensure that the process of the Admission to the School is fair and transparent, the Director-Operations will be the final deciding authority on new student admissions. Notwithstanding this, if the student doesn't pass Academic department's muster for admission, the Student will not be considered for Admission independently by the Director- Operations or vice versa. In cases like these, the final discretion will then lie with the School Director.

PRE-ADMISSION PROCEDURE (GRADE- PRE-NURSERY TO GRADE- 11)

1. To apply at GGS, the applicant needs to start the procedure by filling up the Online Admission Form on the School's website or pick a hard copy from the School's Accounts Department (Timings- 9am to 4pm).
2. To visit the school and meet the Admission Counsellor, a Parent needs to take an appointment between Monday to Friday, 9am to 2pm.
3. For Pre-Nursery, Nursery, KG and Grade 1, parents need to submit the following documents with the Online or Offline Admission Form
 - Photocopy of Birth Certificate or Passport (front and back page)
 - Aadhar Card copies of both Parents'
 - PAN Card copies of both Parents'

Once the Online or Offline Admission Form is received, an orientation meeting will be held between the parent and the Head- Pre-Primary, for which a date and time will be allotted. The following day Draw-of-lots are conducted.

4. For Grade 2 to 11 , parents need to submit the following documents with the Online or Offline Admission Form
- Photocopy of Birth Certificate or Passport (front and back page)
 - Aadhar Card copies of both Parents'
 - PAN Card copies of both Parents'
 - Past 2 years of progress reports

Once the Online and Offline Admission Form is received, Parents' will be then called for an interaction with the Principal-Junior School for Grades 2-5, Principal- International Curriculum for Grades 6-11 IB and Principal- National Curriculum for Grades 6-11 CBSE, to understand the need of the student, for effective learning.

A formal assessment is also conducted for admissions in Grade 6 and above.

RESIDENCE ADMISSION CRITERIA AND AGE ABILITY

Admission in the residences is offered for grade III and above.

LEARNING NEEDS

*****Admission criteria for Learning Needs - Parents need to mention if there is any special needs in the admission form and formal assessment report should be submitted before admission if required.**

ADMISSION CRITERIA FOR ESL

- ESL students with little or no previous knowledge of English are identified and placed in the English Support Program to help them adapt to the new environment and integrate them into the mainstream academic curriculum.
- ESL Learners are withdrawn from their regular English lessons for an individual or small-group language support.
- Parents need to submit the ELS fee.

POST ADMISSION PROCEDURES

Once Admission is granted, parents are required to deposit the Fees and submit the following documents.

- Photocopy of Passport if available. This is mandatory for overseas students
- Escort Card/ID Card Form
- Swimming Consent Form
- Medical Form
- School uniform and books can be bought from the uniform store and the book store in the School. The requisite lists are available in the stores.

- The Admission's office then informs the concerned departments about the new admission and assigns the Date of Joining to the student.
- An Orientation session will be held on the 1st day of the new session for Parents and Students.
- New Scholars will be allotted the section on the day of joining. The time table for your ward will be handed over by the Class Mentor on the same day.
- Mentors assist new students with the syllabi covered in the class till date, with parental support.

ORIENTATION OF PARENTS AND STUDENTS

Orientations for students and Parents of classes V to XI are held to understand the National CBSE Curriculum and the International IB and IGCSE curriculum. There are similar workshops and academic orientations held for better understanding of the IB-PYP curriculum as well.

ENTRANCE TESTS

The school carries 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 CBSE, IGCSE AND IBDP

- Must have satisfactory grades in the six subjects they intend to select for the Diploma Programme.
- For CBSE students - Applicants are required to attend a Bridge Course in Math, Science, Economics, Business Studies and Project Work offered by the School from the beginning of April to end of May.

Candidates who fail to meet the above the academic requirements in one or more subjects may be required to take individual subject Admission Test. Such applicants must pass the exams before admission can be confirmed. The time and venue of the entrance test is communicated to the applicants.

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.

IGCSE ADMISSIONS

Enrollment for Continuing Students of Genesis into the IGCSE

Grade 8 students and their parents are given an orientation about the philosophy, the benefits and demands of the IGCSE programme to help them make an informed decision. When students get into grade 9, we ensure that they have the adequate Knowledge, Understanding and Skills to handle the requirement of IGCSE and on the recommendation of the subject teacher students are advised about the subjects for which they can register.

Enrollment for New Students into the IGCSE

To enroll into the IGCSE programme, a student should have successfully completed Grade 8 with a pass percentage of at least 50% from the CS, MYP, CBSE, or ICSE Boards. Transfer candidates from other schools is required before a student can be enrolled into Grade 9 (this is an internal requirement of the school).

