

## **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.

The admission policy establishes the systematic processes to be followed when seeking admission to MGIS in any grade for different programmes. 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 by the core management team 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 programme.

#### **C. Admission Committee:**

The School Admission Committee consists of Senior faculties, one representative of the Administrative Department, the Coordinators of the programmes concerned, the relevant class

teacher and 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 gives and collects basic information and issues the admission inquiry form.

**Programme 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. They give an overview of the school and specific information of the relevant programme.

**Class Teacher:** Conducts the interaction session along with the programme coordinator. They ensure that 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 an interview with the child before the admission is confirmed. However, there is usually a short, informal interaction to get to know the child and his/her interests. This is to ensure that the child is spared from experiencing a sense of inadequacy or worse, “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 has a recommended set of eligibility criteria used to screen admission inquiry forms, as outlined below.

### **D.1 Understanding the School Philosophy**

MGIS practices a unique pedagogy which is inclusive, holistic and is recognised as a pioneer of experiential learning. It is essential for the best learning experience of a child being admitted to MGIS, that the parents understand and agree with the philosophy and pedagogy of the school.

## **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 and 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 9 to 25 in Grades 1-10, with 9 students in Grade 1 and increasing gradually in the higher classes. In the Diploma and Career Programme the whole class size can be greater since the IB Diploma and Career Related Programmes offer a multitude of subject options, of which the school is equipped to offer more than 26 students. 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 fulfill the other eligibility criteria. However, the final decision rests on many different factors and the school will have the final say.

## **D.5 Diversity**

MGIS fosters a strong multicultural class atmosphere that enhances learning and builds tolerance, empathy, and well being for both students and teachers—qualities essential in today's global society. We encourage participation of children from diverse backgrounds including different nationalities, social statuses, religions, and cultures. This diversity enables students to build meaningful peer relationships and provides invaluable opportunities for all students to learn, appreciate differences, and develop compassion toward one another. We believe that this approach benefits every member of our community, helping them grow into compassionate individuals.

## **D.6 Proximity to 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 determine the number of available spots in each class based on information about the students leaving at the end of the academic year. Once finalized, the number of admissions open for each grade is announced, and admission inquiry forms are invited for those grades.

After the deadline for submission, the Admissions Committee reviews and evaluates the submitted admission inquiry forms and questionnaires, creating a shortlist of candidates. Parents of shortlisted candidates are then invited for a review meeting, after which final selections for admission are made.

### **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 programme coordinator, relevant class teacher, and the school counsellor. If a shortlisted student is not offered a place in the grade they applied for, their inquiry form will remain active for the academic year, unless the parent notifies us otherwise.

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

### **Admission Inquiry Form:**

The school maintains a record of admission inquiry forms of those children who meet the eligibility criteria but are not offered a place due to a lack of vacancy in a class. Forms are available from the school office. Parents are required to complete and return the form to the administrative office. Admission 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 a form for admission without disclosure, in order to maintain the privacy of the applicant.***

### **E.2 Fresh entry is granted to Grade 1 and Diploma Programme and Career-Related Programme Year 1 (Grade 11):**

If the child meets the eligibility criteria above and parents wish to apply for admission to MGIS, they complete and submit an admission inquiry form available in the school office, usually in the month of January each year. Students from MYP upwards are asked to share their interest in joining the school, on a short form, in the school office.

### **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 and the Career Related 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 Programme or the Career Related Programme. The school conducts an extensive orientation and individual counselling session to decide the best fit for the students. For new admissions, the programme coordinators 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 or the Career Related 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 or the CP programme Year 2 (Grade 12)\*\***

All students who are admitted to IBDP and IBCP programmes undergo an intensive orientation session followed by one to one personal counselling. They select the specific programme and subjects after this session. Parents are also a part of the subject selection process at MGIS.

### **E.5 BTEC (Business and Technical Education Council)**

BTEC Courses Offered:

1. Media Production
2. Enterprise & Entrepreneurship (EE)
3. Information Technology (IT)
4. Applied Science (AS)

Programme Structure:

- Levels 1 to 3: Offered across different grades to develop proficiency at multiple stages.
- BTEC Introduction: Begins in grade 6 based on student interest and aptitude.
- IB Career-Related Programme (CP):
  - In grades 11 and 12, students choosing the CP pathway pursue the BTEC Level 3 Extended Diploma as their Career-Related Study (CRS).

Admission to BTEC courses for current students of MGIS is offered through one-on-one counselling sessions with the child and parent. Students interested in the BTEC programmes are called for an interview to get an overall view of their interest and talent in various fields be it Applied Sciences, Information Technology, Media Production or Enterprise and Entrepreneurship as well as gauge their ability to meet the demands of the course. Students

should have an inclination for the different courses of BTEC as all the work is project based and time specific.

## **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 Admission Inquiry Form**

Admission inquiry forms will be available from the school administration office. For ethical reasons, the school charges a refundable Rs.500 fee for the admission inquiry form, since *submission or acceptance of an admission inquiry form does not guarantee the student a place in the school*. However, a refundable deposit of Rs.500 is charged. Students who do not secure their admission, can request a refund of the Rs.500 against the original receipt provided.

In keeping with its philosophy of inclusiveness, the admission inquiry 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 forms, which have been submitted by the closing date, will be reviewed by the Admission Committee. The eligibility criteria will be applied, to create a short-list of suitable applicants.

### **F.3 Late Forms**

Late admission inquiry forms will not be processed until all timely forms have been allocated.

### **F.4 Relevant Accompanying Documents for confirmation of admission**

- a. Declaration of Understanding of School Pedagogy
- b. Consent Form for Filming
- c. Original School Leaving Certificate (if required)
- d. Report card of the previous school (if required)

- e. In case of Foreign Nationality- Passport and Visa copy
- f. Aadhaar card copy - Indian nationals.
- g. Passport size photograph-3

## **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.