



ADMISSION POLICY

Vision Statement

Dream, inspire, act.

Mission Statement

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

Values and Philosophy

Our Values

Compassion: We foster a culture of compassion, where every member of our community values and demonstrates exceptional attitudes towards each other and the wider world. We strive to create an inclusive environment where empathy and understanding are the cornerstones of our interactions.

Courage: We empower our learners to embody resilience and bravery, instilling in them the courage to approach new learning and life opportunities with curiosity and drive. We encourage them to embrace challenges and persevere in their pursuit of knowledge and personal growth.

Ambition: We are committed to creating a community that is driven by ambition. Our members strive for excellence in academic, cultural, creative, and sporting endeavours. We believe in setting high standards and working tirelessly to achieve them, pushing the boundaries of what is possible.

Respect: We celebrate and respect the unique contributions made by every member of our school community. We recognize the value that each individual brings, fostering an environment where diversity is embraced and where mutual respect is the foundation of our interactions.

Dignity and Integrity: We uphold the principles of dignity and integrity in all that we do. Members of our community conduct themselves with humility, ethical values, and empathy in their interactions within the school and beyond its gates. We believe in acting with honesty and sincerity, always striving to do what is right.

Our Philosophy

- Provide happy and safe environment
- Deliver high quality teaching and learning
- Establish high expectations of students in all areas of school life
- Encourage students' confidence, self-esteem and self-efficacy
- Value all students as individuals so that they can achieve their full academic and personal potential
- Instil a sense of adventure and broadening of horizons
- Provide opportunities to be courageous global learners
- Extend learning opportunities beyond the classroom
- Provide an environment so that students develop moral and spiritual values

- Produce students who are independent of thought and have a lifelong enthusiasm for learning
- Establish mutual respect between all members of the school community
- Provide a broad curriculum which values the strengths of each subject and student equally
- Create a positive, secure and purposeful atmosphere
- Create an environment where growth mindsets are valued
- Foster links with parents/carers and the wider community
- Encourage excellence in every area of school life
- Create an environment which encourages true dialogue between members of our school and the wider community
- Deliver a philosophy that promotes learning without limits
- Inspire and empower all students to achieve the best that they can with the gifts that they have.

GGs High-Quality Teaching and Learning statement

HQTL takes into consideration the emotional and physical needs of the learners and ensures a safe supportive learning without fear.

Learning experiences challenge conceptual understanding using an inquiry and personalised approach to learning embracing technology as a tool – with an emphasis on developing critical thinking, creativity, and innovation.

The learning environment is aimed to strengthen collaborative learning, speaking, listening, reading and writing and other forms of communication and oracy.

The curriculum has an emphasis on providing an experiential learning experience using both local and global contexts.

As a result, learning incorporates formative assessment, summative assessment and self-assessment integrated in the activities to inform learner progress.

A high-quality teaching and learning environment reinforce the values of integrity, empathy, humility, and compassion.

Introduction statement

We welcome students of all abilities, nationalities, and religions who, in the school's opinion, will benefit from the rigorous academic, personal, and social programmes on offer. We are proud of our transparent policy.

Policy Aims and Objectives

- To ensure that the objectives of the Parent/student are to be met through the clear admission guidelines.
- 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 procedures

Grades pre-nursery to grade 1

To apply at GGS, the applicant needs to start the procedure by filling up the Online Admission Form on the School's website.

1. To visit the school and meet the Admission Counsellor, a Parent needs to take an appointment.
2. For Pre-Nursery, Nursery, KG and Grade 1, parents need to attach the following documents with the Online Admission Form

It is expected that the applicants submit:

- Photocopy of Birth Certificate or Passport (front and back page)
- Aadhar Card copies of both Parents'
- PAN Card copies of both Parents'
- For single parents, the single parent proof would be required.

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.

Grades 2 to 11

For Grade 2 to 11, the applicant needs to start the procedure by filling up the Online Admission Form on the School's website. It is expected that the applicants submit:

- Photocopy of Birth Certificate or Passport (front and back page)
- Aadhar Card copies of both Parents'
- PAN Card copies of both Parents'
- Transfer Certificate
- Past 2 years of progress reports
- For single parents, the single parent proof would be required.

Admission Procedures

Selection is based on multiple criteria. These are:

1. Performance in the entrance test.
Pre-KG, Year 1 applicants have assessments in English and Mathematics and all other grade/year levels have CAT4 digital testing assesses a pupil's strengths, weaknesses and learning preferences, providing accurate and reliable information that is essential for personalized . Developing literacy and reading ability is fundamental to a student's ability to access the curriculum. The New Group Reading Test (NGRT) is a standardized, termly assessment that reliably measures reading skills to help you get to the root of any problems precisely and quickly. Pre-KG, Year 1 applicants are also assessed for school readiness. They must be toilet trained and have a level of independence.
2. Past school results and report.
3. Face to face interview, if required, with the Admissions Officer /School Counsellor/ Academic Coordinator / School Principal / or other designated school staff.
4. Age appropriateness for the year/grade level to which admission is sought (PTM, PTS and PTE)
5. An informal evaluation is also conducted for admissions Grade 6 and above for CBSE curriculum based on interactions.
6. Transfer Certificate from the previous school.
7. Priority will be given to siblings of those who have secured admission to the school.
8. Students requiring English Language Acquisition (ELA) support to access the curriculum may be admitted and their application would be discussed with the Head of Secondary and parents are advised accordingly. Students

who are new to English or have not been schooled with English as the primary medium of instruction can avail of this support.

