



K. R. Mangalam Global School

South City-1

Gurugram

Admission Policy- Primary Years

K.R. Mangalam Global School Mission:

is to raise learners who have a strong moral fibre; are self reflective, resilient and responsible individuals with strong sense of identity who strive to be agents of change for building a more equitable and humane society.

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.

I. Objectives:

1. To ensure that the school gets maximum admissions possible without making any compromise.
2. To have a fair and transparent policy for all parents.
3. To make the admission process easy for parents and students.
4. Adherence to local laws.

Applicable to:

This policy applies to all parents seeking admission for their children at K. R. Mangalam Global School, South City-1 in Grade Nursery to Grade 5.

II. Purpose:

The purpose of this document is to clarify K. R. Mangalam Global School's admission process and requirements. The policy applies to the whole school and is communicated regularly to and understood by admission counsellor, teachers, students, parents, and administrators. The policy is also uploaded on the school website.

K. R. Mangalam Global School fosters an atmosphere of academic excellence and encourages intellectual inquiry and critical thinking. We believe our school is a community, and social awareness, thoughtful interactions and effective communication among students, parents and staff are fundamental to its well-being.

III. Link between Admission policy and other policies :

- **Link to Language policy:** KRMG admission policy is linked to the language policy as it aims to ensure that students have command and aptitude in English, the language of instruction as well as the other languages

they pursue making them proficient in listening, speaking, reading, writing and understanding content. Informal interaction at the time of admission and previous school records help the school to decide if the student needs additional support in the language of instruction.

- **Link to Assessment policy:** The true purpose of assessment is to guide instruction and track progression in student's skills and abilities. It helps the school to support and enhance student learning rather than to simply generate a grade. Informal interaction of the student with the HOS and PYPC helps to assess the knowledge and also gauge the awareness of the goals a student has.
- **Link to Academic honesty policy :** K. R. Mangalam Global School is committed to helping students undertake academically honest practices in both their personal and academic lives. Additionally, the admission policy mentions that while granting admissions student's previous academic records are to be submitted (grade 2 upwards).
- **Link to Inclusion policy:** The admission policy is linked to the inclusion policy as the admission policy mentions that at the time of admission, students who have special needs or show a gap in their academic performance are gauged for the level of intervention that would be required to make their learning journey a meaningful one.

IV. Policy Guidelines:

Eligibility Criteria:

Age criteria: The student must be 3 years plus of age when seeking admission in Nursery class and subsequently adding years as per the grade from Grade 2 beyond only if the student has completed the previous grade, he/she will be admitted to the next grade.

Pre Admission:

1. The applicant needs to start the procedure by filling up the Online Admission Form on the School's website.
2. To visit the school and meet the Admission Counselor, a Parent needs to take an appointment between Monday to Friday, 9 am to 1pm.
3. For Nursery, KG and Grade 1, parents need to attach the following documents with the Online Admission Form
 - Photocopy of Birth Certificate or Passport (front and back page)
 - Aadhar Card copies of both Parents' and student
 - PAN Card copies of both Parents'
4. For Grade 2 to 5, parents need to submit all the above documents along with the past two years progress record.

Once the Online Admission Form is received, the admission counselor follows up through telephonic conversation guiding the parent about the IB curriculum. An online meeting and interaction is fixed between parent, student, PYP Coordinator and the Head of School for which a date and time is allotted.

5. After the interaction, a congratulatory mail is sent to the parent.
6. Should the parent want to proceed, they need to pay the fees.

Post Admission:

1. Submit Transfer Certificate in original. (Grade 2 upwards)
2. 4 passport size photographs of the child and 2 passport size photographs of the parents.
3. Medical Form completed by a medical practitioner.
4. School uniform and stationery can be procured from the school stationery store.
5. Parents need to inform the school of the joining date of their ward. This is mandatory because staff needs to be informed to expect a new student and needs to make preparations accordingly.
6. Parent can contact the school admission counselor in case of any query.
7. Orientation of the parents to the curriculum to acquaint them with the method of inquiry and its progression is arranged thereafter.

Review and implementation of Admission Policy:

Principal, Management committee, Coordinator to review the criteria once in two years. It can be reviewed earlier as per the needs of the institution, or if anyone feels the need to modify and justifies the change required before 2 years, may do with the consent of other members.