

ADMISSION POLICY

AIMS AND OBJECTIVES

- To match the objectives of the School with the goals and abilities of the student.
- Have a transparent process without discrimination to any student.
- Setting a standard so that families of our students have similar core values.
- Adherence to local laws.

PRE-ADMISSION PROCEDURE (Class- Pre-Nursery to Class- X)

- Parents will need to purchase the Prospectus from the School Reception. The cost of the Prospectus is Rs.500.00.
- The parents are given a tour of the school if desired by them.
- Should the parents wish to proceed with the Admission, they will need to fill the Registration Form (part of the Prospectus) and submit.
- With the form, parents need to submit the following documents-
 - a) Original plus one photocopy of the students Birth Certificate. (The original will be returned immediately after verification).
 - b) Photocopy of the previous class Report Cards for 3 years. (For Class VI and above).
- The Admission Assessment is for Students seeking admission to class IX and above. For classes Pre Nursery to VIII, admission is done through random lottery which shall take place on every Wednesday for admission forms filled on Monday & Tuesday and on Saturday, for admission forms filled on Wednesday, Thursday and Friday.
- If a student's name comes in the Lottery, his/her parents shall be telephonically informed about the same.

POST ADMISSION PROCEDURES

- Once Admission is granted, parents will need to deposit the Fees and submit the following documents.
 1. Transfer Certificate in original. (For foreign students the School will require a letter from the Principal of the last School attended stating the bonafide of the student along with the report of the last examination given).
 2. Photocopies of all achievement certificates in the field of Academics, Sports, Extra-Curricular activities.
 3. Photocopy of Passport if available. This is mandatory for foreign students.

4. The Admission documentation booklet must also be completed and duly signed by both Parents. It contains information which will facilitate smooth relationship between parents and the School.
- Once the Fee and documents are submitted, parents will receive an Admission Confirmation Letter through courier or E-mail, from the school. This will inform them about further formalities, to be completed, if any.
 - School uniform and books can be brought from the Uniform shop and Book shop in the School. The book list is available with them.
 - A new student will be allotted the section on the day of admission. The time table will be handed over to him/her by the Class Teacher.
 - Parents need to inform the School of the joining date of their ward. This is mandatory because Staff need to be informed to expect a new student on a particular day and need to make preparations accordingly.
 - Teachers will assist new students with the syllabi covered in the class till date.
 - Parents can contact the school admission counselor in case of any further query.

ORIENTATION OF PARENTS AND THE STUDENTS

As the IB Diploma programme may be a new curriculum for many parents and students, they will be introduced to the IBDP through an orientation programme followed by individual counseling.

Orientation of students and Parents of class VI will be held to understand the local CBSE Curriculum.

ENTRANCE TESTS

The school may carry 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 IBDP after IGCSE

- At least grade B in the HL choice of subjects
- At least grade C in the SL choice of subjects.

For Students joining IBDP after CBSE Class X

- Grade A1 in Maths, Science and English.



Aspire To Inspire

- Applicant will be required to attend a crash course in Maths, Science, Economics, Business Studies and Project Work offered by the School from beginning of April to end of May.

All students interested to join IBDP, are required to take a written entrance test for English, Mathematics and Science.

Time and venue of the entrance test will be given to the applicants.

It should be clearly noted that Genesis Global School offers the full IB Diploma Programme. And will offer the Diploma courses in special cases.

Subject choices

Students accepted into the Diploma Programme are requested to indicate their subject preferences by completing the Subject Preferences 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, action, 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 marks for successful completion of TOK and EE.

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.

