



ADMISSION POLICY

2022-2023

Guidelines for members of the Primary Year, Middle Year and Diploma Programme School community

Ela Green School, Karambur Village, Near Maraimalai Nagar, Chengalpattu Taluk, Kanchipuram District, 603209

OUR VISION

Ela Green School is committed to offering value-based education, which will reinforce real-world skills, social and environmental responsibilities in the younger generation, enabling them to be future-ready.

THE INTERNATIONAL BACCALAUREATE (IB) MISSION STATEMENT

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the IBO works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

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Our Educational Philosophy

Ela Green School (EGS) is an authorised school for International Baccalaureate (IB) Primary Year Programme (PYP), Middle Year Programme (MYP) and a candidate school for the Diploma Programme (DP). We are a platinum LEED certified Green school. We are committed to community service and environmental responsibility. We focus on developing the skill set needed for students to be successful in the 21st century along with environmental awareness and love for nature. Students are given many opportunities to apply their skills and knowledge to solve real world problems. Our mission is to enable each individual student to achieve academic success and develop a passion for lifelong learning.

We believe that we can transform the society through right education. We want to democratise high quality education and ensure that the whole community benefits from the resources of the school. EGS is open to students of all nationalities, ethnic groups, race, religions, and socio-economic status. EGS considers factors including applicant's prior educational and linguistic background for purposes of admission to fulfil the school's mission of making education accessible for all learners.

Admission Requirements

The school considers the following as essential for admission:

- a. Language requirement: Adequacy in English language as determined by meeting with the parents, and sometimes the students and /or educational record.
- b. Academic requirement: Age-appropriate level of educational aptitude and skills as determined by the interview, examination and/or educational records.

a. Language requirements

The general medium of instruction at EGS is English. Students seeking admission at EGS should possess basic language proficiency in English. School also provides language support to students to further enhance their communication skills in English.

b. Academic Requirements

Candidates for admission to EGS must demonstrate that they are students who embrace and embody the IB Learner Profile. We expect applicants to have inquiring and open minds, to be

diligent and reliable, to be good communicators, and to have an openness to learning new things. Good time-management and organisational skills are also indispensable qualities for students to be successful in the IB. We also consider the creative and critical thinking skills of the students as determined by the admission test conducted on need basis.

To be eligible for the IB DP at EGS, all students including students from ESG need to clear an entrance exam in Mathematics and English. Students from IB curriculum should have successfully completed the IB Middle Years Programme, which includes Personal Project and service requirements. To ensure access to an IB Diploma Higher Level (HL) course, the students must have studied the subject in MYP 5 and gained at least an end-of-year level 5 or equivalent grade. To ensure access to an IB Diploma standard level (SL) course, the student must have gained at least an end-of-year MYP level 4 (or equivalent) in the last year. Please note that if a subject is not offered in the MYP, such as Business Management, the student should have gained a suitable grade in another subject from the same group. Students from other boards of examinations must have equivalent grades.

Interview

In addition to the above academic achievement criteria, ALL IBDP candidates must undertake an interview with the IBDP coordinator and at least one HL subject teacher. The purpose of the interview is to ascertain the student's reasoning abilities and motivation for choosing on the IBDP and to help the student understand the level of independent work required over the two-year programme.

In addition to these characteristics, applicants must fulfil the following age criteria for admission:

Age criteria

The selection of students for admission to EGS shall be based on the following criteria;

Indian System	IB System	Age Range As on July 31st
PRE-KG	EYP 1	2.5 – 3.5
KG – 1	EYP 2	3.5 – 4.5
KG – 2	EYP 3	4.5 – 5.5

Note: In gifted students, age criteria as

GRADE I	PYP 1	5.5 – 6.5
GRADE II	PYP 2	6.5 – 7.5
GRADE III	PYP 3	7.5 – 8.5
GRADE IV	PYP 4	8.5 – 9.5
GRADE V	PYP 5	9.5 – 10.5
GRADE VI	MYP 1	10.5 – 11.5
GRADE VII	MYP 2	11.5 – 12.5
GRADE VIII	MYP 3	12.5 – 13.5
GRADE IX	MYP 4	13.5 – 14.5
GRADE X	MYP 5	14.5 – 15.5
GRADE XI	DP 1	15.5 – 16.5
GRADE XII	DP 2	16.5 – 17.5

Procedure

Pre-admission

- Parents seeking

school reception.

