

ADMISSIONS POLICY

MAHATMA GANDHI INTERNATIONAL SCHOOL, AHMEDABAD

A. About the School

Mahatma Gandhi International school believes in the ethos of joyful learning and meaningful experiential pedagogy. MGIS promotes the free expression of feelings, thoughts and ideas, through verbal and non-verbal communication. It is a place where we give students tools to communicate through our unique multi-sensorial methodology and active learning pedagogy. Diversity here is a tool in the learning process and this diversity is reflected in the student and teacher profile, the range of teaching methodology and the use of resources. Our approach is holistic and student centered. We cater to individual needs and adapt to the background of each student through differential teaching and spiral learning.

B. Introduction

The pedagogy of Mahatma Gandhi International School (MGIS) is enriched by the diversity it encourages within the school and strongly believes in providing quality education to all children. It establishes the systematic processes to be followed when seeking admission to MGIS in any grade for both sections. The School Admissions Policy ensures a fair and straightforward admissions system that promotes equity and fair access for all. This policy helps parents understand how the admission decisions will be made.

This document provides a holistic overview of the Admission Process developed at Mahatma Gandhi International School (MGIS). It describes the importance of a strong core team, defining discretely the roles and responsibilities of each member involved in the process. It reinstates the importance of the commitment of the school management to ensure fair, transparent and ethical practices in the implementation of the admissions program.

C. Admission Committee:

The School Admission Committee consists of one representative of the Administrative Department, the Co-ordinator of the program concerned, the relevant class teacher and if need be the school counsellor. The roles of each of these members are defined clearly in this policy document.

Administrative Officer: ensures that children applying for admission meet the basic eligibility criteria listed in this document.

Program Coordinators: conduct the interaction session sometimes along with the class teacher. They ensure that parents understand the school pedagogy and concur with the school philosophy.

Class Teacher: conducts the interaction session along with the programme coordinator. They ensure that the parents understand the school pedagogy and concur with the school philosophy.

School Counsellor: participates in the interaction session to assess any Special Education Needs of the child seeking admission.

D. Admission Criteria

The school accepts ALL children and as such assessment or admission tests are not a part of the admission process. The school does not conduct any interviews or interaction sessions with the child before the admission is confirmed. This is to ensure that the child is spared from experiencing a sense of inadequacy or worse, or “failure” in the circumstance that the school is unable to offer admission due to reasons beyond the scope of the parent or the child.

The school does have a set of eligibility criteria that are recommended, and which are applied for screening applications for admission, which are listed here.

D.1 Understanding the School Philosophy

MGIS practices a unique pedagogy, which is inclusive, holistic and is recognised as a pioneer of experiential learning. To assure the best learning experience of a student being admitted to MGIS, it is important parents understand and agree with the philosophy and pedagogy of the school. All parents are required to sign a declaration to this effect at the time of admission.

D.2 Age

Admission to a grade is granted based on a child's calendar year of birth. For admission to a particular grade, the applicant should have been born during the stipulated year for that grade.

D.3 Class Strength & Gender Ratio

MGIS believes strongly in a healthy teacher student ratio and a balanced gender ratio. Smaller class sizes and an equalised gender ratio are essential to our institutional pedagogy and class sizes range from 12 to 25 in grades K-10, with 12 in KG and increasing gradually in the higher classes. In the Diploma Programme the whole class size can be greater since the IB Diploma Programme offers a multitude of subject options, of which the school is equipped to offer more than 26. With subject selection by students, the break away groups for the different subjects ensures smaller class sizes in any particular subject at one time.

D.4 Sibling

Siblings of students currently studying in MGIS are given preference for admission, provided they fulfil the other eligibility criteria.

D.5 Diversity

MGIS adopts a strong multicultural class atmosphere that enhances learning and builds tolerance, a value much needed in today's global atmosphere. We encourage participation of children from diverse backgrounds such as nationality, social status, religion and culture. It allows the child to form meaningful social peer relations, and equally importantly, enriches the class children in that they understand and appreciate the differences and internalise and emulate compassion towards each other. We are convinced that this is to the benefit of each member of the community and develops them into compassionate human beings.

D.6 Proximity to the School

The proximity of a child to the school is one of the criteria considered at the time of admission since the pedagogy of the school uses the surrounding community as a learning resource. While the school prefers the proximity of students to the school location, especially for younger children, the final decision about travel time and distance is at the discretion of the parents or guardians.