REVIEW AND IMPLEMENTATION OF ADMISSION POLICY

- Principal, Coordinators and Heads of Departments will review the Admission Criteria in consultation with subject teachers once in two years.
- A presentation on school policies, IB Diploma Programme, IB Primary Years Programme, Cambridge IGCSE and the National CCE curriculum are special features during the Orientation Programme for parents, students and teachers on the first day of the academic session organized by the Head of School, IBDP Coordinator, the IB PYP Coordinator and the Academic Dean.
- All school policies will be communicated to the teachers, students and parents through regular communication and shall be uploaded on the school website once finalized.
- (PYP specific): We conduct a Parent orientation for the Pre- Primary School Parents once a year to acquaint them to the ways of teaching Phonics (e.g. the parents should be aware of the way we write the letters of the alphabet and their sounds). We further acquaint Parents of Junior School with the method of inquiry, its progression and action through languages.
- The teachers are provided with their OCC information and encouraged to use it to regularly evaluate their instructional practices and to share best practices with their colleagues throughout the world.
- All new IB subject teachers meet with the Diploma Coordinator for an overview of the curriculum, practices, and assessments prior to classroom instruction. Also, the IB teachers and DP Coordinator provide IB in – house professional development during the school year to acquaint new teachers and refresh current teachers with the IB Diploma Programme curriculum and practices.
- The new teachers are registered for training for the first available IB workshops.
- IB teachers engage in collaborative planning at least once a week and for 10 days during summer vacation.

Contract

Parents are required to read and sign the admission policy as stated above. By signing the document, parents indicate that they accept the terms and conditions for their child to be considered for admission to the Diploma Programme at GGS.

Name of the Student:

Name of the Parent:

Date:

Signature of the Parent:

ID CARD/ESCORT CARD FORM

(The below mentioned people are authorized to escort the student to & from the Bus stop/School)

STUDENT'S
PHOTO

Name of the Student : _____

Class : _____

Name : _____

Relation: _____

Name : _____ Name : _____

Relation _____ Relation _____

Name : _____

Relation: _____

MEDICAL HISTORY OF THE STUDENT

Student Name _____
Class _____
Weight _____
Height _____
Blood Group _____

Important:- We request you to be completely thorough in providing information requested below, to Genesis Global School. Many students over the years have had a variety of medical and psychological difficulties which have not, in any way, interfered with their success at Genesis Global School; however, for the student's own safety and health, the medical staff must be aware of such problems.

Please check every condition that applies to your ward and provide detailed comments, including date of the condition, medication and current status of the condition. Use additional pages or support the document with medical reports, if necessary.

Has your Ward ever suffered from?

- | | | | | |
|-----------------------------------|-----|--------------------------|----|--------------------------|
| 1. Asthma / Wheezing | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| If yes, please give details _____ | | | | |
| 2. Bleeding Disorder | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| If yes, please give details _____ | | | | |
| 3. Diabetes | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| If yes, please give details _____ | | | | |
| 4. Epilepsy/ Convulsions | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| If yes, please give details _____ | | | | |
| 5. Blood Pressure | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| If yes, please give details _____ | | | | |
| 6. Migraine/ Headache | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| If yes, please give details _____ | | | | |
| 7. Syncope/ Fainting | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| If yes, please give details _____ | | | | |
| 8. Heart Problem | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

