

Admission Policy

Wockhardt Global School, Aurangabad



Our School Mission

Wockhardt Global School is committed to providing opportunities to students to become lifelong learners by acquiring global mindedness, instilling compassion and care for fellow beings and environment, experiencing relevant and challenging learning engagements, involving in self-reflection and critical thinking, acknowledging and respecting individual differences and taking appropriate action.

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

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1. ADMISSION POLICY

The purpose of the admission policy is to help parents through the admission process effectively and to help place the child in the appropriate class at Wockhardt Global School.

Wockhardt Global School (WGS) offers education to children of all nationalities.

2. Mission and Structure of the Admissions Department

It is the mission of the admissions department to recruit, inform and admit new, qualified students to the WGS. The process is accomplished in a professional manner, while maintaining the integrity of the school, the students and their families. We strive to appraise them about our school philosophy and IB philosophy. Our Admission department comprises of Director of the School, Admission Coordinator, respective programme coordinator and an assistant.

3. CRITERIA FOR ADMISSION

The selection of student for admission to the School shall be based on:

the submission of a complete admission application (being a complete set of documentation and information requested). Without the complete set of necessary documents, no decision on admission will be taken. Once the School is in possession of all the required documents, the school will do further process. The documents required are-

1. Birth Certificate
2. Academic Records of previous schools
3. Transfer Certificate issued by previous school
4. Medical Records
5. SEN recommendation if any by appropriate professionals (Doctor, Psychologist, Counselor)

- student's ability to meet the promotion requirements for the Grade immediately below the Grade to which the admission has been applied for

- the availability of a place in the School given the capacity of the School

- Whether the School is able to meet the educational needs of the student including any special education needs of the learner **despite being an inclusive school.**

- the age of the students as per the International Baccalaureate and Government of India norms, per Grade unless exceptional circumstances require otherwise. The statistical age norm per Grade as on 1st June of the year applied for is as below:

GRADE	AGE CRITERION
Nursery	3 - 3½
Kindergarten 1	3½ - 4½
Kindergarten 2	4½ - 5½
Grade I	5½ - 6½
Grade II	6½ - 7½
Grade III	7½ - 8½
Grade IV	8½ - 9½
Grade V	9½-10½
Grade VI	10 ½ - 11 ½
Grade VII	11 ½ - 12 ½
Grade VIII	12 ½ - 13 ½

Grade IX	13 ½ - 14 ½
Grade X	14 ½ - 15 ½
Grade XI	15 ½ - 16 ½
Grade XII	16 ½- 17 ½

- The willingness of the student in all curricular activities of the school.
- Meeting all financial obligation.
- Any mid-term admission is subject to satisfactory reference check from the previous school.

4. ADMISSION APPLICATIONS

All applications for admission to any other Grade offered by the School may be submitted at any time during the school year and will be considered in accordance with the admission criteria set out in this policy as and when a place in the relevant Grade becomes available.

Applicants applying for admission from Grade Nursery to MYP 4 for a particular year, provided the age criterion and other qualifying factors are met will be granted admission throughout the year subject to qualifying all levels of the admission process.

5. Primary Years Programme: -

Grades Nursery to PYP 5 will be entitled to admission throughout the year other than ES/SEN cases which will be considered subject to their assessment by the special educator. For children in PYP 5 the child should have joined at least 2 months prior to the PYP Exhibition in order to receive the PYP Graduation Certificate.

6. Middle Years Programme: -

For getting admission into MYP 1 to 4 parents should submit their applications by January 31st of the current academic year. Exception will be made for the IB students moving from an IB school and ES/SEN cases which will be considered subject to their assessment by the special educator.

A brief assessment in English, General Aptitude and Mathematics is conducted as an assessment tool to determine the level of the student coming from boards other than IB.

Once the assessment report is prepared, student along with the parents will meet the Coordinator and the School Director. This assessment is one of the tools and not the only one to make decisions about the level of the student.

Any student seeking admission in WGS from other IB schools need not to appear for the assessment. However, the student will be asked to submit their previous year MYP Report card followed by an interview with the school Director and Programme coordinator.

No admission will be granted in MYP 5 other than students moving from an IB school from IBMYP based on the subject compatibility and academic progress up to the point of transfer.

