



# ADMISSION POLICY

*Revised as on January 2022*



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## **School Mission**

To develop and nurture global citizens,  
To inculcate an understanding of interconnectedness of all life and the living,  
To develop compassion beyond one's immediate surroundings,  
To understand and respect the differences,  
To help acquire skills of Critical thinking, Communication, Collaboration and Creativity.

## **School Vision**

“To create an empowered, inspired and progressive community of students who achieve and contribute positively towards humanity at large”.

## **Objective of the Policy**

- To ensure a transparent, timely and fair admission process for students of all communities. To apprise the prospective parent about the school philosophy, systems and procedures so that they share common values and build on a sound cultural understanding of the school.
- The school understands the needs of every learner. We collaborate with the parents to work together to recognize and support the full potential of every child.

## **Our Philosophy**

- The school does not discriminate on the basis of race, creed, colour, gender or national origin. We see the school as a learning community which celebrates diversity as we recognize the enormous educational opportunity it provides. We strive to create a diverse community of teachers, students, parents that embrace the whole school environment and collectively contribute to the global community at large.
- The school has adopted a holistic approach to teaching and learning to develop lifelong learners. We strive to create a differentiated learning environment that encourages independent thinking and decision making. Also providing opportunities for students to develop to their full potential by increasing access and engagement for all learners.



## Mode of Entry

### Admission Procedure

K.R. Mangalam Global School has rolling admissions throughout the year. This is to facilitate easy accommodation of transfer students from other schools from within the country and from across the globe. Student’s eligibility shall be determined based on school policies, program requirements and in compliance with National and local regulations.

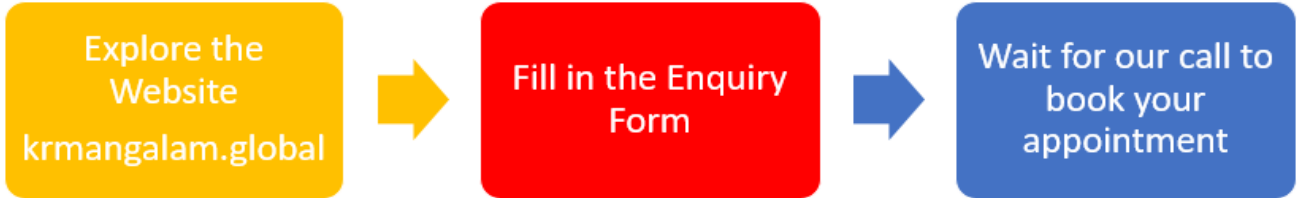
Grades	Details
Nursery & Kindergarten	First come – First Serve
Grade 1 to 5 (Primary Years Programme)	Interaction
Grade 6 to 9 (Middle Years Programme Year 1 - 4)	<ul style="list-style-type: none"> <li>• Interaction,</li> <li>• Reports from the previous school attended and Assessment (Mathematics, English &amp; Language Acquisition)</li> </ul>
Grade 10 (MYP Year 5)	<ul style="list-style-type: none"> <li>• Transferring from an IB Curriculum is accepted.</li> <li>• Admission is based on reports from their current school, an assessment followed by an interaction.</li> </ul>
Grade 11 (DP Year 1)	<ul style="list-style-type: none"> <li>• Interaction,</li> <li>• Reports from the previous school attended</li> <li>• Assessment only on recommendation. (Refer Annexure 4)</li> </ul>
Grade 12 (DP Year 2)	<ul style="list-style-type: none"> <li>• Transfers are admitted provided all the pre-requisites of Diploma are met.</li> <li>• Interaction</li> <li>• Reports from current school. (Refer Annexure 4)</li> </ul>
Overseas/ Outstation Applicants	A confidential recommendation from the existing school containing their last transcript in a sealed envelope.



