Admission Policy

for Genex Education System
(Pre-Nursery to Class VIII)

1. Purpose

The Admission Policy of Genex Education System aims to ensure a fair, transparent, inclusive, and student-centered admission process while maintaining the academic standards and values of the institution.

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2. Eligibility Criteria

Pre-Nursery

- Minimum age: 2+ years

Nursery

- Minimum age: 3+ years

KG-I

- Minimum age: 4+ years

KG-II

- Minimum age: 5+ years

Class I – VIII

Admission is granted based on:

- Previous academic performance
- Admission assessment/interview
- Availability of seats

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3. Inclusive Education Commitment

Genex Education System believes that every child deserves access to quality education in a respectful and supportive environment. The school welcomes students with diverse learning needs and strives to provide inclusive learning opportunities where appropriate support and resources are available.

The school may support students requiring:

- Mild learning support
- Speech and language support
- Behavioral guidance
- Autism support
- Individualized learning accommodations

Admissions for inclusive students are reviewed collaboratively to ensure the school can effectively support the child's educational and emotional needs.

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4. Admission Procedure

1. Obtain and complete the admission form.
2. Submit all required documents.
3. Student will appear for:
    - Informal interaction/interview (Early Years)
    - Written assessment/interview (Class I – VIII)
4. Parents may attend a counseling or orientation meeting.
5. Admission will be confirmed after successful assessment and fee submission.

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5. Required Documents

Parents/guardians must submit:

- Birth Certificate or B-Form copy
- Recent passport-size photographs
- Parent/Guardian CNIC copy
- Previous school report/result
- School Leaving Certificate (if applicable)
- Medical or developmental reports (if applicable for inclusive support)

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6. Admission Assessment

- Early Years students are assessed through observation and interaction.
- Students applying for Class I – VIII may be assessed in:
    - English
    - Mathematics
    - Urdu
    - General understanding

For inclusive students, assessments may be adapted according to the child's individual needs.

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7. Fee Policy

- Admission fee and security deposit (if applicable) are non-refundable.
- Tuition fee must be paid within the due date.
- Additional support services, if required, may involve separate arrangements.

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8. Uniform & Discipline

Students are expected to follow the school uniform policy, code of conduct, and behavioral expectations. The school promotes respect, empathy, and positive behavior among all students.

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9. Withdrawal Policy

- One-month written notice is required for withdrawal.
- All outstanding dues must be cleared before issuance of official documents.

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10. School Rights

Genex Education System reserves the right to:

- Accept or decline admission
- Determine appropriate class placement
- Recommend support plans where necessary
- Revise policies in the best interest of students and the institution

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Genex Education System
Committed to inclusive, nurturing, and future-focused education for every learner.