



The world is your stage

CPS GLOBAL SCHOOL

ADMISSION POLICY

Established: 2012
Last Reviewed: 2022
Next review: 2025



CAMBRIDGE
International Examinations

Cambridge International School



TH Road, SH 50, Thirumazhisai,
Chennai 600 124, Tamil Nadu, India

www.cpsglobalschool.com

E: info@cpsglobalschool.com

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. To this end the organization 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.

CPS Global School Mission Statement:

To offer a dynamic educational program to students of diverse backgrounds that encourages excellence through inquiry based approach and collaboration to groom them to become lifelong learners; inculcate intercultural understanding and respect among the community; enables seamless transition from school to tertiary education anywhere in the globe; practices the ethics of love and compassion towards all and commit themselves to become socially responsible adults in creating a peaceful world.

IB Learner Profile:

INQUIRERS: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS: We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED: We understand the importance of balancing different aspects of our lives-intellectual, physical, and emotional- to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development

Admission Policy:

CPS Global School, Thirumazhisai is a complete day-cum-residential school offering international qualification programs like CAIE(Cambridge Assessment International Examinations) and IBDP (International Baccalaureate Diploma Programme) for students aged 5-16 years and 16-18 years respectively.

The academic year at CPS GS consists of two semesters and the session commences at the end of June. The registrations for admissions are open from the month of December every year.

Admission is open to Grade 1 to 9 and Grade 11 students of the local and international community regardless of race, gender, religion, language or country of origin. Students from other boards such as Cambridge, ICSE, CBSE, State Board and other international boards can apply for admission to CPS Global School.

Admission Criteria:

Early Learning Program:

Waterford Early Learning Program is a multi-sensory curriculum that uses focused instruction to teach children fundamental skills necessary to start successful schooling.

Age Group: 2 1/2 to 4 1/2 years.

Selection procedure: Personal interview with the ELP Coordinator to check the communicative ability and identification skills involving numerals, alphabets, phonic sounds, pictures will be checked for admissions of the student seeking ELP first year and for ELP 2 & 3.

Cambridge Primary (Grades I, II, III, IV and V):

Cambridge Primary starts learners on an exciting educational journey, helping them to become confident, responsible, reflective, innovative and engaged.

Age Group: 5 to 11 years.

Selection Procedure:

- CPS GS CPS would be conducted to assess students' performance in English, Math and Science to ensure that they have adequate knowledge, understanding and skills to cope with the demands of the CAIE program.
- Personal interviews with the Primary Coordinator and Head of School will be conducted to identify the minimum achievement level of learning required for the applied grade.
- The grade achieved in the CPS GS SAT conducted for the three subjects are considered for admission. In case of seeking admission for Grade II, III, IV or V, the scores of the previous class of any

curriculum is considered for admission). English, Math, Science, SST, ICT, II Language (Tamil, Hindi and French) are the subjects offered at CPS GS.

Cambridge Lower Secondary (Grades VI, VII, and VIII):

The Cambridge lower secondary offers a curriculum framework for educational success for learners with an optional testing structure. English language; English literature; II Language (Tamil, French, Hindi, Spanish); Math; Science (Physics, Chemistry; Biology); Geography; [Global Perspectives (GP) replaced History since the year 2021] are the subjects offered at CPS GS.

Age Group: 11 to 14 years.

Selection Procedure:

- CPS GS SAT would be conducted to assess students' performance in English, Math, Science and Second language to ensure that they have adequate knowledge, understanding and skills to cope with the demands of the Cambridge IGCSE program.
- Personal interviews with the Lower Secondary Coordinator and Head of School will be conducted to identify the minimum achievement level of learning required for the applied grade.
- The grade achieved in the previous academic year in English, Math and Science and the result of the CPS GS SAT conducted for these three subjects is considered for admission.

For Grades 1-8, when the performance in the CPS GS SAT and previous academic years is below the grade level expectations, the school advises the parents to place the student in the lower grade.

IGCSE (Grade IX & X):

"The International General Certificate of Secondary Education is a two-year course of study comprising Grades 9 and 10 for students aged 14 to 16 years. The programme caters to the needs of the students with diverse interests and abilities that are ready to move around the world.

