

**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.

## **SABBATICALS POLICY**

**Policy Statement:** On occasion, it may be necessary for a student to take a period of leave from Genesis Global school while at the same time not wishing to lose their affiliation with the school. Genesis Global School will make every effort to support the family's wishes and has developed a Sabbatical Programme. As a general principle and in the best interest of students GGS will not promote students to the next grade level if they have taken a sabbatical year.

### **SABBATICAL**

Sabbatical can be offered to students at GGS with a genuine case after verification. Parents may apply for the same to the Principal with support documents, stating the reason for the sabbatical. The Senior Management team then reviews the case and approves it.

#### **Existing student:**

A Sabbatical can be taken up to a maximum of one year. For students to continue to retain their seat in the school, the parents will need to pay 10% of the school tuition fees as a one-time payment in advance (non refundable). The students, on completion of sabbatical, within the agreed period between the school and parent, will not be required to pay the admission fees again at the time of rejoining. The regular school fees will be applicable upon rejoining.

#### **New Admission:**

A new parent can request for a sabbatical after seeking admission and paying the admission fee and security deposit. The above-mentioned sabbatical policy will apply in this case as well.

A sabbatical can be extended for more than a year at the discretion of the Director. If the student is not returning to school after the sabbatical, then the parent needs to inform GGS one month in advance from the agreed date of joining. In this case, 50% of the security deposit will be forfeited.

#### **RE-JOINING:**

##### **1) Junior School**

**Re-joining in the Junior school (Grades Nursery to Grade 2)** will be based on a broad assessment of the previous years learning, to ensure the student has mastered concepts covered in the grade level the student was on sabbatical for. Where the student is determined to be at standard, the student will be promoted. If in the opinion of the school Principal the student has not achieved grade standards they will be required to repeat the grade.

## Re-joining in the Junior School (Grades 3 to 5)

When taking the sabbatical leave parents should note that the students are required to re-join the grade level he/she has taken the sabbatical leave in. For example, if the student was in Grade 3 and took the sabbatical in January, the student joins Grade 3 unless some proof and evidence are submitted of learning taken place in a recognized and accredited format. Such cases are considered on individual basis, students are tested to ensure the level requirements of the grade level are met.

## 2) Middle and Senior School

### CBSE Grades 6 to 12

The CBSE programme rarely permits sabbaticals to be taken, therefore approval of a sabbatical at Genesis will be granted only in a very exceptional situation. If granted, upon return the student will have to re-enter school at the grade level they missed. If the student can provide evidence that they successfully completed a fully accredited programme that covers the learning outcomes addressed in CBSE and successfully complete a comprehensive placement exam they may be placed in the next grade level.

### MYP-DP

When taking the sabbatical leave parents should note that the students are required to re-join the grade level he/she has taken the sabbatical leave in. For example, if the student was in MYP1 and took the sabbatical in January, the student joins MYP1 unless some proof and evidences are submitted of learning taken place in a recognized and accredited format. Such cases are considered on individual basis, students are tested to ensure the level requirements of the grade level are met.

IGCSE and DP student's approval of the sabbatical leave is a subject to case-to-case decisions as these programmes are two-year courses and require students to be continuously working and studying for their board exams. In case of being registered for the exams and not taking them might bring in not only graduation and certification delays but also other payment requirements from the parents' side.

## PROCESS TO APPLY AND RE-JOIN

1. Parents will be required to write to the Principal with supporting documents, stating the reason for the sabbatical.
2. The Senior Management team will then review the case and make its decision within a span of two school weeks.
3. A sabbatical can be taken up to a maximum of one year only within the academic session.
4. The School will contact the parent in the following February to collect the Fee receipt of the 10% fee deposited by them, at the time of taking the sabbatical, if opted for *Option-1*.
5. The EA of the specific section (PYP, IB & CBSE) will take the process forward that will include verification of receipt and an interaction by the academic team.
6. Based on the student's performance and provision of evidence of continued education, the rejoining process will be completed through the School Office.