

**Vision**

Dream, Inspire, Act

**Mission**

Genesis Global School aims to nurture all students to become resilient and confident learners as socially responsible leaders serving diverse communities and cultural contexts.

**Policy Monitoring**

Date of review: June 2024

Reviewed by: Principals and Administrative head.

Date of next review: June 2025

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

## 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.
- To ensure 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 realize the full potential of the student.
- To adhere to local laws.

## ADMISSION PROCEDURE

1. To apply at GGS, the applicant needs to start the procedure by filling up the Online Admission Form on the school's website - [Online Admission School, Online Admission Form | Genesis Global School](#)
2. Parents need to attach the following documents with the Online Admission Form:
  - Birth certificate with date of birth, child, and parent's name.
  - ID proof of the student (Aadhar Card/ Passport – Both front and back page)
  - ID proof of the both the parents (Aadhar Card/ Passport – Both front and back page/Voter's ID)
  - Past 2 years of progress reports/Report cards – Applicable for Grade KG and above
  - Passport size photograph of the applicant and parents.
  - Legal Documents in case of separation/divorce/adoption/single parent.
  - CBSE grade 9/11 registration copy – Applicable for Grade 10 and 12 CBSE admission
3. Payment of one-time application fees (Non-Refundable).
4. Once the Online Admission Form is received:
  - A) Pre-Nursery and Nursery - An orientation meeting will be held between parents and respective academic coordinator of the section for which application is received, for which a date and time will be allotted.
  - B) KG – PYP 5 - An orientation meeting will be held between parents and respective academic coordinator of the section for which application is received, for which a date and time will be allotted. Formal assessment is also conducted to understand the need of the applicant for effective learning.
  - C) MYP 1 – DP 1 - An orientation meeting will be held between parents, applicant and respective academic coordinator of the section for which application is received, for which a date and time will be allotted to understand need of the applicant for effective learning. Previous academic records are also analyzed. Formal assessments will be conducted, if required.
  - D) Grade 1 – Grade 12 (CBSE) - An orientation meeting will be held between parents, applicant and respective academic coordinator of the section for which application is received, for which a date and time will be allotted to understand need of the applicant for effective learning. Previous academic records are also analyzed. Formal assessments will be conducted, if required.

## **ADMISSION PROCEDURE FOR STUDENT WITH INDIVIDUAL LEARNING NEEDS (ILN):**

GGs, being an inclusive school, enrolls students with mild and moderate individual learning and educational needs.

1. To apply at GGS, applicant needs to submit Psychoeducational assessment reports. The reports must be generated by RCI registered psychologist and report card for past 2 years for Grade 1 and above.
2. Based on the inputs of the Department of Learning Support for report, face to face interaction is arranged for the applicant with the special educator and academic coordinator. A formal written assessment might also be conducted, if required.
3. The final decision regarding admission will be taken collaboratively between the Principal, Learning Support Coordinator and other members of the school leadership team. This team will evaluate if the school is adequately equipped to meet the needs of the child and recommend whether admission should be offered or if the school is unable to provide a place currently.
4. The school reserves the right to suggest and offer a suitable board to the applicant (IB or CBSE) on the basis of evaluation.
5. On the basis of assessment, school suggests the level of Individual Learning Support – Level 1, 2 or 3. The support will be additional paid service over and above the school fees.
6. ILN support might be short term or long term, as per the requirement of the applicant.
7. In the case of ILN – Level 3 support, we need a trained special educator to be shadow teacher. Parents cannot be allowed to be as show teachers.

### **NOTE:**

1. Post admission all the students will be under observation from the Department of Learning Support. If the student is identified for learning needs, formal meetings will be conducted for parents and special team. Parents would be required to submit Psychoeducational by RCI registered psychologist.
2. Our policy is in line with CBSE curriculum and IB practices and standard. The aims of the Genesis Inclusive Policy, regarding the education and outcomes of students experiencing special educational needs.

## **ADMISSION CRITERIA's**

1. **Students in Residence** - Admission to the residences is offered for Grade 3 and above.
2. **Overseas Admissions –**
  - A) An online orientation meeting will be held between parents, applicant and respective academic coordinator of the section for which application is received, for which a date and time will be allotted to understand need of the applicant for effective learning. Previous academic records are also analyzed. Formal assessments will be conducted once the student visits campus, if required.
  - B) If the candidate is not available for an interaction/entrance test, a preformatted Recommendation letter is sent directly to the current school of the candidate. A final decision is taken based on the letter received, and documents submitted. If 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.

### **3. English as Second Language Support (ESL)**

- A) 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.
- B) ESL Learners are withdrawn from their regular English lessons for an individual or small-group language support.

### **4. Transfer students**

- A) IB - 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/ transcripts and/or a letter from their previous school which confirms that he/she was pursuing the IB Diploma Programme.
- B) CBSE – The school accepts direct admissions in Grade 10 and 12 provided that GGS currently offers the subjects for which student has been registered with CBSE in Grade 9 and 11 respectively. CBSE registration copy/ LOC of Grade 9/ Grade 11 duly signed and stamped by the principal of the current school and hardcopy of original TC should be submitted mandatorily for direct registration with CBSE.

### **Post-admission procedure**

Once Admission is offered, the parents are required to:

- A) Deposit the Fees and
- B) Submit the pending proofs, if any and school forms - Escort Card/ID Card Form, Medical form, Swimming Consent form, transport form and choice of facility form.

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 department and email scanned documents at [admission@genesisgs.edu.in](mailto:admission@genesisgs.edu.in).

Note:

- School uniform and books can be bought from the uniform store and the bookstore 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 is held before the 1st day of the new session for Parents and Students.

## **Admissions Committee**

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

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

Principal, Coordinators and Admissions Department to review the Admission Criteria in consultation with subject teachers as required or atleast every two years. A presentation on school policies, IB Diploma Programme, IB Middle Years Programme, IB Primary Years Programme, 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.