New students take a diagnostic test for English, Math and Science, to ensure that they have adequate Knowledge, Understanding and Skills to cope with the demands of the IGCSE as well as to assess which subjects they should take. The Principal and or IGCSE Coordinator and or the subject teachers advise students on this matter.

Parents of new applicants are given a detailed orientation about the philosophy, the benefits and demands of the IGCSE to help them make an informed decision.

Enrollment for Students from Non-English speaking backgrounds

Students who cannot cope with the language of instruction, i.e. English, are enrolled for the IGCSE programme and are given an intensive English language course along with the enrollment into the IGCSE so that that they acquire the adequate language skills required to handle the subjects. These are organized by the school as per need. The student may be offered ESL core option for IGCSE.

Enrollment for Students with Special Needs

Genesis, being an inclusive school, enrolls students with mild and moderate educational needs. Slow learners and physically challenged are accepted in Genesis Global School (refer to Genesis SEN Policy).

Before a Special Needs student is enrolled, scanned copies of their clinical assessments are required by the Admissions Officer. Based on the input from the special educator and counselor, a series of meetings are scheduled with the parents and student in order to assess the child as well as the school's ability to provide adequate services to the students.

Once the application is submitted with all the relevant and supporting documents to the Admissions Officer, it is reviewed by the Coordinators and Admissions Committee who make a recommendation to the Principal for the final decision.

The school reserves the right to cancel any enrollment if found that false information and documentation has been provided.

Admissions Committee

Students will be chosen by the Admissions Committee comprising of the Director-Operations, Principal, Admissions Department, Section Coordinator, and HOD Special Educational Needs (if required).

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.

CBSE

Admission criteria for CBSE Grade XI

- 1 PCM (SCIENCES) - 85% and above aggregate with 85% each in Science and Mathematics.**
- 2 PCB (SCIENCES) - 85% and above aggregate with 85% in Science and 80% in Mathematics.**
- 3 Commerce with Mathematics - 85% and above aggregate with 85% in Mathematics.**
- 4 Commerce without Mathematics - 80% and above aggregate with 80% in Mathematics**
- 5 Humanities - 80 % and above aggregate.**

Shift from IGCSE to CBSE Class XI

- 1 PCM (SCIENCES) - Core Sciences Grade B, Mathematics Additional Grade B**
- 2 PCB (SCIENCES) - Core Sciences Grade B, Mathematics Grade B**
- 3 Commerce with Mathematics - Economics/Business Studies - Grade C, Mathematics Grade C.**
- 4 Commerce without Mathematics - Economics/ Business Studies - Grade C, Mathematics Grade C.**
- 5 Humanities - Grade C**

REVIEW AND IMPLEMENTATION OF ADMISSION POLICY

Director-Operations, Principal, Coordinators and Admissions Department to review the Admission Criteria in consultation with subject teachers once in every two years. A presentation on school policies, IB Diploma Programme, IB Middle Years Program, IB Primary Years Programme, Cambridge IGCSE and the National CBSE curriculum are special features during the Orientation Programme for parents, students and teachers on the first day of the academic session. All school policies are communicated to the teachers, students and parents through regular communication and are uploaded on the school website.

ADMISSIONS PRE PRIMARY SCHOOL (Pre Nursery - Grade 1)

ADMISSIONS

The admission procedure for every academic year commences in the final week of September of the preceding year.

ELIGIBILITY CRITERIA

1. Pre-Nursery- Student should be 2 years+ of age by 31st March.
2. Nursery- Student should be 3years+ of age by 31st March.
3. KG- Student should be 4years+ of age by 31st March and should have finished Nursery in the previous school, before joining KG.
4. Grade 1- Student should be 5years+ of age by 31st March and should have finished KG in the previous school, before joining Grade 1

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2. To see the school and meet the Admission Counsellor, parent needs to take an appointment between Monday to Friday, 9am to 2pm.
3. For Pre-Nursery, Nursery, KG and Grade 1, parents need to submit the following documents with the Online or Offline Admission Form
 - a. Photocopy of Birth Certificate or Passport (front and back page)
 - b. Aadhar Card copies of both Parents'
 - c. PAN Card copies of both Parents'

Once the Online or Offline Admission Form is received, an orientation meeting will be held between the parent and the Head- Pre-Primary, for which a date and time will be allotted. The following day Draw-of-lots are conducted.

Note - All orientations, interactions and written tests will be conducted on weekdays only.

4. Application is then signed off by the Head-Pre-Primary and Director- Operations.
5. Results are declared within 48 hours and communicated through email.