7. Diploma Programme: -

7.1 Entrance Assessment

Students looking for admission irrespective of internal or external applicants have to take an entrance test comprising of English proficiency and mathematical ability appropriate to grade level. This assessment is required to understand the prior knowledge and the level of the students. After the text reports are prepared the student will have a personal interview with the DPC and Career Counselor of the school. The text reports and feedback of the interview will be forwarded to the School Director's office. This will be followed by an interview with the Director. The primary purpose of the interview is to consider the applicant's potential to succeed not only in their individual subjects but also in the core components of CAS, Theory of Knowledge and the Extended Essay.

For students taking up the Middle Years Programme within the school will be eligible provided they score a Grade 3 or above in the Final Assessment of MYP 5.

7.2 Decision Making Process

Before final decision on admission if need arise, additional members of staff will also be consulted. Any individual irrespective of the caste, gender creed or religion will be given admission if the below mentioned points are achieved.

7.3 Entrance Assessment and other Requirements

- Entrance assessment results must be approved by the DP coordinator and School Director.
- English Language studied in grade 10th or MYP 5.
- Middle Year Programme (MYP) grade in any subject must not be less than 3 out of 7.
- One teacher recommendation that addresses student behaviour, attendance, motivation and self-discipline.

7.4 Internal MYP Students

- A minimum final achievement score of **3** in each of the following subject groups: Language & literature, Language acquisition, Individuals & Societies, Science and Mathematics (an average score will apply if a student is enrolled in multiple subjects within a subject group).
- Completion of personal project and service as action requirements (MYP students only). The students who do not take IB Assessments will go through an interview for IB DIPLOMA.
- Disciplinary cases and suspended students will not be given admission in the Diploma Programme.

7.5 External MYP Students

- A minimum final achievement score of 3 in each of the following subject groups: Language & literature, language acquisition, individuals & societies, science and maths (an average score will apply if a student is enrolled in multiple subjects within a subject group)
- Completion of personal project and service as action requirements
- One teacher recommendation addresses behaviour, attendance, motivation and self-discipline

7.6 Students from other boards

- Entrance assessment results must be approved by the DP coordinator and Director of the School.
- Proficiency in English Language.
- One teacher recommendation that addresses student behaviour, attendance, motivation and self-discipline.

8. Academic Honesty contract

- All candidates must sign an academic honesty contract indicating their commitment to WGS's policy of academic honesty (appendix-2)

9. Further Admissions Information (IBDP)

Students may elect to participate in the IB program in one of two ways:

- as an IB Diploma candidate
- as an IB Course candidate

Generally, it is recommended for most students to elect the full IB Diploma, but the decision for which path (and courses) to take will be made in consultation with a student's parents, teachers, head of languages, school counsellor and the DP Coordinator in Diploma Year -2.

A student who decides to participate in the IB Program, as a Diploma candidate or as a Course candidate, is expected to:

- work very hard
- approach tasks with a sense of purpose
- demonstrate self-discipline and responsibility
- learn from fellow students as well as teachers
- share with, and contribute to the community

10. ADMISSION TO STUDENTS WITH SPECIAL EDUCATION NEEDS OR ADDITIONAL LEARNING SUPPORT

Wockhardt Global School is an inclusive school and grants admission to students with special needs based on the past records of the child or an unsatisfactory performance in the school's placement assessments and discussion with the parents which will be followed by pre-screening tests including Diagnostic Test for Learning Disability, Wide Range Achievement Test, Cognitive Profiling and the self-formulated SEN Entrance Exam Papers are conducted and a SEN feedback form will be filled. The report will be shared with the concerned program coordinators and School Director. The final decision for admitting the child will be based on the support, infrastructure available at the time of admission to cater the child's special needs.

The child is then inducted to the program with an additional SEN Fee to be deposited at the time of induction.

11. THE PROCESS OF ADMISSION

Wockhardt Global School is an independent school and admission is a matter of the School Director's judgment and discretion based on professional criteria and advice from the appropriate school personnel.

12. School Visit

The parents seeking admission for their wards in Wockhardt Global School are welcomed to visit the school and have an informal discussion with or without their child. This can be done by walking in to school between 9.00 am to 4.00 pm on weekdays or by fixing a prior appointment with the school receptionist through school mail or telephone +91 0240-666-2888. A meeting could also be arranged with the School Director or any other faculty member that they may wish to see.

