



ADMISSION POLICY 3.0

Reviewed Year – May 2023

Our School Mission

Wockhardt Global School is committed to providing opportunities for students to become lifelong learners by acquiring global mindedness, instilling compassion and care for fellow beings and the 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. Aims and Objectives:

At Wockhardt Global School, we support students' development as learners, establish core values, and equip them with the necessary skills to facilitate their development into confident, internationally minded adults. Our learner-centered technique is designed to promote the holistic development of our students.

Wockhardt Global School works in partnership with students, parents, and the larger community to advance learning. Our goal at WGS is to foster a positive, safe environment. The school upholds an open admissions policy. For its students, WGS cultivates a welcoming and engaging learning atmosphere.

2. Structure of Admission Committee/Panel:

The Wockhardt Global School admissions committee consists of the Head of the School, Programme Coordinators, and the Head of the Department for Special Educational Needs (if necessary).

3. An overview of the Admission Process:

Wockhardt Global School accepts pupils of all genders, nations, and religious backgrounds and offers a variety of courses for each one. When accepting students with exceptional needs, WGS abides by its inclusive policy because it is an inclusive school. The school offers admission options to pupils from all Indian states who are enrolled in national and foreign curricula and who are up to the age of fourteen and are homeschooled.

Every year, the first week of July marks the start of the new academic year.

4. Procedure followed for admission by WGS:

4.1 Advertisement

The commencement of the admission process is announced through the school's official website, newspaper publications, and the school's social media channels every year on December 1st.

4.2 Date of Issue of admission forms

From December 1st onward, the admissions process for the upcoming session remains open until all available seats are filled.

4.3 Collection of Admission Prospectus along with Application form

The prospectus and application form can be picked up in person at the school reception, or they can be downloaded online from the school's main website.

4.4 School Tour

By contacting the school secretary via the school's email address or by calling +91 0240-6662888, parents seeking admission for their children can schedule a school visit. Prospective parents are urged to make an appointment and visit the school on a weekday between 9:00 AM and 4:00 PM.

Prospective parents and children will have the chance to speak with designated admissions officers and connect with current students and staff members while on the school tour. This event is intended to provide participants a better understanding of the school's culture and instructional setting.

All of the classrooms, which are accessible during the guided tour and are suited to the proper age and grade level, as well as the labs, library, school grounds, and other facilities, are accessible. The tour is led by a representative from the admission department.

4.5 Application Forms

Both on-site at the school and online on the school's website, the Application Form is available. The Application Form must be thoroughly filled out, containing all required information, and sent with any required supporting documentation. The evaluation for admission will be delayed if a complete set of required documents is not submitted. The admission process will move on as planned once all necessary paperwork have been provided.

4.6 The documents required for the admission are (as per Saral Portal by Maharashtra Government):

- a. Copy of Birth Certificate
- b. Copy of Academic Records of previous school
- c. Original Transfer Certificate issued by the previous school.
- d. Medical reports.
- e. Copy SEN recommendation (if any) by appropriate professionals (Doctor, Psychologist, Counsellor)
- f. Passport Size photographs.
- g. Copy of Adhaar Card (If Indian citizen)
- h. Copy of Valid passport (Overseas student)
- i. Copy of Student Visa (Overseas student)
- j. For IBDP the guidelines are given below in point 4.c

4.7 Age Criteria/ Eligibility

Students' ages must align with the eligibility criteria outlined by the International Baccalaureate and the Government of India for each respective grade, unless unique circumstances necessitate an exception. The age standards for each grade, based on the statistical age reference as of June 1st in the year of application, are as follows:

GRADE	AGE CRITERION
Nursery	3+
Kindergarten 1	4 -5
Kindergarten 2	5-6
Grade I	6+
Grade II	7-8

Grade III	8-9
Grade IV	9-10
Grade V	10-11
MYP 1	11-12
MYP 2	12-13
MYP 3	13 -14
MYP 4	14 -15
MYP 5	15 -16
DP-1	16 -17
DP-2	17 -18

4.8 Interaction Session

In order to determine if the school can successfully meet the students' educational needs, including any special educational needs, the admissions panel engages in conversations with parents before engaging in interactions with the student or pupils.

