

# Garodia International Centre for Learning Mumbai

## Admissions Policy

Version  
Status

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**CURRENT**

Date  
Next review date  
Summary

Reviewed March 2018

Policy drawn up by Head of School and SLT. Reviewed, edited and approved by Senior Leadership Team annually.

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## Assessment Principles

### Principles

- GICLM serves the needs of both Indian and international communities.
- We welcome children of all nationalities whose families are committed to an international educational curriculum in English, including children of Indian nationals who have been educated exclusively or primarily in schools overseas or at other accredited international and national schools in India.
- We welcome applicants from students of all international or national curriculums even if it does not match our current offerings.
- GICLM is committed to the principle of equal opportunity in education and employment. The school does not discriminate against individuals on the basis of race, colour, sex, sexual orientation, religion, disability, age, or national or ethnic origin in the administration of its educational, admissions or employment policies. We may take into account factors including an applicant's prior educational and linguistic background for purposes of admission in order to fulfil the school's mission of providing education in the English language to the community.
- We strive to maintain a balance of genders, abilities and nationalities in each of our grades and classes.
- We believe that all students can prosper with GICLM education. Therefore, during our application process we take time to assess the strengths of each applicant, talk to parents and students and give independent advice.

## Curriculum

Grade	Curriculum
Early and Primary Years	<p>Cambridge Primary (CP) Maths, English and Science: Grades 1-5</p> <p>International Primary Curriculum (IPC) other subjects (integration with Science): Grades 1-5</p> <p>Cambridge Checkpoint: Grade 5</p>
Secondary 1	<p>Cambridge based curriculum: grades 6-8</p> <p>Cambridge Checkpoint: Grade 8</p>
Secondary 2	Cambridge IGCSE: Grades 9-10
High School	International Baccalaureate Diploma Programme: Grades 11-12

## Grade Age Criteria

The age criteria for entry to grades is as follows.

Grade	Eligible Age
Playschool	1 <sup>st</sup> October 2016 – 30 <sup>th</sup> September 2017
Nursery	1 <sup>st</sup> October 2015 – 30 <sup>th</sup> September 2016
K1	1 <sup>st</sup> October 2014 – 30 <sup>th</sup> September 2015
K2	1 <sup>st</sup> October 2013 – 30 <sup>th</sup> September 2014
Grade 1	1 <sup>st</sup> October 2012 – 30 <sup>th</sup> September 2013
Grade 2	1 <sup>st</sup> October 2011 – 30 <sup>th</sup> September 2012
Grade 3	1 <sup>st</sup> October 2010 – 30 <sup>th</sup> September 2011
Grade 4	1 <sup>st</sup> October 2009 – 30 <sup>th</sup> September 2010
Grade 5	1 <sup>st</sup> October 2008 – 30 <sup>th</sup> September 2009
Grade 6	1 <sup>st</sup> October 2007 – 30 <sup>th</sup> September 2008
Grade 7	1 <sup>st</sup> October 2006 – 30 <sup>th</sup> September 2007
Grade 8	1 <sup>st</sup> October 2005 – 30 <sup>th</sup> September 2006
Grade 9	1 <sup>st</sup> October 2004 – 30 <sup>th</sup> September 2005
Grade 10	1 <sup>st</sup> October 2003 – 30 <sup>th</sup> September 2004
Grade 11	1 <sup>st</sup> October 2002 – 30 <sup>th</sup> September 2003
Grade 12	1 <sup>st</sup> October 2001 – 30 <sup>th</sup> September 2002

