



Admissions Policy

INTRODUCTION

C P Goenka International school believes in making learning that matters and meaningful so that education will be used to make the world a better place. We advocate the importance of well-defined development of Personality with Percentage, leading to the holistic growth of the learners. We believe in education with competence and our approach is holistic and student centred. We take the step forward with a vision of creating a dynamic generation who can contribute to community life and renovate their revolutions as global citizens by providing world-class education.

The School Admissions Policy ensures a fair and transparent admissions system that promotes equity and reasonable access for all. This policy enables parents to understand how the admission decisions could be made.

AIMS AND OBJECTIVES

- To equip the students with an in-depth curriculum covering a major gamut of academic / vocational subjects
- To enhance and hone language skills
- To apply the knowledge acquired in unfamiliar and real-life situations
- To develop a scientific temper, attitude, and problem-solving skills
- A learning environment in which all students are responsive to change and receptive to new ideas.
- An environment, which sustains and improves the quality of teaching and learning programs
- Commitment towards empowering its students with a passion towards becoming lifelong learners.
- Provide Education that is child centred
- Enable student to gather skills, wisdom and understanding through the “hands on approach”
- Zero tolerance on discrimination with a very complete transparent admissions process
- Adherence to local laws.
- This document reinstates the significance of the commitment of the school management to make certain fair, obvious, and moral practices within the implementation of the admissions program.



ADMISSIONS COMMITTEE

The School Admission Committee consists of one representative of the Administrative Department, the IBCP co-ordinator, the appointed class teacher and if need be, the school counsellor.

The roles of every one of those members are defined clearly in this policy document as below

- **Administrative Officer:** ensures that the student applying for admission meets the fundamental eligibility criteria listed on this document.
- **Programme Coordinators:** Leads the interaction session sometimes. They make sure that parents comprehend the school pedagogy and be in accord with the school philosophy. The programme coordinators additionally facilitate the comprehension of the IB philosophy and core values to parents / guardians and students.
- **Class Teacher:** conducts the interaction session together with the programme coordinator. They make sure that the parents apprehend the school pedagogy and assent to the school philosophy as well the IB philosophy.
- **School Counsellor:** Partakes in the interaction session to evaluate any Special Education Needs of the student seeking admission. The counsellor additionally briefs the students on the course curriculum as well as its structure.

PRE-ADMISSION PROCEDURE (IB career-related programme)

- New admissions are not granted to IBCP year 2 (grade 12th) students.
- If desired, the parents may have a guided tour of the school.
- Online Enquiry Form is to be filled on MICM Portal by student/parents willing to proceed with the admission formalities.
- Student/parents need to pay Rs. 1500 through Online Transfer or in cash to the School Admission Office for the Admission Form



-Fill the Online Admission form or submit the form at the School Admission Office

-Submit all the documents mentioned along with the Admission Form

-Interested students and parents undergo a counselling session as part of the onboarding procedure to adapt themselves with the IBCP philosophy, programmes, CRS modules and were pertinent, the required subject pre-requisites for the corresponding CRS program of choice.

- Admission to IBCP for students of C P Goenka International school is obtainable through one-on-one counselling sessions with parent and the student. Students interested in the IB career-related program are called for an interview to get an overall view of their interest and aptitude within the field of the chosen CRS programme furthermore as gauge their ability to meet the needs of the course.

- The parents / guardians could be notified of the results via telephone or e-mail, whichever was set as the parent/ guardian's favoured method of communication at the time of registration.

- All students are eligible for admission if it's believed that the school can provide an academic programme which will meet their required needs. However, the school holds the rights to grant or refuse admission to any student primarily based on merit and/ or eligibility criteria.

- C P Goenka International School makes use of various methods including consultations and overview of preceding grades to assesses the language proficiency of the student. Where need be, the student is given complete support from the school to make sure that the student is comfortable with the language of instruction (English). The aid consists of online classes and weekly assessment with the English teacher for any queries.

ADMISSION DOCUMENTATION

1. Application form

Application forms are available from the school administration office or from the C P Goenka International School website.



2. Closing date

All applications that have been submitted by the closing date will be reviewed by the Admissions committee and short-list suitable applicants based on the eligibility criteria.

3. Late applications

Late applications will not be processed until all timely applications have been allocated.

4. Relevant accompanying documents

- Consent form for sports activities
- Consent form for the Career-related studies
- National identity card copy / passport (mandatory for international applicants)
- Original birth certificate plus one photocopy of the birth certificate (original to be returned to parent / guardian after verification)
- Previous class report cards / records (inclusive of 10th grade or equivalent certificate and marksheets). These are also used to assess the eligibility of the student for entry into the CP/DP courses.
- Special academic or psychological evaluation reports (if applicable)
- 1 passport-size photo of student and 1 set of passport-size photos of parent(s) / legal guardian

POST ADMISSION PROCEDURES

- Parents go through an orientation programme to familiarize themselves with the IB program. (Please refer to section ORIENTATION FOR PARENTS AND STUDENTS for further information)
- Upon successful selection for admission based on primarily based on merit and eligibility, the parents/ guardians are required to deposit 1st Instalment fee which can be done online or at the school



- Selected Students are required to submit the following documents.
 1. Original transfer certificate. (For foreign students the school would require a letter from the previous principal / head of school stating that the student is willing to transfer and that the head of school / principal holds no objection. A report / statement of marks of the last assessment given will also be required)
 2. Photocopies of all achievement certificates in the field of Academics, Sports, Extra-Curricular activities etc.
 3. Photocopy of Passport (if available) or any other national identity card. Passport is mandatory for foreign students
 4. The admission form must be completed and signed by Parent/ guardian and the student. This information would make sure the facilitation of a smooth relationship between the parents / guardian and the school
 5. Post receiving an Admission Confirmation Letter through courier or E-mail from the school, the parents/ guardians need to pay the 1st Instalment and complete any further formalities, if any
 6. School uniforms and books can be purchased from the School Uniform & Book shop respectively. The schoolbook shop has been equipped with the list of books required. Alternatively, the list of books can be collected from the administration block

- A new student would be allocated his/ her class & division on their first day of school. The timetable for the year is handed over to him/her by the teacher on the same day
- Parents/ guardians will have to notify the school regarding the joining date of the student to make sure a smooth and seamless transition
- Teachers will help new students with the syllabus covered within the class till their date of joining to catch them up to speed if need be
- Parents can contact the school admission counsellor/class teacher just in case of any queries
- At C P Goenka International School, we carry out an 'assessment of educational need' upon entry to the school at the time of admission

ORIENTATION FOR PARENTS AND THE STUDENTS



- Bearing in mind that the IB Career- related Program (IBCP) is a brand-new curriculum for lot of parents/ guardians and students, the school provides an orientation programme for parents/ guardians and students to familiarize them with the IB philosophy
- The orientation programme consists of presentation detailing the requirements and expectations of the IB Career-related Programme, the IB philosophy and emphasises on the role of parents to the success of the student's learning journey
- The orientation programme will even emphasise on the significance of global mindedness and outline all the ways in which the school will provide support to the students and parents towards their academic goal
- The orientation will follow a brief question and answer session to clear doubts
- Individual counselling can be organised to share more information on the same, post the orientation

CORE COMPONENTS

The four core requirements of the IBCP – Personal and Professional skills, Language Development, Reflective Project, and Service Learning are compulsory for students following the IB Career- related Programme

-The admission policy is subject to review annually by the principal / head of school, coordinators, and heads of departments in consultation with subject teachers

-All school guidelines & policies are communicated to the teachers, students, and parents through regular communication