The school's head still has the power to decide in the end, if that becomes necessary. A kid is supposed to interact with the WGS SEN Head of Department (HOD) if they have been suggested by a Special Educational Needs (SEN) specialist.

These interactions are essential to creating a welcoming and comfortable learning environment. They are administered by coordinators and give the school information about the kids' academic performance, linguistic ability, social skills, educational accomplishments, co-curricular interests, and other areas of interest.

Primary school pupils are engaged in interactions with the Primary Years Programme (PYP) coordinator through a variety of simple tasks and activities.

A written test and interaction session are both required as part of the admissions procedure for those applying to the Middle Years Programme (MYP) grades 1 through 4. This exam assesses language proficiency, basic English, maths, and integrated science.

Admittance to Middle Years Programme grade 5 (MYP 5) is exclusively offered to students transferring from an IB MYP school. Their admission is contingent upon a comprehensive evaluation, including interactions, tests, and reviews from their current school.

For admission to the Diploma Programme grade 1 (DP1), there is an interaction session with the Diploma Programme Coordinator (DPC) in addition to written diagnostic tests in English. All IB DP students engage in an interaction with the Head of the school. Prospective IB DP students are expected to demonstrate compliance with the IB Diploma requirements. DP2 admission is restricted to students transferring from the IB Diploma Programme.

4.9 *Diagnosis Tests*

There won't be any exams to enter Nursery through PYP 3. However, children enrolling for PYP 4 or higher grades must take a particular test to determine their academic standing and the grade they should be in.

4.10 *Admission During the Year*

At any time during the year, parents can submit an application for their child's placement, and they will be given consideration for interaction. In the event that there are more applications than openings, the school will choose students through a lottery system.

4.11 *Admission*

Upon receiving an admission offer, parents are required to submit the tuition fee, along with the security deposit, within a specified period, typically two weeks, if the student does not commence classes immediately. The parent will get a receipt with the student ID number once the fee has been duly paid. Classes cannot be attended until the Student ID number is generated.

4.12 *Waiting Lists*

A student may be added to a waiting list if they have met the prerequisites for admission but there are no open seats at the moment. According to the sequence of their applications, students are added to this list. At the end of the academic year, the waiting list is evaluated and eliminated. Parents must reapply if they want to be considered for enrolment in the upcoming academic year. While their child is on the waiting list, Wockhardt Global School advises parents to look into alternate educational opportunities.

4.13 *Application Norms*

Parents are expected to fill out the application form completely and truthfully, stressing the value of accuracy and justice.

The application form must be meticulously and completely completed with all necessary information.

It is required to have a licenced doctor complete the medical and health information form. All academic transcripts from previous educational institutions must be submitted to Wockhardt Global School.

It's crucial to understand that any unfavourable information—whether it relates to academic or behavioural factors—won't be used as a justification to reject an admission request. In reality, by providing this information, the WGS team can help the student join the WGS community in a suitable and encouraging atmosphere.

Please be advised that if inaccurate information is found at a later time, the admission may be revoked.

4.14 Admission Application

Anyone from the parent community who supports and agrees with the educational concept of Wockhardt Global School is welcome to start the admissions process. Affirming the idea that "it's never too late," WGS upholds an open admissions policy and accepts applications at any time of the year, pending the availability of seats in the requested grade and adherence to admission requirements.

To be admitted, applicants from Nursery to DP1 must demonstrate conformity to the standards and guidelines outlined in the admission policy of the school.

5. The Procedure for admission in all three Programmes - PYP, MYP and DP:

5.1 Primary Years Programme

In keeping with our dedication to diversity, Wockhardt Global School maintains a rolling admissions policy for the Primary Years Programme (PYP), enabling enrolment all year round. Students with Special Educational Needs (SEN) or English as a Second Language (ES) status will be taken into consideration for admission following a thorough diagnosis test and discussion with the school's counsellor or SEN educator in support of fair practises.