## Eligibility

### General Criteria

- **English Language:** English is the language of instruction in all grades, and the ability to successfully access the curriculum within a reasonable time and to thrive in our English-language learning environment are the guiding principles for admission to the school. All GICLM teachers support language acquisition and learning by non-native English speakers. Specialist English as an Additional Language (EAL) support and instruction is not available. We do not offer a separate ESL track within our academic programme. However, students with a weak English ability, may be offered a supported programme of study on joining the school. If we decide that we cannot support an applicant's English language learning needs, we will endeavor to direct parents to more suitable options.
- **Learning, SEN and physical difficulties:** We believe in the principles of a balanced education with a firm belief in Inclusion. However, all students should be able to 'access and succeed' within our curriculum offerings and physical institutional structure\*. We endeavor to accommodate all students with diverse learning needs to achieve their potential. Applicants with social/emotional issues, learning difficulties or other learning needs must detail all such situations on their application forms in detail for further discussion at interview with admissions officers. Any associated reports, along with details of extra support the applicant is receiving, must also be provided at the time of application. The school reserves the right to refuse applications where the student appears to have needs that cannot be met by the current programme. If we decide that we cannot support an applicant's learning needs, we will endeavor to direct parents to more suitable options. Even with subsequent admission, we reserve the right to review a student's progress within the context of our provision. If we decide that we are unable to accommodate a student's learning needs, the student will not be able to continue at GICLM

\*Currently GICLM cannot support students with extreme learning or physical difficulties

### Specific Grade Level Criteria

Early Years	No test is required for entry, though we might ask that we observe applicants in our class environment and ask that you join a class for some sessions. Following any subsequent interview, an offer letter will be issued.
Primary Years	Primary applicants from Grade 2 and above, are required to sit an entrance test to assess their current academic levels.
Secondary Years	Secondary applicants are required to sit an entrance test to assess their current academic levels. All applicants and parents have an interview with the admissions officers and appropriate Head of school/ coordinator to discuss subject options (eg foreign language choice, IGCSE subjects).
High School/ Pre University Years	<p>Applicants are required to sit an entrance test to assess their current academic levels. All applicants and parents have an interview with the admissions officers and appropriate head of school/ coordinator to discuss IB subject options.</p> <p>Applicants may be waived an entrance test with the production of previous/ current achieved grades from IGCSE and MYP programmes.</p>

### Grade Placement

- Applicants come from a wide variety of curriculums and school systems. Our placement policy is based on our experience to place applicants into the ‘best’ grade for the appropriate challenge for them. In most cases, placement is determined by age. We may make rare exceptions to this age-based protocol to ensure here is continuity of a student’s education. The final decision lies with the School.

## Procedures

### Admission Procedure

1. Application forms are issued all year round.
2. Completed forms and required documentation is submitted by parents to the Admissions Officer.
3. Candidates and parents are informed by the Admissions Officer of a suitable time to visit the campus where the Head of School and co-coordinators will interact with them. Students may be required to sit any entrance tests at this time.

### Documents required

At the time of submitting the forms, they are required to submit:

- Two copies of recent photograph, each of the parents/guardian who will interact with the school
- Two copies of recent photograph of the child, including one attached to the application form
- Attested copy of birth certificate of the child, clearly specifying date of birth (Issued by the Municipal Corporation or any other competent authority)
- Certificate from the previous school for Grade 2 onwards, for the confirmation of admission
- If the child seeking admission comes from outside Maharashtra, LC should be counter-signed by the educational authority of the state from which the child comes. If out of India, Leaving Certificate should be countersigned by the educational authority of the country from which the child comes
- Application and processing fees NON – REFUNDABLE
- Other particulars (Previous and current Report Cards, Exam certificates eg Checkpoint, IGCSE, MYP) to be attached
- Other particulars (evidence/ reports of any learning/ physical difficulties)

### Confirmation of offer and enrolment

- Applicants are informed within 7 working days about the result of their interview/ tests.
- Applicants are asked to accept or decline the offer within 3 subsequent working days by contacting our Admissions Officer.
- Once the offer has been accepted, parents will be sent an invoice for the one time non-refundable registration fee, refundable security deposit and annual tuition fee.
- On receipt of said payments the Admissions Officer, shall begin the process of formal acceptance into the school.