Cambridge ICE qualification: The candidates need to choose 7 subjects in five IGCSE Curriculum areas, i.e., two from Group 1 and one from Group 2 to 5 and the seventh subject may be chosen from any of the syllabus groups 2, 3 or 5. This would be informed to the parents and students ahead of subject choice meetings. In case of IGCSE 2 admission seeking candidate, it is only considered if the candidate is from the same board. The candidate will be offered only the subjects offered in our school and will be taking CPS GS SAT in every subject opted for as the process of admission. The candidate would be recommended to opt for Core or extended level based on his/her performance in the CPS GS SAT.

Selection Procedure:

- CPS GS SAT (Scholastic Assessment Tool) would be conducted to assess students' performance in English, Math, Science and Second language to ensure that they have adequate knowledge, understanding and skills to cope with the demands of the programme. The IGCSE Coordinator and the subject teachers recommend students on the selection of subjects and levels (Core/Extended).
- Personal interview with the IGCSE Coordinator and Head of School is conducted to identify the minimum achievement level of learning at the Cambridge curriculum. Grade appropriate achievement levels are identified for the subjects studied at the VIII grade so as to enable the candidate and the parents to select the subjects on the basis of the candidate's interest in the subject as well as taking into account of the candidate's higher education plans.
- Checkpoint Scores /Year end Grades will also be considered for admission.
- The students' co-scholastic achievements would also be considered for offering him an admission in IGCSE.
- If the student wishes to revise his choice of subjects midway of the academic year, it should be brought to the notice of the IGCSE Coordinator through a mail from the parents and a meeting will be convened by the Coordinator, Class Advisors and parents in attendance. The final decision would be however taken by the HOS which would be intimated to the parents through a mail.
- In case of Mid-Year admissions, the CPS GS SAT will test the subject knowledge of all the portions taught during IGCSE Year 1. The candidates from boards other than IGCSE would be considered ineligible for direct IGCSE Year 2 admissions.

IB Diploma Programme (Grade XI & XII):

"The IB Diploma Programme, for students aged 16 to 19, is an academically challenging and balanced programme of education that prepares students for success at university and life beyond. Students take courses in six different subject groups, maintaining both breadth and depth of study. In addition, three core elements—the Extended Essay, Theory of Knowledge and Creativity, Activity, Service are central to the philosophy of the programme.

CPS Global School values the International Baccalaureate Organization's mission and its engaging and challenging curriculum that encourages critical thinking, intercultural understanding and respect. Students who believe in it and wish to be a part of it can apply.

Selection Procedure:

- CPS GS SAT (Scholastic Assessment Tool) – to assess students' performance in English, Math, Science and Second language to ensure that they have adequate knowledge, understanding and skills to cope with the

demands of the DP. The subject teachers evaluate the student and recommend the appropriate course level for each subject (SL/HL)

- Personal interview with the DPC to determine the student's potential and selection of subject choices to pursue IBDP
- Scholastic achievements in Grades 9 & 10 with a pass percentage of at least 50% above for SL and 75% above for HL in their tenth board examinations.
- Co-scholastic achievements are also an important aspect for admission consideration.

The School encourages students to opt for a full diploma and not course. The DPC evaluates the student's performance, and in cases where a student is perceived to have a very low chance of passing the Diploma, the student with the parent will be counselled on potential challenges for full Diploma Programme. He/She may be permitted after appropriate conditions are devised. The school also extends academic support to these students.

Registering students for non-regular diploma:

The school permits candidates to opt for Non-regular Diploma allowing them to select all three science subjects at the HL level if they aspire to get into any of the medical universities based in India. Based on the performance of the students in the first year, the school decides if the student can be registered for course or allows them to continue in the Diploma program as the Indian Medical Universities admit course students.

Students opting English and Math at the HL level:

Students across boards are permitted to take IBDP at the school provided they clear the admission test. Students from IGCSE Curriculum who have opted for Cambridge Mathematics (0580) are encouraged to opt for Math AA and Math AI at the HL level provided the candidate clears the qualifying test. Students who have opted for Second Language English (ESL) in the previous academic year are allowed to opt for English only at the SL Level.