## Age Criteria

<b>AGE</b>	<b>GRADE</b>
3+	Nursery
4+	K.G.
5+	1

### How to initiate Admission?



- Fill in the Application Form

- For the admissions department to formally register your child for the application process.
- Campus Tour

- For the parents to know more about the school infrastructure.
- Meeting with Admissions Head

- For the parents to understand about the school, programs offered, facilities, fee structure and policies.
- Meeting with IB Coordinator

- For the parents to understand about the child's needs, IB Curriculum and clear doubts (if any)!
- Meeting with Principal

- Final Interaction
- Notification of Admission Granted

- The Admissions Head will send a formal email.
- Fee Payment & Document Submission

- Fee payment via bank transfer and submission of documents physically at school.
- Admission Confirmation

- Receipt & Admission Number is sent to the parents from the Accounts Department.



## Pre-Admission Procedure

### Stage 1: Fill in the Admission Form

*(Fill online on our website)*

### Stage 2: Face to face interaction with Admissions Head, IB Programme Coordinator & School Principal.

The child and the parents will be invited for a formal meeting with the Admissions Head, IB Programme Coordinator and School Principal. The interaction is to understand the expectations of the parents and orient them with the philosophy of the school. This would also facilitate an easy entry for the child in a new environment. Parents are given an orientation about the philosophy, the benefits and demands of the respective IB Programme to help them make an informed decision.

One of the objectives of the above is to know about the students' educational development over the years, use of languages, social skills, cultural background, academic enthusiasm and extra-curricular interests. Home and Family languages are considered while interacting with the students and opportunities are provided to sustain the same.

\*Special Learning Needs Assessment report has to be submitted for children with Special Needs.

### Stage 3: Placement Assessment *(For Grade 6 and above only)*

The school carries out a formal and informal assessment of the student in order to decide on appropriate learning or behavioral support.

All candidates seeking admission to KRMGS will take placement assessments in Mathematics, English and Additional Language

This will be followed by an interaction with the school Principal. The time and the preparatory syllabi will be shared by the admission counselor.

### Stage 4: Filling the Subject Choice Form *(For Grade 6 and above only)*

The parents are requested to indicate their subject preferences by completing the subject choice *(attached in annexures)* and submit the same to the Admissions Office.

#### Subject choice for language acquisition

- The learners will have a choice to select an additional language (language acquisition) followed by an assessment to place them at various phases.
- The students seeking admission in Grade 6 and 7 are expected to have studied the selected language for at-least one year in their previous school.
- For students seeking admission in Grade 8 the selected language should have



been studied for at least two years in their previous school. In case, of non-fulfillment of this criteria, the parents are required to give an undertaking (*attached in annexure*) that they shall support their ward with additional help in the selected language to bring the level of the child to the average class standard.

### **Stage 5: Intimation regarding Admission**

Admissions Head will communicate regarding Admission acceptance through an Email.

### **Admission Criteria For:**

1. **Special Learning Needs-** We are staffed to enable learning support to students with mild to moderate learning disabilities. 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. The school may also require further educational or psychological evaluations, if need is felt for further information to support individual students.

We recommend the parents/guardians to discuss their child's requirements at the time of admission. This enables us to reflect on the school's capacity to support the child and any adjustments that can be reasonably made for the child if they are to join the school.

2. **English Language Learners** - English is the primary language of instruction and communication across the school. We have language support (EAL) and structures in place to ensure inclusivity for students to whom the language of instruction is not their home and family language or the language of their prior school experience.

More information on additional support for learning at the school is indicated in the school's Inclusion Policy and Language Policy that can be accessed through the school website.





### **Admission Confirmation Procedure (Part A)**

On being offered admission parents will be given ten days' time to deposit the fees and submit the documents:

- 8 recent Coloured passport size photographs of the student with the name written on the back of each photograph.
- 1 recent Coloured passport size photograph of each parent/guardian with the name & relationship written on the back of each photograph
- Copy of the child's birth certificate
- Copy of the parent's proof of residence
- Copy of a valid passport of the student (This is mandatory for overseas students)
- Copy of FRRO registration (in case the student carries a non-Indian passport)
- Copies of the scholastic record of the last 2 years (Grade 3 onwards)
- Transfer Certificate from the last school attended, if applicable. Overseas students may submit a recommendation letter.
- Transport Form
- Medical Form (Attach a Copy of the child's Immunization Card)
- Outdoor Learning Consent Form
- Escort Form (Parents / Guardians/ Escort)
- ID Card Form (Student)
- Subject Choice Form (For Grade 6 and above only)

