

<b>SCHOOL ADMISSION &amp; WITHDRAWAL POLICY</b>	<b>Policy No</b> : SELOPS/2015/11
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<b>PURPOSE</b>	The Admission & Withdrawal policy sets clear guidelines for admission and withdrawal of students.
<b>GUIDELINES</b>	<p>Admission Procedure:</p> <ol style="list-style-type: none"> <li>1. Schools that fall in the territory of Male' shall follow the admission norms at entry level as prescribed by the Ministry of Education and Shri Educare Limited.</li> <li>2. An Ad is given in the most popular local newspaper and TV stations, stating clearly: a) The classes to which admission is open, b) The date, place and procedure for collection of forms c) Pertinent information about the school and its facilities.</li> <li>3. Consultancy schools must seek approval for the Ad from SEL team at least 10 days in advance before sending it to the Press.</li> <li>4. The Bulletin of Information (BOI) is prepared and forms are numbered, and attached with BOI.</li> <li>5. Admission will be granted on 'First come, First serve' basis, except in case of parents who have one child already admitted in GIS and staff parents.</li> <li>6. Priority is given to parents who already have one child admitted in GIS and children of staff parents</li> <li>7. On Open Day prospective parents will be given a presentation about school's curricular, co-curricular and extra-curricular activities. Also, information regarding online registration and related information will be provided. Information tables will be set up.</li> <li>8. The required documents to be submitted along with the forms are: For Entry Classes: Copy of birth certificate/ID Card for age criteria.  For classes 2 onwards: The above, as well as the last report card and a Transfer Certificate from the previous school, clinical reports in case of a child with Special education needs.</li> <li>9. Age Criteria: Children seeking admission to Grade 1 must have completed 5 years 6 months as on 1<sup>st</sup> January. This is applicable for those children coming from countries where entry classes begin at the age of 5 ½ yrs. Local children seeking admission to Grade 1 must have completed 6 years on 31<sup>st</sup> March.</li> <li>10. There are <b>3 scholarship seats</b> set aside for grade 1 and 8. Availability of scholarship seats in other grades depends on vacancies created when a scholarship is withdrawn or the child leaves school.</li> <li>11. GIS offers admission to children with special needs. The capacity for SEN admissions is 2 per class (if two are mild cases). Out of the applications for</li> </ol>

the slots opened for SEN school will decide which child can be enrolled based on observations and clinical reports. If required school will do additional assessments to see if the child can be enrolled.

#### The Procedure for Entry Level Classes

1. Once all the forms are returned (within the period stated by the school), the admissions committee reviews all the forms and grants admission on the basis of pre-determined guidelines. (See *Annexure I & II*).
2. Each form is reviewed based on the admission criteria.
3. The list of parents to be called for interaction is created and published on the website or pasted on a notice board at a predetermined place and day. The list contains a) Form No. b) Name of child c) Name of both Parents d) Interaction date e) Interaction place and f) time slot
4. For the parents' interaction, tables and chairs are set up, along with toys and magazines, for waiting children and parents. Canteen facilities should be available.
5. The School Admission Committee (Principal, Deputy Principal and the Grade Coordinator) reviews each form prior to the interaction. For the interaction there shall be three members from the school team (Deputy Principal, one mainstream teacher and 1 special educator at a table set up near the parents, who is specialised in engaging with and observing the child. In case the child is nervous or shy, this does not go against him or her. The observer may engage with the child while he or she is sitting in the lap of the parents. (*Guidelines for what is to be observed in both parents and children is given in Annexure II* )
6. Based on the guidelines under Annexure I & II and the available number of seats, the final list is generated and posted on the site and placed at a predetermined place at a predetermined time. Letters are also sent to all selected parents. Students from the waiting list may be granted admissions in case any seats are left vacant until the closing date for admissions. Parents shall be notified by the school for the same.

#### Procedure for Admission to All Classes other than Entry Level

1. Forms are grouped together according to categories (i.e. siblings seeking admission in different classes, staff children seeking admission). The admission committee goes through all the forms and accompanying documents, and calls children for entrance test, based on the guidelines (*See Annexure II*). Letter is sent to the parents communicating the schedule for the admission test.
2. The children are called for an age appropriate admission test. Since tests will be conducted for all new entries, possibly these can be staggered across a few days. The children will be tested on languages, mathematics concepts and general awareness. Children seeking admission into classes 1, 2 & 3, should be tested in a non-examination environment, and be given