Admission for Non-Native speakers of English:

Students from other countries who are not proficient in English language are accepted up to Grade 8 as ESL program is offered to support these students. Basic language proficiency in English is required for IGCSE and IBDP. Students who cannot cope with English (language of instruction) are denied admission into the respective program.

Admission for students with Special Needs:

Students with special education needs are considered depending on the severity of their conditions. CPS GS accepts students with mild/moderate educational needs/physical challenges but students with severe disabilities are a matter of concern since the school does not have a special education programme for these students.

Mild Difficulty may be defined as learning problems in one area of academics, either language or Math. The problems exhibit themselves in the areas of comprehension, sequencing, auditory and visual processing at a mild level. Moderate Difficulty may be defined as learning problems in two areas of academics both in Language and Math. We admit students with ADD/ADHD, Autism, Dyslexia, Dyscalculia, Dyspraxia (cognition and learning), and behavioral disorders based on the severity of the condition.

To review the severity of the disability, scanned copies of the clinical assessments should be submitted to the Admission Officer. Based on the feedback from the special educator and counsellor, a series of meetings with the parent and student are scheduled to assess the child as well as the school's capacity to cater to the needs of such students. In case, the parent is unaware of the child's special needs and the school identifies the challenges, the parent is counselled of the situation and informed to submit the clinical assessment report issued by a qualified Psychologist.

Upon submission of the filled-in application with all the relevant and supporting documents to the Admissions Officer, it will be reviewed by the Admission Committee who will make a recommendation to the Head of School for the final decision.

The school reserves the right to cancel any enrollment if found that false information and documentation has been provided.

Once the school comes to know about the student's learning difficulty, the school takes into account the following:

- student's previous progress and attainment
- teacher's assessment and experience of the student
- student's development in comparison to their peers and national data
- views and experience of parents
- advice from external support services, where appropriate

Overview of the Admission Process:

Admission Committee:

The Admission Committee comprises Head of School, Diploma Programme Coordinator (DPC) / CAIE Coordinator, Counselor (if required).

The admissions process at CPS GS is transparent, with the criteria used for admission clearly stated in the admission policy that is available to the whole community through the website. Admission procedures are mentioned in the school brochure which is issued with the application form. Parents and students are elaborated about the admission policy at the time of admission.

1. The Admission Officer/Career Counselor and Coordinator brief both the parent and the student about the programme and its benefits to allow the student to make an informed decision about enrolling in the CAIE/IB Diploma Programme. Next, a more detailed one-to-one orientation takes place to understand the student's knowledge, skill sets, interest, and post-secondary college plans. The student is made aware of the subject

options and choices offered by the school. Here, the student receives the Course Selection Form for better understanding.

2. Procure Application Form from the Admission Officer by submitting a non-refundable application fee.
3. The filled-in application form shall be submitted in person with the supporting documents on or before the stipulated date. The school does not encourage nomination of guardian for our students. Only Non-resident Indian and parents of foreign nationals are permitted to specify two guardians for their children.
4. The application form, Course Selection Form (IGCSE /IBDP), Language profile form and supporting documents will be reviewed by the Admission Committee. The Committee will do a brief research on the student's background and financial status of the parents to support the student's educational needs during his/her tenure at CPS Global School.
5. The school administers CPS GS SAT (Scholastic Assessment Tool) to the student to comprehend his/her proficiency in English, Second Language and conceptual application skills in Math and Science.
6. The Coordinator/Head of School will review the performance in CPS GS SAT and personal interview with the student and parent is conducted to make a final decision with regard to the choice of programme.
7. The student completing all the elements of the admission process is not guaranteed admission unless a fee is paid following which an admission number is generated to the individual student.
8. The decision of the Admission Committee will be final and binding. The school reserves the right to deny/withdraw an application/admission to any of the students at any stage of the admission process, and the decision of the school is final.