*\*Documentation – All documents need to be duly completed, signed and filled in block letters, before submission. Any incomplete document may lead to delay in the Admission procedure. Once the details are organized, please submit them in a transparent folder to the Admissions Office.*

### **Admission Confirmation Procedure (Part B)**

Once the fee and documents are received, the Accounts Office shall intimate the Student's Admission Number to the parents. This is a unique number allotted to a particular student and should be included in all communication made with school therefrom.

### **Induction & Orientation**

- 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 before the commencement of the new session for parents and students to understand the curriculum. Following which a welcome mail will be send to elaborate on its specifications.
- A communication to this effect will reach the parents and students well in advance.
- A presentation on school policies and IB programs are special features during the Orientation Programme for parents, students and teachers.
- The time table will be shared by the Home Teacher on the same day.



## **Sabbatical**

In case the household is relocating for a brief period, the parents could request for a sabbatical in writing.

- Sabbatical request for the semesters/quarters should be received by head of the school.
- The parents are required to notify the school at least 30 days in advance about the student going on sabbatical.
- Notice period fee shall be applicable if sabbatical request is not received one month in advance.
- Sabbatical option is not available to fee defaulters and students above Grade 9.
- Sabbatical is offered till the end of the current session child is enrolled for.
- All sabbatical cases have to be approved by the head of the school.
- No fees will be charged during the sabbatical phase. However, at the time of sabbatical the student account will be settled, with no dues and the security amount will be retained to guarantee the seat upon the student's return.
- Absence of notification about the student's re-joining within the prescribed time limit and/or non-return of the student after expiry of the sabbatical period shall lead to forfeiture of the retained security deposit by the school.
- The final settlement for the non-returning sabbatical cases shall be done within 60 days of the formal application to not re-join after the sabbatical period is received.

## **Review and Implementation of Admission Policy**

- Principal, Coordinators and Admissions Department to review the Admission Policy in consultation with the staff annually in the month of May or as and when the need arises.
- The school community comprising of the members of the management team, Principal, Coordinators, Admissions Department and teachers are responsible for the effective implementation of the policy.
- All school policies are communicated to the teachers, students and parents through regular communication and are uploaded on the school website.



### **Other linked Policies**

- Language Policy - Home and Family languages are considered while interacting with the students and language Placement tests for Admissions.
- Academic Honesty Policy – students/ guardians are expected to sign an undertaking and a contract authenticating the originality of their documents and credential submitted at the time of Admission.
- Assessment Policy - diagnose the learning needs of the student allowing gathering and analyzing information about student learning, to inform their planning of further learning experiences.

**ANNEXURE - 1****INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAMME****SUBJECT PROFORMA**

<b>Language and literature</b> <ul style="list-style-type: none"><li>English - Language A: language and literature</li></ul>	<b>Language acquisition</b> <ul style="list-style-type: none"><li>Hindi</li><li>French</li></ul>
<b>Individuals and societies</b> <ul style="list-style-type: none"><li>Individuals and societies subjects (Geography, History, Economics, Integrated Humanities)</li></ul>	<b>Sciences</b> <ul style="list-style-type: none"><li>Science Subjects (Biology, Chemistry, Physics, Integrated sciences)</li></ul>
<b>Mathematics</b> <ul style="list-style-type: none"><li>Standard</li><li>Extended</li></ul>	<b>The arts</b> <ul style="list-style-type: none"><li>Visual Arts</li></ul>
<b>Design</b> <ul style="list-style-type: none"><li>Digital / Product</li><li>Combined</li></ul>	<b>Physical &amp; Health Education</b>
<b>MYP Projects</b>	

For MYP Year 1-3, students study each of the eight MYP subject groups.