We rigorously adhere to the rule that a child must have been enrolled at least two months prior to the PYP Exhibition in order to be eligible for the successful accomplishment of the PYP Graduation certificate. We recognize PYP 5 as a crucial milestone in the journey of IB learners.

5.2 Middle Year Programme

The Middle Years Programme (MYP) of the IB is a demanding framework that equips students with the abilities necessary for using their knowledge in practical settings. Wockhardt Global School urges parents to submit applications for preferred grades within MYP 1 to MYP 4 by June 1 of the academic year in order to develop a strong and authentic basis for this programme. After undergoing a thorough diagnosis exam and consulting with the school's counsellor or special education teacher, students with special educational needs (SEN) or English as a second language (ES) status will be taken into consideration for admission.

A minor modification to the admissions procedure is put in place for students who are joining the MYP programme after moving from other national or state boards. Prospective applicants from various educational boards must go through a quick interview.

We provide the new IB learner and their parents the chance to have a meaningful conversation with the Programme Coordinator and the Head of School when the diagnosis exam is finished and diagnostic findings are generated. This modification to our admissions procedure aims to acquaint prospective students with our educational setting, offer them the necessary support, and promote improved learning opportunities.

There is no requirement for a diagnosis exam in the case that a student from another IB school expresses interest in enrolling at Wockhardt Global School. The applicant will be required to present their prior academic records, however, and will then be invited to an interview with the programme coordinator and head of school.

Only pupils moving from IB-affiliated schools are given consideration for MYP 5 applications

at Wockhardt Global School, which also takes into account topic alignment and academic progress made up until the transfer date.

5.3 Diploma Programme

Subject decisions-

The Subject Choice Form, which is available at the school's reception, asks students who have been accepted to the Diploma Programme to identify their preferred disciplines. Students should be aware that they must select their courses from the list of options provided by the institution, both for in-person classes and online courses.

Three Core components-

All students pursuing the programme must complete the three necessary Core components of the IB Diploma Programme, which are Creativity, Activity, Service (CAS), Theory of Knowledge (TOK), and Extended Essay (EE). Based on passing TOK and EE, candidates are eligible to receive up to three more grades.

Most students should generally consider pursuing the complete IB Diploma. However, during the second year of the Diploma Programme, the decision of which pathway (and courses) to pursue will be decided in consultation with parents, instructors, the Head of Languages, University and Admission Counsellor, and the DP Coordinator. Whether a student chooses to take part in the IB Programme as a candidate for a course or a diploma, they should:

- Put out a diligent effort.
- Approach tasks with a certain objective in mind.
- Show self-control and responsibility.
- Be open to what your instructors and fellow students have to teach you.
- Participate in and make a contribution to the community network.

For Students from WGS

A Middle Years Programme (MYP) certificate of successful completion from the International Baccalaureate Organisation (IBO) or the institution.

For Students from other Schools

The following admission protocol must be followed by external candidates who want to enrol in Wockhardt Global School's International Baccalaureate Diploma Programme.

6. STAGES FOR DP ADMISSION:

Stage One: Application form (completely filled) and attach the relevant documents as specified in the form(Online or Onsite)

Stage Two: other than MYP candidates will have to appear for a diagnosis test. The test will consist of Science, Math & English. MYP students from other schools will be interviewed by DPC.

Stage Three: The candidate will be accepted into the best programme based on the findings of the diagnostic evaluation. The student must receive an English Language component grade of at least 60%.

After fulfilling this criteria, the selected candidate will be invited to take part in an individual interaction session with the school's head administrator, the diploma coordinator, and the IBDP curriculum coordinator. This conversation is intended to determine whether the student is a good fit for the diploma programme.