If yes, please give details _____

9. Eye Problem

YES

☐

NO

☐

If yes, please give details _____

10. Hearing Problem

YES

☐

NO

☐

If yes, please give details _____

11. Ankle/ Knee/ Joint Problem

YES

☐

NO

☐

If yes, please give details _____

12. Frequent infections of:-

a) Ear

YES

☐

NO

☐

If yes, please give details _____

b) Throat/ Tonsils

YES

☐

NO

☐

If yes, please give details _____

c) Sinuses

YES

☐

NO

☐

If yes, please give details _____

13. Does your child have any special/ restricted Dietary Needs?
(Please attach a photocopy of the Diet Chart)

YES

☐

NO

☐

If yes, please give details _____

14. Has your ward been hospitalized within last 3 years?

YES

☐

NO

☐

If yes, please give details _____

15. Has your ward suffered from Typhoid/ Jaundice in last 3 years?

YES

☐

NO

☐

If yes, please give details _____

16. Has your ward been exposed to Tuberculosis in last 3 years?

YES

☐

NO

☐

If yes, please give details _____

17. Is your child allergic to-

a) Bee sting/ Insect Bite

YES

☐

NO

☐

If yes, please give details _____

b) Drugs

YES

☐

NO

☐

If yes, please give details _____

c) Food Item	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, please give details _____				
18. Is your ward taking any medication?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, please give details _____				
19. Can the following medications can be given to your ward, in case of an emergency-				
a) Paracetamol/ Crocin	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If no, please give details _____				
b) Anti- Histamine/ Anti-Allergic	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If no, please give details _____				
c) Antacids/ Digene	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If no, please give details _____				
d) Non- steroidal anti- inflammatory	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If no, please give details _____				
e) Any injections (only in case of an emergency)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If no, please give details _____				
20. Does your ward require Glasses or Contact lenses?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, please give details _____				
21. Has your ward been immunized as per the schedule? (Please attach a photocopy of the Immunization Card)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
22. Is your ward taking any medications? (Please attach a photocopy of the Doctor's prescription)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

NOTE: Any medication carried by a student must be handed over to the House Parent directly. Medication will be administered by the School Nurse, as per prescription provided by Parents.

(Parent's Signature)

Undertaking- I hereby certify that the information provided above is true to the best of my knowledge and I allow the School Doctor to undertake my child for treatment, in case of an emergency.

PARENT CONSENT FORM- SWIMMING

Student Name _____

Class _____

I/We, Mr. / Mrs..... Parent/Parent's of, studying in Class ____ of Genesis Global School, Noida do hereby give my willing consent for my ward to use the school's swimming pool. I will not hold the School responsible for any accident that may inadvertently occur during the course of such use and swimming activity.

(Parent's Signature)

Parent's Name- _____

Date- _____

Note – You can rest assured that the school will take all safety precautions while conducting swimming classes, including the presence of a qualified swimming coach, lifeguard, security guard and inflated tubes. Swimming activity will be properly supervised. However, swimming can only be permitted on receipt of the signed parent Consent Form, with an attested Medical Certificate, enclosed herein.

MEDICAL CERTIFICATE

This is to certify that I have examined.....of Class.....
Age..... and found that he/she is not suffering from any chronic/contagious disease or any disability which prevents him/her from attending the swimming classes.

(Doctor's Signature)
(Name & Stamp with Regn.No.)

Date- _____

Note :- This certificate has to be signed by Regd. MBBS Doctor.

REQUEST FOR SCHOOL TRANSPORT & DECLARATION FORM

Student Name _____
Class _____

Subsequent to my wards admission to GENESIS GLOBAL SCHOOL, I _____ request the School, that my child _____ of Class _____ may please be allowed to avail the transport facility being provided by the school at the set rates.

Although, I understand that the school will provide full security and safety, exercising due diligence in carrying out the service, the school shall not be held responsible in case of any mishap. I also understand that the school reserves the right to alter/modify/restructure any route, at any point of time in the interest of children and school, as well.

I agree to abide by all the rules and regulations laid down by the School Authorities.

Name of Parent : _____

Address : _____

Telephone Nos. : _____

Facility Opted For : _____

Date : _____

[Parents' Signature]

FOR OFFICE USE ONLY

Bus Fee Paid YES ☐ NO ☐

Facility Paid For Day School ☐ Extended Day ☐ 5 Day Boarding ☐ Regular Hostel ☐ _____

[Signature- Account's Department]

Route No. (Pick-Up) _____

Route No. (Drop) _____

GAURDIAN INFORMATION FORM

**GAURDIAN'S
PHOTO**

GAURDIAN'S NAME _____

ADDRESS _____

PHONE NOS.

HOME:

BUSINESS:

MOBILE:

E-MAIL ID:

MR. & MRS. _____ parent's & guardian of
_____ who is in grade _____ has authorised
me to be the local guardian for the academic year _____ to _____. I/We will be responsible for any
enquiry, special permissions, any field trips and medical welfare of the student as well as the safety and development
of _____. I/We will also undertake responsibility to accommodate
him/her in case of any suspension from Boarding.

GUARDIAN'S NAME:

SIGNATURE:

DATE:

PARENT'S NAME:

SIGNATURE:

DATE

Aspire To Inspire

Please attach proof of identification i.e., relevant passport page or driving license, and valid Indian visa and residence permit where applicable.