

## **VISION STATEMENT**

**GGS aims to nurture resilient, holistic, empathetic & lifelong learners in a multi-cultural environment, for a sustainable future.**

## **MISSION STATEMENT**

**GGS graduates will be responsible global citizens empowered to contribute to society in various capacities by providing them the freedom to be, to act, to impress and to dream. GGS incorporates an inquiry-based curriculum and extensive co-curricular experiences, acknowledging the role of community voice and student agency.**

# **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

## **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
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 attach the following documents with the Online 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 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 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 Admission Form is received, Parents' will be then called for an interaction with the respective Principal of the section of the school application is received for, to understand the need of the student, for effective learning. A formal assessment is also conducted for admissions Grade 6 and above.

### **RESIDENCE ADMISSION CRITERIA AND AGE ABILITY**

Admission in the residences is offered for Grade 3 and above.

### **OVERSEAS ADMISSION CRITERIA**

Should the candidate not be available for an interaction/entrance test, a preformatted Recommendation letter is sent directly to the current school of the candidate. Final decision is taken basis the letter received and documents submitted.

Should the Admission's Office or Principal feel unsatisfied by either or both submissions, the School has the right to put the Application on hold, till the candidate is available for an interaction/entrance test.

### **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 Students will be allotted the section on the day of joining. The time table for your ward will be handed over by the Class Teacher on the same day.
- Teachers 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 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% Mathematics.
3. Commerce with Mathematics - 85% and above aggregate with 85% Mathematics.
4. Commerce without Mathematics - 80% and above aggregate with 80% 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.Humanities - Grade C

### **REVIEW AND IMPLEMENTATION OF ADMISSION POLICY**

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.

### **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](mailto:admissiondocuments@genesisgs.edu.in).

### **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 January 2020**