Stage Four: Letter for Provisional Offer shall be released

Stage Five: Subsequent to getting the final passed certificate of Grade 10 the fees are to be paid with the admission acceptance form

Stage Six: The admission kit shall be handed over to IBDP students

7. Parental Involvement:

Wockhardt Global School (WGS) values parents' participation in their children's education as a shared responsibility. For pupils to achieve their full potential, collaboration between the school and parents is crucial. The school cordially asks parents to donate 10 volunteer hours annually to support the school community as part of this cooperative commitment.

8. Orientation of Parents and the Students:

An orientation programme is offered to familiarise parents and students with the various IB programmes because the IB Diploma Programme is a new educational framework for many parents and students. Individual counselling sessions are held after the orientation to aid the participants' comprehension and decision-making.

9. Admission to students with SEN or Additional learning support:

Although Wockhardt Global School (WGS) runs a learning support programme, enrollment is based on the availability of resources. Candidates' parents are expected to submit extensive documentation, which may include Individualised Education Plans (IEPs), psychological assessments, and linguistic reports, along with their application. Children with substantial special intellectual or physical requirements won't be admitted if the school doesn't have the necessary resources.

If it is decided that the school can offer the right kind of assistance and that the child can be accommodated in a regular classroom setting, children who require learning support may be taken into consideration for admission. The admissions committee and SEN teacher will consider all pupils receiving learning support when evaluating the enrolment of a child with particular needs.

The candidate will normally go through an interview as part of this procedure, and the admission committee reserves the right to ask for a psycho-educational assessment if it is thought necessary before making a decision. The school retains the right to undertake a complete assessment to establish the acceptability of the child's enrolment based on our ability to satisfy their requirements in situations when a specific need has not yet been determined.

It's crucial to be informed that Learning Support carries a surcharge.

10. Familiarization Programme:

The goal is to introduce IB programmes to students from diverse school boards. This strategy aims to eliminate any academic and cultural gaps found during the admissions process and is created to meet the specific needs of each individual student.

11. Parent Consent Form:

By Signing this the parents

- accept school rules and policies, fee policies and their amendments,
- provides consent for students to participate in all activities arranged by the school, including all single mandatory trips and excursions, all sports activities,
- permits students going with school teams for tournaments or competitions or celebration of festivals.
- grants permission to the students to use the school internet facility. (The form is signed by the parents after agreeing to the terms of the school IT policy and duly signed by the respective coordinator and the HOS.)

12. Re-admission:

If the Head of School does not grant an exception, readmission applicants must go through the entire admissions process.

The Registration Fee will be postponed for those students who apply for readmission within a year of their withdrawal.

The entrance fee will be postponed if a student requests readmission in the same or the following academic year and the withdrawal clearance process has not been finished.

Parents will be asked to pay back the admission charge if they haven't paid or collected unpaid debts.

All readmissions will only be processed upon the payment of any outstanding debts. According to the student's grade level, the Security Deposit must be at the proper level.

13. Academic Integrity Contract:

- I will finish my own assignment given (work in class, schoolwork, task on criterions, formal and informal evaluations). I won't guarantee any others work as my own, in entire or in parts. I won't share my work with another student. I won't gain help from another student, PC program, or web webpage when I am relied upon to finish the task all alone.
- During the diagnosis test, I won't talk, share answers, or duplicate answers. I won't use outside data on the diagnosis test except if I am permitted to do as such. I will not use notes, a course book, or electronic gadgets without the authorization of the facilitator.
- I won't examine test questions or replies with students who have not stepped through

the examination.

- I will not produce the same work done in one class into another class.
- Plagiarism means falsification is the utilization of words or thoughts of writers in my work without giving those writers credit. This incorporates simply changing a couple of words. I will not cut paste from PC projects or sites. I won't plagiarize. When obtaining data from a source, I will ensure I incorporate MLA references. I comprehend that content replicated in exactly the same words must be in cites and incorporate a reference.
- I get that in the event that I am blameworthy of cheating, in whatever structure, I will get a zero for that task. Moreover, the head and guardians will be informed and I will be dependent upon disciplinary activity.