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	<p>fun sheets that enable them to display their language, math and general awareness skills. Liberal uses of colours and drawing should be applied, so that they feel at ease. Children are not to be interviewed.</p> <ol style="list-style-type: none"> <li>3. Based on the admission test results, parents are called in for an interaction with the Principal. Prior to each interaction, the test results and admission forms are carefully scrutinized, so that the interaction can be focused towards filling any gaps.</li> <li>4. Final list is drawn up, posted at a predetermined site and each accepted individual is sent a letter along with Parent Involvement Policy.</li> <li>5. The Principal at his discretion could approve and sanction mid-year admissions if a vacancy arises in the Grade admission is sought for. This will be done at the discretion of the Principal. However, it may be noted that this would apply only to admissions in Grades other than the entry level (Grade 1 and Grade 8)</li> </ol>
	<p><b>Post Admission Procedure</b></p> <ol style="list-style-type: none"> <li>1. In the letter that is sent out to all new entrants, a date is given for them to come to the school office, pay the fees and receive any information related to the Orientation.</li> <li>2. Parents should submit the contract given along with the Parent Involvement Policy before paying the fees. In the case of Grades 1 – 5, the parent and the school will sign the contract. Where as in the case of Grade 6 and above, the child, the parent and the school will sign the contract.</li> </ol> <p><b>Guidelines for Entrance Test Administration</b></p> <ol style="list-style-type: none"> <li>1. The test will be administered to those children whose application forms have cleared the first round of review, in terms of age criteria and review of necessary accompanying documents.</li> <li>2. The entrance test for grades 1 to 8 will be a composite test comprising of questions related to English, Math, Dhivehi, Science, Social Science and General Awareness. For grades 9 &amp; 10 the entrance test will cover the core subjects- English, Math, Islam, Dhivehi and the stream subjects.</li> <li>3. The paper will be for 30 minutes for students of classes 2 to 4 (50 marks total), 45 minutes for students of classes 5 to 7 (75 marks total) and 2 hours for students of classes 8 and 9 (100 marks total).</li> <li>4. Children taking entrance test for admission to grades 4 to 7, should pass in the core subjects like English, Math and Dhivehi with minimum of 50 marks.</li> <li>5. Students joining Grade 8 from schools other than GIS should obtain at least 70 percent in average and should not score less than 50 marks in any subject. Students completing GIS Grade 7 can be given admission provided they obtained not less than 60 percent and did not score less than 50 marks in any subject.</li> </ol>

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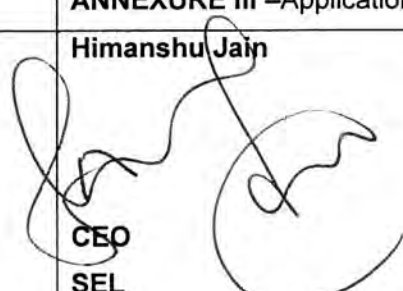
6. Grade 9 and 10 are not generally opened for admission. However, an exceptional student can be considered for admission provided his / her previous school's result is more than 80 percent in average and a minimum of 50 percent in each of the core and stream subjects. Even such a student should take the entrance tests in all the core subjects and stream subjects and must score a minimum of 80 percent to qualify for admission in GIS.
7. The test paper for each grade will be created by the subject teachers of that grade, and collated and reviewed by the form teacher of that grade and ACCOR.
8. Test papers will be administered in batches, with fresh papers created for each test batch.
9. The entrance test will be conducted in a room designated for the purpose, with a teacher present throughout.
10. Care will be taken to ensure that students of primary years going through the test are not intimidated in anyway.
11. Test papers will be marked by subject teachers of the form in which admission is sought, and routed through the Grade Teacher to the admissions office, along with recommendations.
12. Based on the recommendation, after the test, Principal along with one teacher / counsellor (if need be) will interact with parent accompanied by the child. Teacher / counsellor may interact with the child informally.
13. The criteria for evaluation will be
  - Communication skills
  - Socio-emotional intelligence
  - Child's aspirations vis-à-vis parental
14. The consolidated application file, comprising of the following, will be considered for admission.
  - Application form
  - Test result with recommendations
  - Interaction checklist with recommendations
  - Confidential reports
  - Signed contracts
  - Report card of the last term

The final admissions list will be created once all the above are received and consolidated by the school.

**Withdrawal Policy**

1. Parents need to communicate in writing the desire to withdraw their ward at least one month in advance to the school office, barring which fee for the whole month would be charged.