Supporting Documents:

- Photocopy of the Birth Certificate
- Original Transfer Certificate from the school last attended/Course Completion Certificate from Head of School
- Photocopy of the previous year/last two years' scholastic achievement records confirming successful completion of the preceding class
- Medical Certificate from an authorized Medical Practitioner for Students with acute/chronic ailment /allergies/ special needs (if any)
- Passport size Photograph
- Photocopy of the valid passport(overseas students)
- Photocopy of OCI or PIO Card (overseas students)
- Photocopy of the student visa - Regular or Provisional
- Proof of Residential Address
- Parent Employment ID/ Business Card
- Student Aadhar Card
- Co-scholastic credentials(if any)
- Any other information parents consider necessary for the school to know

**Original documents of the submitted photocopies should be made available upon request for verification.*

Note:

- The school admits students till the end of first semester for all Grades.
- The school considers admitting students during the ongoing academic session without the course completion certificate for those who relocate from other countries only.
- The school does not admit students in IGCSE Yr 2 and IBDP Year 2 unless they get transferred from the same curriculum and their subject choices match with those offered at CPS GS.
- Siblings are given preference provided there is availability.

Waiting Pools-Wait List:

1. If an application is received for a grade which is already at its enrollment capacity, the student will be placed on a waitlist.
2. In order to be placed on the waitlist, a completed application form along with all required documentation and the Application fee must be duly submitted.
3. Applications are placed on a First-come-first-served basis. The basis is the date on which the above mentioned procedure is complied with.
4. The waiting list is dissolved at the end of the school year and parents need to re-apply if they wish to be considered for enrollment for the following school year. CPS GS encourages parents to look for other educational options while their child is on the waiting list.

CPS Global Scholarship Award:

CPS Global School recognizes the meritorious students of Grades 8 and 10 by offering scholarships for admission into Cambridge IGCSE and IB Diploma Programme. The Global Scholarship Award (GSA) is introduced with the aim of providing an educational platform to deserving students with commendable academic achievements and exemplary records in co-scholastics.

Applicants with any one or more of the following credentials are eligible to apply for GSA to avail up to 100% scholarship in Tuition Fee.

- Academic scores (Terminal Examination-I): CGPA - above 9 or equivalent Grade Points in Class VIII/X
- International Olympiad/NTSE rank / AMTI
- Cambridge/Trinity English Certification, UK
- Performing Arts Certification from Trinity College, London
- SOF's IMO, NSO (International rank within 1000)
- PSAT/NMSQT score of U.S. College Board
- Mensa International IQ score
- International/National level achievement in Sports & Games
- International Award for Young People (IAYP)/ National/State Bravery Award
- Model United Nations, Best Delegate Award

Links to Other Policies:**Admission policy and Language Policy:**

This policy is linked to language policy in the sense that the CPS GS SAT assigned for the student seeking admission would also check the student's proficiency in communication which would greatly help in allocating the levels (FLE/ESL) for the student. Students from other nationalities are given special attention to improve their competence in the language by providing assistance through allocation of a few extra classes for English (EAL).

Admission policy and Inclusion Policy:

This policy is linked to the Inclusion policy as the IB Learner profiles 'Caring' emphasizes empathy, compassion and respect. The admission policy of the school states that students with special education needs are considered on an individual basis depending on the severity of their condition. The school admits students who have mild/moderate educational needs which involves learning problems in one area of academics either language or math and physical challenges in Grade 1 to 5 but students with severe disabilities are not admitted as the school does not support their learning. We also admit students with ADD/ADHD, Autism, Dyslexia, Dyscalculia, Dyspraxia (cognition and learning), and behavioral disorders based on the severity of the condition. At the time of the admission, parents are encouraged to be transparent and disclose the special needs of their wards to the student counselor and the admission of the student is confirmed through the report submitted by the counselor to the Head of School. The report submitted by the counselor would be based on the clinical examination reports of the student furnished by the parents.

Admission policy and Internal Transfer Policy:

This policy is linked to the internal transfer policy in the sense that the student wishing to get internally transferred amongst the CPS group of schools run by the management, should follow the protocols detailed in the internal transfer policy document.

Review of Policy:

The Head of School facilitates a review meeting with members of the Admission Committee to discuss the merits and demerits of the policy at the end of every three years. Amendments will be presented to the Academic Director, Correspondent and Governing body for approval. The revised policy is communicated to the stakeholders via website, School Brochure (only Admission procedure), Student Handbook (extracts) and at the time of admission.

Reference:

"Diploma Programme: From Principles Into Practice". *International Baccalaureate Organisation*, 2022, https://navajoprep.com/wp-content/uploads/2016/06/Diploma_Programme_from_principles_into_practice.pdf.