I have read and understood the Academic Integrity Agreement, and I consent to keep the standards expressed previously. I comprehend that any infringement of these guidelines will bring about evaluation punishments and disciplinary activity.

Student's Name:

Date:

Student's Signature:

I have read and understood the Academic Integrity Agreement, and I understand the guidelines set for my child. I consent to urge my child to agree to these guidelines.

Parent's Name:

Date:

Parent's Signature:

14. Admission Policy as a Working Document:

This policy functions as a living document that is tightly connected to other school policies. It was created with the most recent IB reports and State Government directions in mind. The comprehensive school improvement plan is integrated with the annual review of the admission policy as part of the cycle for reviewing the curriculum. As part of the evaluation process, the leadership team will carefully evaluate how the policy is being applied throughout the school.

15. Review Cycle:

Every year, Wockhardt Global School conducts a thorough assessment of all of its policies. The Head of School, Programme Coordinators, Department Heads, Librarians, Parent Representatives, and Administrators make up the Steering Committee, which meets regularly to discuss and share updates on the execution of policies. This conversation covers a thorough analysis of the school's requirements and prior experiences.

The most recent and noteworthy publications and updates from the IB are taken into consideration by the Steering Committee. The school policies are then carefully examined, and any suggested revisions are addressed with all teachers, staff members, and parents/guardians as needed. Their insightful opinions and suggestions are carefully taken into account, leading to the finalisation of policies, which are then submitted to the Head of School for approval, finally resulting in policy finalisation.

Work Cited

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Annexure 1

PATHWAYS TO ADMISSION AT WGS

Grade	External Students	Internal Students
Nursery	Interaction	NA
Up to PYP 2 PYP3 to PYP5	Interaction Only Diagnosis test +Interaction	From WGS EYP- Direct
MYP 1 to 5	Diagnosis test + Interaction	From WGS PYP5- Direct
DP 1	Diagnosis test + Interaction+ Recommendation Letter	From WGS MYP 5-Direct

Annexure 2
Admission form Cover Sheet
(For Office Use Only)

Steps	Task	Approval given by	Signature with date and time
1. Inquiry Form (online/offline)	Revert back to Parents Online - next working day Offline - Same Day	School Secretary School Coordinator	
2. Registration done	Registration Fee to be Charged	School Secretary	
3. Diagnosis Test Below PYP 3 PYP 3 and onwards	Oral Test followed by written feedback Written Exam in Numeracy and Literacy Feedback within 30 minutes	PYP Coordinator Respective Coordinator	
4. If Suitable for WGS If not suitable for class applied Offer lower suitable class admission	Registration Form given If not suitable for WGS may deny admission	School Secretary	
5. Completed form submitted to admin office	Admin team member checks the documents and ensure correct form entries	Admin Team member	
6. Form goes to respective Principal for approval	Respective Principal approves the admission	Respective Principal	
7. Fee	Fee gets deposited in accounts	Accountant	
8. ERP Entries	Student data fed in ERP	ERP In-charge	
9. Student file stored	Student file numbered and admission slip goes to respective HRT	Respective Coordinator and School Secretary	

Annexure 3

Admission withdrawal form cover sheet (For office use only)

Sr. no	Steps	Task	Approval given by	Signature with date & time
1	Concern Coordinator	To stop childIf Yes: Child continues in school If No: Issue Withdrawal form	Coordinator	
2	No dues	Accountant: will inform about security deposit	According to concern	
		Book Return	Library:	
		Any gadget	IT:	
3	Principal	For final approval and remark if any	Principal	
4	ERP coordinator	To prepare TC	ERP coordinator	
5	Principal's Sign	Admin, Principal sign	Authorized signature	
6	Parents	to be notified		
7	Issue TC	Receiver's name sign date	Parent	

Annexure 4

Flow Chart for
Admission Visitors slip



Front Desk



School Secretary



Enquiry Form



IB or CBSE Coordinators Meet



Meet Accounts Officer



Admission Form & Process