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	<p>2. A No Dues Certificate from all departments such as Library, PE, Computer and Accounts department of the school must be processed after approval from the School Principal.</p> <p>3. School shall decide on a cut-off date for each month for receiving withdrawal applications. For the applications received before and on the cut-off date fee shall be retained for that month and the balance amount shall be refunded to the parents. In case the application is received after the cut-off date, school shall retain the fee for two months and refund the balance amount to the parents.</p> <p>Issue of Transfer Certificate, Migration Certificate &amp; Hall ticket &amp; Refund of Fee &amp; Security:</p> <p>4. Students who leave the school are required to fill the withdrawal form (<i>Annexure III</i>) issued by the Academic Secretary and get it signed by the departments concerned.</p> <p>5. Before issuing the transfer certificate, the Fees Department ensures that all the dues have been recovered from the student.</p> <p>6. Security fee shall be refunded within 7 days' time upon child's withdrawal.</p> <p>7. Any outstanding dues will be adjusted from the security deposit before refunding of the same.</p> <p>8. In case the cheque of refund of security deposit is not encashed within six months it shall be treated as donation.</p> <p>9. If the student has not attended any class in the school and wants to withdraw his/her name then all the fees except the admission charges are refunded.</p> <p>10. A student desiring to leave the school in the middle of the session (other than for the end of academic year) is required to give one-month notice</p>
<b>ANNEXURE</b>	<p><b>ANNEXURE I</b> – Guidelines for observation of children seeking admission to KG classes</p> <p><b>ANNEXURE II</b> – Guidelines for Shortlisting Admission forms for Parent interview; Shortlisting parents post the interaction</p> <p><b>ANNEXURE III</b> –Application for withdrawal from the School</p>
<b>APPROVED BY</b>	<p>Himanshu Jain</p>  <p><b>CEO SEL</b></p>

**ANNEXURE I****Observation of children seeking admission to Grade 1:**

- Meeting the age criteria.
- Previous attendance of a play school (if any) to be shared by the parent.
- The child is engaged with toys: shape identifiers (can the child identify simple shapes?), colours (can the child name the basic colours?), Picture identification (can the child identify common domestic and wild animals? Fruits and vegetables, etc?)
- The child is engaged in conversation: Does the child know his/her name, age? Is he/she reasonably articulate? Knowledge of English is not critical, however, if the parents don't speak English fluently, it indicates that the child may have problems in the language later on. However, no child should be denied admission on this ground.
- The person observing and engaging with the child also needs to be trained in detecting any early signs of special education needs requirements, as, until the school sets up a specialised department, it may not want to take on the challenge of severe cases of special needs.

**ANNEXURE II****(A) Shortlisting Admission Forms for Parent Interview:**

- Date of Birth of the Child as per the age criteria mentioned above.
- An analysis of what the parent writes about the child:
  - ✓ Are their expectations from the child and the school realistic?
  - ✓ What are the parents' values as far as raising the child goes?
  - ✓ How much time do they spend with the child?
  - ✓ Are they in sync with the values of the school?
  - ✓ Do they view their relationship with the school as one of partnership?
- For children of classes 2 onwards – what is the child's previous academic history? You might weigh more favourably with the test results of your own test, but this helps in gauging a child's capabilities.

**(B) Shortlisting Parents post the interaction:**

- Resonance between parents: Are they in sync with each other and in the upbringing of the child? Dissonance creates problems later on.
- Are they in sync with the information they have filled out in the form: Have they written what they truly believe or have they tried to be politically correct.
- In-depth questioning on the values indicated in the admission form: Verify how they spend time with the child, how involved they are in the child's life, how they spend time as a family
- Verify their aspirations for the child: Are they realistic? How well do they understand their child?
- What are their expectations from the school? Are they in sync with the values of the school? How well have they researched what the school can offer their child?

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**ANNEXURE III**

**APPLICATION FOR WITHDRAWAL FROM THE SCHOOL**

1. Student's Name: \_\_\_\_\_
2. Class & Section: \_\_\_\_\_
3. Admission No.: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_
5. Parent/Guardian Name: \_\_\_\_\_
6. Address & Phone No.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. Class in which child was admitted: \_\_\_\_\_
8. Date of Admission to the School: \_\_\_\_\_
9. Have you paid the School fee: \_\_\_\_\_ Yes/No \_\_\_\_\_  
If yes then when and up to which month/quarter: \_\_\_\_\_
10. Have you returned the Library Book: \_\_\_\_\_ Yes/No \_\_\_\_\_
11. Security paid at the time of admission: \_\_\_\_\_
12. Reason for leaving the School: \_\_\_\_\_  
\_\_\_\_\_

Date:

(Parent/Guardian Signature)

Name:

General Remarks:

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**FOR OFFICIAL USE ONLY**

1. Received on: \_\_\_\_\_
2. Received by: \_\_\_\_\_
3. Withdrawal Application No.: \_\_\_\_\_
4. Remarks by the Principal: \_\_\_\_\_

Date:

Signature  
Principal

Signature  
AVP-Operations

**NO DUES CERTIFICATE**

	Signature	Remarks
1 Accounts Department:	_____	_____
2 Class Teachers	_____	_____
3 Attendance (from C.T.)	_____	_____
4 Administrator	_____	_____

**REFUND DETAILS**

- 1 Cheque/Demand Draft No. : \_\_\_\_\_
- 2 Date: \_\_\_\_\_
- 3 In favour of: \_\_\_\_\_
- 4 Amount: \_\_\_\_\_