

Johnson Grammar School, Kokapet

Admission Policy

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Admission Process Policy

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I. Johnson Grammar School, Kokapet Guiding Principles

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.

JGS, Kokapet-Vision

To ensure all children from our school can adjust to this fast-changing global environment, along with the ability to lead in any field of their choice with the utmost integrity and courage.

JGS, Kokapet- Mission

To achieve and sustain exemplary standards in providing quality education for the comprehensive development of the students in a caring and challenging environment. Wherein, students as lifelong learners and inquirers, explore the world and develop intercultural understanding to respect and accept people with open-mindedness.

II. IB Learner Profile:



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

- 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.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

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III. Admission Process:

At Johnson Grammar Kokapet, we acknowledge that starting a new schooling experience is a big change for any student and his/her family. Every effort is made to make this transition as smooth as possible.

The school has a transparent, open, and non-discriminatory admissions policy.

JGS, Kokapet is an inclusive school which provides equal opportunities to all its prospective students, encourages multi-cultural as well as multi-ethnic respect and embraces diversity.

It is our endeavour to make the admission process a pleasant and simple experience for parents, students and the school administration.

This policy reflects our commitment to provide a seamless admission experience to our prospective students and parents.

The admissions team is excited to partner with families as they consider their educational choices for their children. As we take you through our admissions process, we want you to know that our primary goal is to ensure your child's success at JGS Kokapet.

Our admissions process looks at the character of a child academically and socially to make sure JOHNSON GRAMMAR KOKAPET is the right fit for her or him.

IV. Purpose of the Policy:

This policy is designed to ensure that the admission policy is fair and transparent. To make the admission process easy for parents and students.

This policy is intended for:

- Prospective Students
- Parents/Legal Guardians of prospective students
- All stakeholders of the school

V. Admission Procedure:

The procedure for admission includes the following steps:

Step 1: Inquiry

Parents/Legal Guardians to request an appointment by filling an online inquiry form accessible at <https://jgschool.in/enquiry-form>. Once you create your Inquiry, you can complete the admissions forms and upload documents to your student's dashboard.

Step 2: Schedule Your School Visit

We are open Monday to Saturday 9.30 am to 4 pm. Our appointments take about 1 hour.

- Once you submit the application details we require, the admissions office will send you information to schedule your family conversation and school tour.
- During your visit to our campus, we will go over information about the school, our faculty, what a typical school day looks like and provide you with a curriculum overview as well.
- We will take you around our school and if we can, have you meet teachers to answer any questions you have along the way. Please give us 2 days' notice to schedule this visit for you and plan to spend about 1-1.5 hours with us.
- Please also bring your children's past two years reports with you for us to look over (if applicable).
- Interaction with the Pedagogical Team

Step 3: Approval of Admission by Principal

After approval, the parent is requested to finish the application form & submit the admission documents required.

Step 4: Payment of Confirmation Fee

Pay the Admission fee & part of term tuition fee to confirm the admission.

VI. Documents Required:

The following documents are required to be submitted to complete along with the filled application form as applicable:

- Date of Birth certificate/Passport copy
- Mark sheets/report card/transcripts of last three class attended (Original for verification, photocopy for submission)
- Transfer Certificate/Conduct Certificate in original
- A soft copy passport size photograph's (Student, Parents/Legal Guardians)
- Aadhar card photocopy of Student, Parents/Legal Guardians
- Passport copy for students of foreign nationality and OCI/FRRO form
- Completed Medical Form
- Immunisation/Vaccination records.
- The parents should notify the school of the student's medical requirements/allergies/known learning difficulties prior to admissions and disclose the student's health condition if any.

VII. Student Eligibility:

The age criteria for the various grades as on June 30th of each academic year is as follows:

AGE CRITERIA		
CLASS	As on the 1st June of the Academic Year 2025-2026	Date of birth between
EYP 1	3 Years	31st May 2021 and 1st June 2022
EYP 2	4 Years	31st May 2020 and 1st June 2021
EYP 3	5 Years	31st May 2019 and 1st June 2020
PYP 1	6 Years	31st May 2018 and 1st June 2019
PYP 2	7 Years	31st May 2017 and 1st June 2018
PYP 3	8 Years	31st May 2016 and 1st June 2017
PYP 4	9 Years	31st May 2015 and 1st June 2016
PYP 5	10 Years	31st May 2014 and 1st June 2015

VIII. Admissions for Specially abled students:

In addition to the admission process, the following will also apply:

- Personal interaction with the Inclusion and Learning Diversity department to determine the students' requirements
- Provide all relevant medical records to the Inclusion and Learning Diversity department to examine the same
- The admission of the child is at the sole discretion of the Inclusion and Learning Diversity department keeping in mind the resources and facilities available
- It is at the sole discretion of the school to review the admission continuation year on year keeping in mind the resources and facilities available
- It is also to be noted, any new learning difficulties observed during the academic year will be referred to the Inclusion and Learning diversity department with parent consent. Post the feedback the continuation of the admission will be subjected to review parents/legal guardian at the time of admission

IX. Fee Structure:

The following fees need to be paid by the parents/legal guardians to complete the admission process:

- Registration fee
- Part of term fee

The annual tuition fee can be paid in 3 instalments by the due date as mentioned below:

First Instalment of upcoming academic year	15th March
Second Instalment of ongoing academic year	1st August
Third Instalment of ongoing academic year	1st December

X. TC Policy:

Withdrawal Guidelines In case a student wishes to withdraw from the school, the following process will apply:

- The parent needs to intimate the school to admissions@jgschool.in
- The last day to apply withdrawal for the next academic year is 31 st January
- Any request for withdrawal before 31st January will be processed within 2 months
- Parents are required to attend an exit interview with the principal to begin the process
- The Transfer Certificate form should be filled by the parent and submitted to the admission office.
- The school would provide the Transfer Certificate (TC) if the student obtains a 'No due certificate' from the Accounts department & Library

Withdrawal of student by the school:

The school may recommend withdrawal of the admission of the student on the following grounds

- Violation of the school code of conduct and action suggested as per the Discipline & Grievance Committee
- 15 days of continuous un-informed/unauthorised absence.
- Incorrect information furnished by the parents/legal guardian at the time of admission
- Recommendation received from the Inclusion and Learning Diversity department

XI. References:

- "International Education." *International Baccalaureate*®, 17 June 2019, www.ibo.org. "Authentication Selector." *Ibo.org*, 2025
- Johnson Grammar School (ICSE) handbook