- The parents and the students are given tour of the school facility if desired.
- Should the parents wish to proceed with the admission, they need to fill up the Registration form and submit.
- The parents' meeting with the respective Programme Coordinators is fixed by the Admin Head.
- The Programme Coordinator will assess the general aptitude and skill level of the student by the interview, educational records and/admission test.

Post-Admission procedure

- Once the admission is granted, parents are required to pay the fee and submit the required documents.
- School uniform and books can be collected from the Admin Office.
- Every new student and parent will undergo orientation to better understand the IB programme.

Fees & Deposit:

Admission Fees is not refundable once paid. Refund of Tuition and Other Fees, as paid, on grant of Admission at the School is subject to school's Refund of Fees Policy. Deposit amount is

exceptionally case of school may relax the required.

Admission

procedure

who are interested in admission must take admission enquiry appointment via the

refunded, by cheque without interest, after the student has left the school. Any outstanding charges or balances due for the school will be deducted from the deposit amount.

Litigation:

The personal details and contact information of the student will remain the same as given by the Parent/Guardian at the time of admission to the School till the School is intimated in writing of any change therein. The school shall not be made a party to any litigation including any litigation of personal nature pertaining to the family of the child. In the event of the school getting involved in any litigation, the costs of defending the same shall be deducted from the deposits of the student or reimbursed by the Parent /Guardian. In the event of any conflicting and / or contradictory claims made by / or between the parents and / or guardians of the child, the school shall follow only the instructions given by the Parent/Guardian at the time of admission, unless there is an order from a court of competent authority.”

Essential documents to be submitted at the time of admission

The filled in Application form must be accompanied by the following:

- Student’s Academic Records/Progress Report of previous term.
- Copy of Birth Certificate
- Original Transfer Certificate from the previous school
- Copy of Aadhar card for Indian students / OCI for NRIs
- 4 passport photos
- Copy of Passport/Visa (for non-Indian students)
- 2 Passport photos of parents

Admissions with Special Concessions and requirements

Admission of students from economically weaker section

Every year, EGS allocates 5% of admissions to the local community children to encourage less privileged students to benefit the best education offered.

Admission of children of EGS staff and faculty:

EGS, in recognition to the contribution by staff members towards the growth of the organisation, gives discount offers to its members based on the designations, as follows:

1. Academic and Administration staff members whose children are enrolled at Ela Green school will get hundred percentage waivers in the enrolment fees and fifty percent discount in the term fees.
2. Support staff members whose children are enrolled at Ela Green school will get hundred percentage waivers in both Enrolment and Term fees and will get fifty percentage waivers in other facilities. (cafeteria & transportation).

Admission for siblings

Understanding the financial constraint of parents who have more than one child, EGS offers fifty percentage discounts in the enrolment fees and ten percentage discounts in the term fees if siblings are studying at EGS. This privilege will be revoked in immediate effect if one of the two or more siblings leave EGS.

Admission for NRI and International students:

Students who come under the category of NRI or Foreign nationality must submit a photocopy of their passport and any supporting documents needed as per the requirements of Indian government. They must also adhere to all the rules and regulation as any other student of EGS.

Admission of students with learning support needs

EGS is an inclusive school, where teachers work with each student's unique strengths and weaknesses, including students that need special learning support. Students with learning support may attend the school and receive support from the home-room teachers, mentors, and school counsellor. The school will also collaborate with parents for particulars to understand the child's needs to help him/her in class. Students who have received counseling, support, therapy or have been diagnosed with special learning support should include all relevant diagnostic reports and evaluation documentation for confidential review.

Mid-year admission and exit Procedure

Mid-Year Admission Procedure

EGS offers mid-year admissions to students with valid reasons for change of schools. The academic fees for the on-going term should be paid during the time of admission.

Mid-Year Exit

Prior information should be given a month before leaving school. The fees paid will not be refunded at the time of exit. The student's progress report card will be given only for the completed term.

Fees payment and procedures

Admission fee to be paid at the time of admission which is non-refundable. Refundable security deposit to be paid at time of admission confirmation.

The security deposit is refundable if:

- All dues are cleared
- No damage to school property by student
- No dues to the library or school resource department.

Refundable security deposit will not be returned if:

- The student leaves halfway through the academic year.
- The student has damaged school property and resources.

Fees to be paid:

- On receipt of confirmation of admission, the fees for first term must be paid in full, within 10 working days.
- Cheques returned for insufficient funds will be charged a fine of 10% of the actual amount along with late fee charges if due. The outstanding fees must be paid within 48 hours (about 2 days). Further payments will be accepted only through pay order/ Banker's cheque.

This policy is due for revision in 2023-24.