POST - ADMISSIONS PROCEDURES

Once Admission is granted you may proceed to deposit the Fees and submit the following documents-

- Photocopy of Passport if available. This is mandatory for overseas students
- Escort Card/ID Card Form
- Swimming Consent Form
- Medical Form
- Transport Request Form
- School uniform and books can be bought from the uniform store and the book store in the School or from any vendor outside of the school. The requisite lists are available in the stores to facilitate the same.
- The Admission's office then informs the concerned departments about the new admission and assigns the Date of Joining to the student.
- An Orientation session will be held on the 1st day of the new session for Parents and Students.
- New Scholars will be allotted the section on the day of joining. The time table for your ward will be handed over by the Class Mentor on the same day.
- Mentors assist new students with the syllabi covered in the class till date, with parental support.

For any detail not covered in this document

Please Contact: Ms. Deepika Gupta

Assistant Manager - Admissions

Ph: +918860632703

email:admission@genesisgs.edu.in

DOCUMENTATION

All documents need to be duly completed, signed and filled in block letters, before submission. Any incomplete documents may lead to delay in the Admission procedure and increase the risk of not gaining a seat. Additionally, once all the details are organised, please deliver them in an L-Shaped transparent folder to the Admissions Office or scan and email them at admissiondocuments@genesisgs.edu.in.

ADMISSIONS PRIMARY SCHOOL - (GRADE 2 - GRADE 5)

ADMISSION

The admission procedure for every academic year commences in the final week of September of the preceding year.

PRE -ADMISSION PROCEDURES

1. To apply at GGS, the applicant needs to start the procedure by filling up the Online Admission Form on the School's website or pick a hard copy from the School's Accounts Department (Timings- 9am to 4pm).
2. To see the school and meet the Admission Counsellor, parent needs to take an appointment between Monday to Friday, 9am to 2pm.
3. For Grades 2 and above, parents need to submit the following documents with the Online or Offline Admission Form
 - Photocopy of Birth Certificate or Passport (front and back page)
 - Aadhar Card copies of both Parents'
 - PAN Card copies of both Parents'
 - Past 2 years of progress reports

Once the Online and Offline Admission Form is received, application is reviewed by the Admissions Office. Parents' of shortlisted applicants will be then called for an interaction with the Principal-Junior School for Grades 2-5, to understand the need of the student, for effective learning.

NOTE - All orientations, interactions and written tests will be conducted on weekdays only.

4. Application is then signed off by the Principal-Junior School and Director-Operations.
5. Results are declared within 48 hours and communicated through email.

POST - ADMISSION PROCEDURES

Once Admission is granted you may proceed to deposit the Fees and submit the following documents-

- Photocopy of Passport if available. This is mandatory for overseas students
- Escort Card/ID Card Form
- Swimming Consent Form
- Medical Form
- Transport Request Form
- Guardian Information Form

- **Original Transfer Certificate**
- **School uniform and books can be bought from the uniform store and the book store in the School or from any vendor outside of the school. The requisite lists are available in the stores to facilitate the same.**
- **The Admission's office then informs the concerned departments about the new admission and assigns the Date of Joining to the student.**
- **An Orientation session will be held on the 1st day of the new session for Parents and Students.**
- **New Scholars will be allotted the section on the day of joining. The time table for your ward will be handed over by the Class Mentor on the same day.**
- **Mentors assist new students with the syllabi covered in the class till date, with parental support.**

For any detail not covered in this document

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ADMISSIONS MIDDLE SCHOOL 0 (Grade 6 – Grade 8)

ADMISSIONS

The admission procedure for every academic year commences in the final week of September for CBSE of the preceding year and April for IB of the same year.

PRE – ADMISSION PROCEDURES

1. To apply at GGS, the applicant needs to start the procedure by filling up the Online Admission Form on the School's website or pick a hard copy from the School's Accounts Department (Timings- 9am to 4pm).
2. To see the school and meet the Admission Counsellor, parent needs to take an appointment between Monday to Friday, 9am to 2pm. Counselling for IB and CBSE curriculum shall happen on the same day.
3. For Grades 6 to 8, parents need to submit the following documents with the Online or Offline Admission Form
 - Photocopy of Birth Certificate or Passport (front and back page)
 - Aadhar Card copies of both Parents'
 - PAN Card copies of both Parents'
 - Past 2 years of progress reports

Once the Online and Offline Admission Form is received, application is reviewed by the Admissions Office. Parents' of shortlisted applicants will be then called for an interaction with the Principal- International Curriculum for Grades 6-11 IB and Principal- National Curriculum for Grades 6-11 CBSE, to understand the need of the student, for effective learning.

A formal assessment is also conducted for admissions in Math and English.

NOTE - All orientations, interactions and written tests will be conducted on weekdays only.

4. Application is then signed off by the Principal- International Curriculum for Grades 6-11 IB or Principal- National Curriculum for Grades 6-11 CBSE and Director- Operations.
5. Results are declared within 48 hours and communicated through email.