For MYP Year 4-5, students are offered a choice of one subject from each of a minimum of six subject groups. The choice of six or more subjects must be made from:

- Language and literature
- Language acquisition (or an additional language and literature subject)
- Individuals and societies
- Mathematics
- Sciences
- One subject from Arts, Physical and Health Education, or Design

Personal Projects completion in MYP 5 is an IB certificate requirement.

In addition the student must meet the school's requirements for service as action.

Name of the student : \_\_\_\_\_ Date : \_\_\_\_\_

Student's Signature : \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

**ANNEXURE - 2****UNDERTAKING FROM PARENTS / GUARDIAN**

(“Support to Students for additional language”)

I Mr/Ms \_\_\_\_\_ Father/Mother/Legal guardian of  
Master /Miss \_\_\_\_\_ Student of Grade \_\_\_\_\_  
request for allocation of \_\_\_\_\_ (Language acquisition subject) for my ward and I do  
hereby undertake and confirm:

1. My child has not studied the above language for a minimum period of two consecutive years prior in their previous school.
2. That I shall support my child with additional help in the above mentioned language and bear the responsibility to bring the level of the child to average class standard for that language.

That the above undertaking is voluntary and with our free will and consent.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Name and Signature of parent



**ANNEXURE – 3**

**INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME**

**SUBJECT SELECTION PROFORMA**

<b>Studies in language and literature</b>	<b>Language acquisition</b>
<ul style="list-style-type: none"> <li>English - Language A: language and literature (HL/SL)</li> </ul>	<ul style="list-style-type: none"> <li>Language B(HL/SL) – Hindi, French</li> <li>Language ab initio SL - French</li> </ul>
<b>Individuals and societies</b>	<b>Sciences</b>
<ul style="list-style-type: none"> <li>Business management (HL/SL)</li> </ul>	<ul style="list-style-type: none"> <li>Chemistry(HL/SL)</li> <li>Physics(HL/SL)</li> </ul>
<b>Mathematics</b>	
<ul style="list-style-type: none"> <li>Mathematics: applications and interpretation(HL/SL)</li> </ul>	
<b>Core</b>	
<ul style="list-style-type: none"> <li>Creativity, activity, service (CAS)</li> <li>Theory of knowledge (TOK)</li> <li>Extended Essay (EE)</li> </ul>	

**IB Subject Selection Criteria**

- Select any 3 subjects at HL and 3 subjects at SL
- One subject from each group is mandatory with an exception to 'The arts'. A 'Sixth subject' from a 'Science' or 'Individuals and societies' subject can be selected instead of 'The arts'
- Core is mandatory for Diploma Students

*\*For Non Regular Diploma subject choices, a Pre-Approval is required from IB Authorities Head Office.*

Please list out your choices below as per the above mentioned criteria

HIGHER LEVEL (HL)	STANDARD LEVEL (SL)

Name of the student : \_\_\_\_\_ Date : \_\_\_\_\_

Student's Signature : \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

**ANNEXURE - 4**

**Diploma Programme Admission Guidelines**

**Eligibility**



- Candidates who have done their MYP must possess certificate of completion of MYP.
- Candidates who have done their Grade X from an Indian Board (CBSE, ICSE & State Boards) or have done IGCSE must show evidence that they have completed appropriate courses to a Grade 10 level in a previous school. This is usually done by providing a school report of the first/second pre board of Grade 10 (if applying in the prior to issue of results) or IGCSE or equivalent.
- Existing Students will automatically be given admission to the IBDP on successful completion of Grade 10 (MYP).
- **Transfer students** - The school accepts students, who started the Diploma Programme at other IB schools, on condition that the school currently offers the subjects they studied in their previous school.
- **Orientation to DP** - Before students can make a choice about the Diploma Programme an orientation session is held for students and parents. Stakeholders are informed about the requirements and expectations of the Programme. Students are informed of the philosophy, structure, demands and expectations of the course and are given the opportunity, along with their parents, to ask any questions that they may have.
- **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. 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.

### References

- IBO, "From Principles into Practice" - Implementation policies.  
IBO, "Programme standards and practices (www.ibo.org)