13. Application

Parents are requested to be frank and honest in providing information in the admission application form. Adverse information if any, whether scholastic or behavioral, will not be a ground for refusal of any admission request. Any such information would in fact help the school to create a suitable environment for their child, once admitted. Any wrong information or concealment of information discovered later may lead to cancellation of admission.

14. Interaction

The interaction is as pleasant and non-intimidating as the school can make it. It is normally conducted by Coordinators. The school is interested in knowing about the child's/ student's educational development, use of language, social skills, academic enthusiasms and extra-curricular interests. The aim of the interaction is to find about what the student knows, understands and enjoys. It will be advisable that examples of applicant's work are brought at the time of the interaction.

Primary school candidates are examined by the Primary Years Program Coordinator. This is an interaction and the child may also be asked to perform some simple activities.

Admission seekers for Grades 6 to 9 have an interaction and a written test. Testing is done for Basic English and Mathematics. For Grade 9, students will also be assessed for Integrated Science (Physics, Chemistry and Biology).

Students are only taken into Grade 10 if they are transferring from a similar school and their admission is based on reports from their existing school and an interaction and test.

Admission to DP 1 is by interaction and written tests in English, Mathematics and Science. All the IB Diploma candidates also have a meeting with the School Director. The candidates should demonstrate the ability to meet the requirements of the IB Diploma.

In DP 2 only transferring IB Diploma Students are admitted.

15. ADMISSIONS DURING THE YEAR

Parents may register at any time during the year for admission in the current year and will be interaction whenever a place is available.

15.1 Admission

On being offered Admission parents will be given two weeks time to pay the admission fee (if the student is not joining immediately) and security deposit to secure the place. No student shall be allowed to attend classes unless an ID number has been generated. ID numbers are issued on receipt of fees. Parents further need to fill and submit various forms and declarations that would be given along with admissions acceptance letter. Before allowing the student to take up his/her place a transfer certificate should be lodged with the admissions office from the earlier school of the student.

16. FAMILIARISATION PROGRAM

The Familiarization Program is offered by Wockhardt Global School which aims at making the students from educational systems like CBSE/ ICSE & other State Boards to become acquainted with the IB programs. This program helps students in acquiring a set of skills that will make the transition seamless. It caters to the need of each individual child and works towards bridging possible academic & cultural gaps identified at the time of admission.

17. PARENT CONSENT FORMS

As part of the joining, parents are required to sign forms accepting school rules, policies including fee policies and amendments, giving consent for students to take part in all activities arranged by the school. This includes all mandatory trips and excursions, all sports activities, and students accompanying school teams for competitions or tournaments or festivals.

18. RE - ADMISSION

Occasionally there may be students who seek re-admission after initially withdrawing from the school. The School Director shall authorize all re-admissions. Students seeking re-admission need to go through the entire admission process unless waived by the School Director.

The Registration Fee for students seeking re-admission within one year of withdrawal shall be waived. In case the student is seeking re-admission in the same or the next academic year and the withdrawal clearance has not yet been processed, the admission fee shall be waived.

In all other cases where the parent has not cleared/collected the dues, the parent shall have to pay the admission fee again.

All re-admissions shall be done only upon clearance of all pending dues, if any. The Security Deposit shall have to match the required level for the student's grade.

Bibliography

IBO. *MYP: From Principles into Practice*. Geneva: International Baccalaureate Organization, May 2014. PDF.

Appendix-1

ACADEMIC HONESTY FORM

Wockhardt Global School protects the value of Independent work by promoting Academic Honesty.

The independent work you do as students and scholars should be valued as your creation and credited to you. Instances where the work of others is portrayed as one's own (i.e., plagiarism) and other forms of academic dishonesty undermine the value of independent work done by you, your peers and others.

Therefore, plagiarism and other forms of academic dishonesty, including cheating on quizzes and assessments, are considered serious offenses and will not be tolerated. Instances of academic dishonesty will be addressed according to school policy. Plagiarism can result in failure on an assignment and failure of the course
I promise to follow all School, departmental and course policies on academic honesty.

Signature: _____ **Date:** _____

Name: _____

Course: _____