POST ADMISSION PROCEDURES

Once Admission is granted you may proceed to deposit the Fees and submit the following documents-

- Photocopy of Passport if available. This is mandatory for overseas students
- Escort Card/ID Card Form

- **Swimming Consent Form**
- **Medical Form**
- **Transport Request Form**
- **Guardian Information Form**
- **Original Transfer Certificate**
- **School uniform and books can be bought from the uniform store and the book store in the School or from any vendor outside of the school. The requisite lists are available in the stores to facilitate the same.**
- **The Admission's office then informs the concerned departments about the new admission and assigns the Date of Joining to the student.**
- **An Orientation session will be held on the 1st day of the new session for Parents and Students.**
- **New Scholars will be allotted the section on the day of joining. The time table for your ward will be handed over by the Class Mentor on the same day.**
- **Mentors assist new students with the syllabi covered in the class till date, with parental support.**

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ADMISSIONS SENIOR SCHOOL - (GRADE 9 - GRADE 11)

ADMISSION

The admission procedure for every academic year commences in the final week of September for CBSE of the preceding year and April for IB of the same year.

PRE ADMISSION PROCEDURES

1. To apply at GGS, the applicant needs to start the procedure by filling up the Online Admission Form on the School's website or pick a hard copy from the School's Accounts Department (Timings- 9am to 4pm).
2. To see the school and meet the Admission Counsellor, parent needs to take an appointment between Monday to Friday, 9am to 2pm. Counselling for IB and CBSE curriculum shall happen on the same day.
3. For Grades 9 to 11, parents need to submit the following documents with the Online or Offline Admission Form
 - Photocopy of Birth Certificate or Passport (front and back page)
 - Aadhar Card copies of both Parents'
 - PAN Card copies of both Parents'
 - Past 2 years of progress reports

Once the Online and Offline Admission Form is received, application is reviewed by the Admissions Office. Parents' of shortlisted applicants will be then called for an interaction with the Principal- International Curriculum for Grades 6-11 IB and Principal- National Curriculum for Grades 6-11 CBSE, to understand the need of the student, for effective learning.

A formal assessment is also conducted as per table below-

GRADE	SUBJECTS
Grade 9 IGCSE/CBSE	English/Math/ Science
Grade11 CBSE- Science	English/Math/ Science
Grade11 CBSE- Commerce	English/ Math
Grade 11 CBSE- Arts	English
Grade 11 IB	English/Math/ Science

Syllabus for the same is shared with the parent.

NOTE - All orientations, interactions and written tests will be conducted on weekdays only.

4. Application is then signed off by the Principal- International Curriculum for Grades 6-11 IB or Principal- National Curriculum for Grades 6-11 CBSE and Director- Operations.

5. Results are declared within 48 hours and communicated through email.

POST ADMISSION PROCEDURE

Once Admission is granted you may proceed to deposit the Fees and submit the following documents-

- a. Photocopy of Passport if available. This is mandatory for overseas students
- b. Escort Card/ID Card Form
- c. Swimming Consent Form
- d. Medical Form
- e. Transport Request Form
- f. Guardian Information Form
- g. Original Transfer Certificate
- h. School uniform and books can be bought from the uniform store and the book store in the School or from any vendor outside of the school. The requisite lists are available in the stores to facilitate the same.
- i. The Admission's office then informs the concerned departments about the new admission and assigns the Date of Joining to the student.
- j. An Orientation session will be held on the 1st day of the new session for Parents and Students.
- k. New Scholars will be allotted the section on the day of joining. The time table for your ward will be handed over by the Class Mentor on the same day.
- l. Mentors assist new students with the syllabi covered in the class till date, with parental support.

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INCLUSION - ADMISSION AND ASSESSMENT PROCEDURES

- **Availability of seat in grade applied for. We cap the number of students to 6 per grade level.**
- **Assessment of learner by the team of learning support.**
- **Formal assessment report by a clinical psychologist for getting accommodation and compensation in all curriculum.**
- **Observation of all learner in a mainstream set up, if required.**
- **After observation to take a final call for the admission.**
- **Inclusion/Integration - as per the level of each child and as per our inclusion policy.**
- **Parent shadow teachers are not allowed.**

ENROLMENT ON LSD SUPPORT (If the student is identified post admission)

- **Observation of the student by members of the Learning Support Department.**
- **Filling of referral form by a teacher and the Learning Support Department.**
- **Formal meeting of the team involved with a parent/parents'**
- **Signing of consent by a parent/parents' to go ahead with support.**

ENGLISH AS SECOND LANGUAGE SUPPORT

No extra charges are applicable toward ESL support, however there may be leveled books to be purchased for the same.

INCLUSION FEE POLICY

Learners will be paying extra charges for Occupational Therapy, Speech therapy and Remedial sessions.

Last Reviewed in April 2019