

Admission Process/ SOP GD Goenka Global School

1. For admission to the GDGGS (International Baccalaureate Primary Years Programme) school, applicants are required to follow a standard operating procedure (SOP) designed to ensure a comprehensive evaluation process. Prospective students and their families are encouraged to submit completed application forms along with relevant documentation, including academic transcripts, birth certificates, and any additional supporting materials. Candidates may be invited for interviews, assessments, and/or observation sessions to assess their readiness for the programme.

2. Age Criteria:

- Before the National Education Policy (NEP) of 2024, the age criterion for Nursery admission was 3 years as of March 31st. **(Annexure1)**

- Currently, in alignment with the updated policy, we follow as 31st march

Pre Nursery- 2years

Nursery- 3 years

LKG- 4 years

UKG- 5 years

Keeping the age criteria in mind, In the session 2025-26 LKG and UKG were added (KG was bifurcated into 2 grades LKG and UKG)

3. School tour and Introducing parents to the IB PYP & Cambridge, our fee structure by school admission Team. We explain about school co-curricular activities like ICT, Music, Dance, Art, Library, Enrichment, Agentic clubs, and sports like swimming, Basketball, Cricket, and Skating are offered.

4. Interaction with teacher and school counsellor for early years and written assessment from grade 2 onwards followed by Interaction with the School counsellor.

5. Meeting with the PYP Coordinator, Cambridge Coordinator and Principal for final assessment and allocation of section.

6. Registration & provisional Admission depending on the availability of seats. Then they go to the accounts department for Fee formalities.

7. Check Documents, and make than meeting with the transport & Meals department as per their requirement.

8. Inclusive Education:

At GD Goenka Global School, we are committed to fostering an inclusive learning environment that supports the diverse needs of all students. As part of our admission process, we conduct thorough screening to identify children with special needs and disabilities. This screening process allows us to assess the severity of each case, ensuring that we can provide appropriate support and accommodations. Cases identified as mild to moderate are referred to our dedicated school counsellor for further evaluation and support planning. Our goal is to ensure that every student receives the necessary assistance to thrive academically, socially, and emotionally within our school community

9. Languages Offered:

- English is the primary language of instruction from Nursery onwards.

- Hindi is introduced from Kindergarten, and French or Spanish is offered as a third language starting from Grade 3.

- Specialized ESL classes are provided for foreign students to support their integration and language proficiency.

- Additionally, foreign students have the option to enrol in Hindi B classes, focusing on spoken language proficiency, facilitating practical communication and cultural interaction.

1. Admission SOP GD Goenka Global School:

a) Inquiry for Admission:

- Create a seamless and welcoming inquiry process to accommodate prospective parents' initial interest in the school.
- Offer multiple channels for inquiry, including phone calls, walk-ins, and online forms, to cater to varying preferences and accessibility.
- Provide clear and concise information about the admission process, school philosophy, and academic programs to address parents' initial doubts and queries.

b) Parents Call:

- Ensure a responsive and supportive approach towards handling incoming calls from prospective parents.
- Offer convenient appointment scheduling options for parents who wish to visit the school to experience the school environment first hand and gain a sense of its atmosphere and culture.

c) Walk-In:

- Welcome walk-in inquiries with warmth and hospitality, recognizing the spontaneity and urgency of parents' interest in the school.
- Walk-in visitors can receive information and assistance from the admission team.
- Provide *on-the-spot tours* of the campus facilities for walk-in visitors to experience the school environment first hand and gain a sense of its atmosphere and culture.

d) Reference:

- Encourage word-of-mouth referrals and positive testimonials from current parents, alumni, and community members to serve as valuable references for prospective families.
- Leverage online review platforms and social media channels to showcase testimonials and reviews from satisfied parents and students, building credibility and trust among prospective families.

2. Assessment:

a) Early Years (Nursery to Grade 1):

- Focus on interaction with parents and child to understand the family dynamics and the child's early developmental milestones.

- Emphasis on creating a warm and nurturing environment and building rapport with the child.

b) Grade 2 Onwards:

- Assistance provided for children transitioning from other boards to ensure a smooth adjustment to the IB curriculum & Cambridge Curriculum.

- Evaluation of previous report cards for IB students or Cambridge student, while assessing other applicants through written assessment interaction and with the principal and academic coordinator. **(Annexure1)**

c) Principal and Academic Coordinator Meeting:

- All children meet with the Principal and Academic Coordinator, fostering a personal connection and understanding of each child's individual needs.

- The Principal's comments on the assessment sheet highlight any specific requirements or areas for special attention, such as ESL classes for Japanese / Arabic, etc. students.

- Admission is granted based on the initial assessment, interaction, strength and ratio of girls and boys in a class.

d) Academic Approach:

- Avoidance of rejection based solely on academic performance, instead focusing on identifying and addressing weaknesses or enhancing talents.

- Tailored support provided to children struggling in certain areas, with interventions aimed at improving their skills.

- Recognition and nurturing of gifted children to ensure their talents are fostered and developed to their fullest potential

3. Enrolment Process:

a) Parent Inquiry and Registration:

- Parents fill out an inquiry form expressing their interest in enrolling their child and pay the registration fee.