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

The admissions team is able to decide if further assessment or support is required, based on initial assessment. Parents will be advised accordingly.

Procedures for Assessment

All invited applicants will undergo assessment. The specific nature of this assessment is the responsibility of the school, and the relevant details are as mentioned below.

For applicants based locally, assessments will be undertaken at the school premises.

For Nursery and KG – BALs the test is general in English and Number work and non-verbal clues may be used. For Grade 1 onwards CAT4 digital testing is conducted via an online platform (the fourth edition of GL Assessment's Cognitive Abilities Test that assesses a pupil's strengths, weaknesses and learning preferences, providing accurate and reliable information that is essential for personalized learning that includes verbal, Quantitative and Spatial Ability tasks).

Where appropriate a face-to-face interview may also be undertaken with the relevant school authority.

The following documents are required at the time of assessment:

- 2 photocopies of birth certificate, passport, ID of student & parents
- latest 2 years full school reports or transcripts

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. The CAT4 assessment will be undertaken online under the supervision of a qualified teacher, where applicable. (For applicants currently outside India - abroad assessments can be arranged.) The assessment fee is applicable for both onsite and abroad assessments.

Final decision is taken on the basis of 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

SEN students (Special Educational Needs) or children on learning needs and those with challenging behavior make demands on the assessment process. For these students, the initial aim of assessment may be to identify potential strengths and growth areas. IEP goals and specific targets are developed to monitor progress and attainment over time. 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.

Selection Process

- Any new applicant with identified specific educational needs (SEN) will be referred to the coordinator of Student support/ Inclusion.
- The department of Learning Support will go through the reports and CAT4 and NGRT would be conducted making appropriate recommendations to the admissions department thereafter. All placements are subject to availability of spaces/
- 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 the admission offer should be full or partial (in partnership with another specialist school or provider) or if the school is unable to provide a place currently.
- The decision taken by the school is final, and all admissions follow the guidelines and regulations set.
- Parents / guardians must respond to an offer within 7 days of receipt, in order to secure the place.
- Prior to admission a Transfer Certificate (attested where required) is to be submitted.

Admissions Policy for Students with Learning Needs

Our policy is in line with IB practices and standards and the aims of the Genesis Inclusive Policy, regarding the education and outcomes of students experiencing special educational needs. The Inclusion Policy can be accessed directly on the school's webpage. Students with learning needs are offered admissions with the following conditions:

1. Availability of seats in grade applied for. We cap the number of students to 6 per grade level.
2. CAT4 and NGRT tests are taken in school.
3. Assessment of learner by the team of learning support.
4. Formal assessment report by a clinical psychologist for getting accommodation and compensation in all curriculums.
5. Observation of all learners in a mainstream set up, if required. After observation to take a final call for the admission.
6. Inclusion - as per the level of each child and as per our inclusion policy.
7. Parent shadow teachers are not allowed.

Entrance tests

The school carries out a formal/informal assessment of the student in order to decide on appropriate learning or behavioural support. The school may also require further educational or psychological evaluations if there a need is felt for further information to support individual students. These tests will be PTM, PTS and PTE or NGRT.

For Students applying for CBSE curriculum-

- Assessment for language, mathematics from grade 6 onwards.
- Higher grades (9 onwards) – English, Mathematics, Sciences assessment as per requirement
- Grade 11 - subject choices as interest and post reviewing board result whether eligible to opt for certain subjects.

Interaction with parents/guardian and candidate is a must.

In case of direct admission in Grade 10 and 12, mandatory documents as per CBSE guidelines to be submitted with genuine reason of transfer.

IB Middle Years Programme (MYP) and Diploma Programme (DP)

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 (including transcripts and recommendation letter). In cases justified by coordinators, students may be invited to take PTs in English, Mathematics and Sciences and / or CAT4 and NGRT testing.

For students joining CBSE, and IB (MYP and DP)

1. Must have satisfactory grades in the six subjects they intend to select for the Diploma Programme.
2. 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 (IB MYP-4,5 and DP)

Students accepted into the MYP (grades 4 and 5) and DP 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.

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 MYP 5 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 and Economics/Business Studies Grade C, Mathematics Grade C.
4. Commerce without Mathematics, Economics/ Business Studies Grade C, Mathematics Grade C, Humanities Grade C.

Transfer students (IB DP)

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

Assessment Fees

All applicants who are invited for assessment are required to pay a non-refundable assessment 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 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 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 timetable 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 for Parents and Students

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

Enrolment into learning support (if the student is identified post admission)

1. Observation of the student by members of the Learning Support Department.
2. Filling of referral form by the teachers and the Learning Support Department
3. Formal meeting of the team involved with the parents; signing of consent by the parents to go ahead with support.
4. External psycho-educational assessment (mandatory)
5. Psychological Counselling may be recommended

Admissions Committee

Students will be chosen by the Admissions Committee comprising of the Principal, Admissions Department, Section Coordinator, and Student support coordinator, (if required).

For the Leadership team

Review procedures

Principals, Coordinators and Admissions Department must review the Admission Criteria in consultation with subject teachers once in every two years. A presentation on school policies introduced per relevance by the IB Diploma Programme, IB Middle Years Programme, IB Primary Years Programme, and the National CBSE curriculum, must include an overview of the programme and clarifications related to the latest updates of the current 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 pertaining to admissions need to be duly completed, signed and filled in block letters, before submission by all members of the admission process. Any incomplete documents may lead to delay in the admission.

Policy Monitoring

Date of review: September 2023

Reviewed by: Principals and Administrative head.

Date of next review: June 2024

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