E. Admission Process

E.1 Internal Process:

The School Management will take into account the number of vacancies in each class based on information received regarding the number of children leaving the school at the end of the academic year. Once this number is decided, the number of admissions to be granted across each grade are declared and admissions sought for those grades.

After the declared deadline, submitted application forms and questionnaires are verified and analysed by the Admissions Committee and a short list is prepared. Parents of short listed candidates are invited for a review meeting and final candidates are selected for admission.

Over-subscription:

In the event of over-subscription to a grade, the applicants will be short-listed on the basis of the

number of eligibility criteria they meet. Parents of short-listed candidates are informed and are invited to a review meeting with the program coordinator, relevant class teacher, and the school counsellor. Applications of short-listed students for other grades, who are not offered a place at the time of application are considered as being in process until the parent informs us otherwise.

The onus is on the parents to check with the school from time to time about the status of their application, and to inform the school if they wish to withdraw their application.

Waiting List:

The school maintains a waiting list for those children who meet the eligibility criteria but are not offered a place due to a lack of vacancy to a class. To apply for a place on the waiting list, parents are required to complete and return a waiting list application form. Forms are available from the school office. A child's position on the waiting list is determined according to the eligibility criteria above, and does not depend on the date of application.

Right to refuse admission: The school management, at its discretion and with information available to it, may choose to refuse an application for admission without disclosure, in order to maintain the privacy of the applicant.

E.2 Fresh entry are granted to KG section and Diploma Program Year1:

If the child meets the eligibility criteria above and parents wish to apply for admission to MGIS, they

- a. Complete and Submit an Application Form available in the school office, usually in the month of January each year.
- b. Complete and submit a questionnaire, which BOTH parents have to answer.
- c. Submit the form and questionnaire to the school office by the declared deadline.

E.3 CAMBRIDGE INTERNATIONAL ASSESSMENT EDUCATION & IB MIDDLE YEARS PROGRAMME (Grades 1 to 9)

Admissions to grades 1 to 9 are granted in cases where a vacancy is created due to a student leaving the school during or at the end of the academic session. The admission process remains the same, and formal tests or interviews are not taken at the time of admission.

****NEW ADMISSIONS ARE NOT GRANTED TO MYP YEAR 5 (GRADE 10)**
UNLESS THE STUDENT IS AN IB TRANSFER**

E.4 Fresh Entry into DIPLOMA PROGRAMME YEAR 1 (Grade 11)

By default, all current students of MGIS who meet the requirements of MYP Year 5 are admitted into the Diploma Program. For new admissions, the programme coordinator and class teacher conduct an interaction session with the applicant to get a holistic view of the child's ability to cope with the demands of the IB Diploma Programme. This interaction gives the school an opportunity to gauge the child's academic and cross-curricular interests including, equally importantly, talent in the field of sports, languages, technology, creative arts & media etc.

****NEW ADMISSIONS ARE NOT GRANTED TO DP YEAR 2 (GRADE 12)****

E.5 BTEC (Business and Technical Education Council) level 3 Nationals in “Creative Media Production” for Vocational training centre at MGIS.

Admission to BTEC for current students of MGIS is offered through one-on-one counselling sessions with the child and parent. Students interested in the BTEC program are called for an interview to get

an overall view of their interest and talent in the field of creative media and film making, as well as gauge their ability to meet the demands of the course. Students should have an inclination for Film Making and should be able to showcase previous creative work relative to Film Making.

E.6 'In-Year' admissions

In-Year admissions are taken in extremely rare cases, and provision for a certain number of these admissions has been made in the class strength cap set above.

F. Admission Documentation

F.1 Application Form

Application Forms will be available from the school administration office or on the MGIS website, www.mgis.in. For ethical reasons, the school does not charge any fee for the application form, since *submission or acceptance of an Application Form does not guarantee the student a place in the school*. In keeping with its philosophy of inclusiveness, the application form and accompanying questionnaire can be filled in any language, so that language, specifically knowledge of English, is not a barrier to seeking admission.

F.2 Closing Date

All applications, which have been submitted by the closing date, will be reviewed by the Admission Committee, who will apply the eligibility criteria to create a short-list of suitable applicants.

F.3 Late Applications

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

F.4 Relevant Accompanying Documents

- a. Language Profile Form
- b. Declaration of Understanding of School Pedagogy
- c. Consent Form for Sports Activities including Swimming
- d. Consent Form for Filming

G. Signing off on Policy

The Admissions Policy is reviewed periodically and approved by the Admissions Committee and School Management, who should sign off on amendments to this policy.