- The registration fee secures a spot for the child in the enrolment process.

b) Welcome Kit and Fee Structure Explanation:

- Upon completion of the registration process, parents receive a welcome kit ~~containing important information about the school, including policies, procedures, and handbook.~~ **(Annexure2)**

- The fee structure is thoroughly explained to parents, detailing all components such as tuition fees, admission fees, security deposits, transport, meals, and any additional charges. Furthermore, we obtain parents' acknowledgment of the final agreed-upon fee and inform them of any potential reviews or adjustments that may occur in future years.

- Transparent communication ensures parents understand the breakdown of fees and any available payment plans or financial assistance options.

- a) For midterm admission, we give max 1 week time to pay all fee components.

- b) For New session admission we give 1 month max to pay admission & security fee and the other components of the fee are taken before the New session starts

- c) **Document Submission and Checklist:**

- A comprehensive checklist of required documents is provided to parents, outlining the necessary paperwork for enrolment. **(Annexure 3)**

- Parents are guided through the submission process, with assistance available to ensure all required documents are provided accurately and promptly.

- The school also requests its documents, such as enrolment forms, medical records, Provisional admission forms, Undertakings, and emergency contact information, to complete the enrolment file.

- d) **Final Enrolment and Fee Payment:**

- Once all required documents are submitted and fees is clarified, parents return to the school to finalize the enrolment process.

- The School staff verify the completeness of the enrolment file and assist parents in completing any remaining paperwork.

- Parents make payment for all fee components, including tuition fees and any optional charges, ensuring that the child's enrolment is fully processed and confirmed.

By streamlining the enrolment process and providing clear guidance and support to parents every step of the way, the school aims to make the transition into the educational community as smooth and hassle-free as possible.

4. Orientation:

- New students and their families attend an orientation session to familiarize themselves with the school's policies, facilities, and expectations by the class

teachers. Then they meet various support departments Transport, Meals, Stationary, ID card & uniform, school Nurse (if required).

5. Transition:

- The school provides support to ensure a smooth transition for new students, including buddy programs, orientation activities, and regular communication with parents.

6. Admission Committee Members

Management, Principal, Academic coordinator, School Counsellor & Admission Team

Advocacy for Admission:

- Engage in targeted advocacy efforts to promote the school's unique offerings and values.
- Collaborate with local community leaders and organizations to advocate for the importance of education and the benefits of attending the school.
- Utilize social media platforms, community newsletters, and local newspapers to share success stories and testimonials from current students and parents.
- Host information sessions and coffee talks to provide prospective families with insight into the school's curriculum, extracurricular activities, and academic achievements.

a) School Exhibition:

- Organize an annual school exhibition showcasing student projects, artwork, and achievements to the wider community.
- Invite local schools, parents, and community members to attend the exhibition, providing an opportunity to learn more about the school's educational philosophy and programs.
- Collaborate with local businesses and organizations to sponsor and support the exhibition, enhancing community engagement and outreach efforts.

b) Play Schools:

- Establish partnerships with local play schools to introduce early childhood education concepts and familiarize young children and their parents with the school environment.
- Offer workshops and parent-child interactive sessions to guide early childhood development and school readiness.

- Provide resources and support for play schools to align their curriculum with the school's educational goals and values.

c) Visits to Different Embassies for Admission:

- Conduct outreach programmes with Embassies and Diplomatic missions to promote the school's international programs and draw students from diverse cultural backgrounds.
- Organize informational sessions and campus tours specifically tailored to embassy staff and international families, highlighting the school's commitment to multiculturalism and global citizenship.
- Establish partnerships with embassy officials to facilitate the admission process for international students and provide support with visa applications and documentation.

d) Information Session:

- Host regular information sessions for prospective families to learn about the school's academic programs, extracurricular activities, and admissions process.
- Provide detailed presentations and Q&A sessions with school administrators, faculty members, and current students to address questions and concerns.
- Offer guided tours of the campus facilities, allowing parents and students to experience the school environment first hand and envision themselves as part of the community.

e) Coffee Meet:

- Organize Informal Coffee Meets with school administrators, teachers, and current parents to provide an opportunity for prospective families to connect on a personal level and ask questions in a relaxed setting.
- Encourage open dialogue and conversation about the school's values, culture, and educational philosophy over a cup of coffee or tea.
- Provide a welcoming atmosphere where parents can engage with each other and build relationships within the school community.
- Apprise/ update about new achievements/ Upgradations.
- Take feedbacks.

f) Banners in All Nearby Societies:

- Display banners and signage in prominent locations throughout nearby residential communities to increase visibility and awareness about the school.

- Include key messages and contact information on the banners, directing interested families to learn more about the school's programs and admissions process.
- Coordinate with local authorities and community associations to ensure compliance with regulations and maximize exposure to target audiences.

g) Events Like Global Fest:

- Organize annual events such as a Global Fest to celebrate cultural diversity and promote global awareness within the school community.
- Showcase performances, food, and traditions from different cultures represented in the student body, fostering appreciation and understanding among students, parents, and staff.
- Invite the wider community to participate in the Global Fest, showcasing the school as a vibrant and inclusive learning environment that values multiculturalism and global perspectives.

h) Baby Show:

- Host a Baby Show event to engage with young families and introduce them to the school's early childhood education programs.

i) Residential Societies-

- Engage kids in fun activities with their parents.
- Position the school as not just academic but community focused.
- Organize fun activities, workshops, and interactive sessions for parents and their young children to participate in together.
- Provide information about the school's playgroup, nursery, and kindergarten programs, highlighting the importance of early childhood development and school readiness.

Note: Policy reviewed in Sep 2025.

SCHOOL ADMISSION POLICY

2026-2027

School admission policies can vary widely depending on the type of school, its location, and its governing authority. However, here are some common components that may be found in school admission policies:

Admission Criteria:

There are specific criteria that applicants must meet to be considered for admission as per NEP 2024. This may include factors such as age, residency, neighbourhood, academic achievement, and sometimes, extracurricular activities or special talents.

Application Process:

We share the process for applying for admission, the date of Registration, including deadlines, required documentation, and any application fees with the prospective parents. Registration for the new session in August/September.

Priority Categories:

We give priority to certain categories of applicants, such as siblings of current students, children of alumni, or students from the neighbourhood area, Govt officials and Single parent, we have a special concession for these categories.

Special Considerations:

Schools may have provisions for admitting students with special needs or circumstances, such as students with disabilities.

Interviews or Assessments:

We require applicants to participate in the interaction, admission assessment, scholastic evaluation/academic review as part of the admission process along with Interaction with the Counsellor, Principal MYP Coordinator & PYP Coordinator.

Admission Decisions/Committee

School typically communicate admission decisions to applicants by a certain date, along with any next steps for enrolment. The final decision of admission lies with the committee consisting of the Academic Coordinator, Principal, school counsellor, and Management.

Special Category

For Expats/NRI/Diplomats: We have another category and fee structure for foreign students and NRI and for them, admission is available throughout the year.

It's important for parents and students to carefully review the admission policies of schools they are interested in and to follow the outlined procedures when applying.

Title: Admission Chart

1. *Registration & Brochure:*

- Parents register for admission and receive a brochure outlining the process.

2. *Child & Parent Meeting:*

- Scheduled meeting with the Principal/Coordinator to discuss the child's admission.

3. Approval of the Principal:

- Principal sanctions admission, signs fee structure, and assessment form.

4. *Offer Admission:*

- Admission is offered along with an admission kit.

5. *Documentation:*

- Required documents are attached as per the checklist provided.

6. *Payment Procedure:*

- Parents are guided to pay admission, security, transport, meals, stationary, and ID card fees.

7. *Provisional Admission Letter:*

- Issued post-payment of admission and security fees.

8. *Account Clearance:*

- Clearance is needed before proceeding with the arrangement of transport & meals.

9. *Form Submission:*

- Transport and meal forms handed over to respective heads.

10. *Meeting with Transport in charge: *

- Parents meet transport in charge if bus service is required and sign the transport policy.
- No new bus stops or route change to be made within the current semester.

11. *Finalization: *

- File completed with Principal's signature, handed over to school secretary, concluding the admission process.

12. Meeting with Sunil IT for MS Teams and ID Card.

13.

- Defence discount aligned with a normal discounted fee
- Single parent discount based on the paying capacity
- Sibling discount requires a fee higher than the existing child's fee.
- Special discounts for government officials (e.g., MCG, DEO, Electricity Board, and Police)
- ***Pre-Nursery Fee Structure:***
 - Fee: ₹12,000
 - Timings: 9:00 am - 12:40 pm

1. Inclusive Education:

- At GD Goenka Global School, we are committed to fostering an inclusive learning environment that supports the diverse needs of all students. As part of our admission process, we conduct thorough screening to identify children with special needs and disabilities. This screening process allows us to assess the severity of each case, ensuring that we can provide appropriate support and accommodations. Cases identified as mild to moderate are referred to our dedicated school counselor for further evaluation and support planning. Our goal is to ensure that every student receives the necessary assistance to thrive academically, socially, and emotionally within our school community.

If we observe any developmental milestone issues in a student, our internal school counsellor will initially assess the child. If further evaluation is deemed necessary, we will refer the case to our outsourced child psychologist for additional insights and advice.

REFERRAL PROGRAMME

Parent Referral Program:

Current parents are incentivized by giving a waiver as per management if they refer students for IGCSE

Alumni Referral Program:

Former students can refer new parents to the school.

Teachers Referral Program:

Teachers and other staff members can refer prospective students and may be offered Rs 5000/- per admission on full fees.

Each type of referral program aims to leverage existing relationships and networks to attract new students enhancing the schools' outreach efforts.

SIBLING DISCOUNTS***Percentage Discounts:***

A fixed percentage off on the Tuition fees for each additional sibling enrolled.

1st sibling-10% off on tuition fees only

2nd sibling-15% off on the tuition fees only

Security Fee waiver:

School may waive off 50% of the security amount for the sibling admission.

Sibling discounts are designed to support families financially and encourage them to keep the children in the same school.

