



## Admissions Policy

Academic Year: 2026–2027

### 1. Introduction

Queen Elizabeth's School, Gurugram, is committed to providing an inclusive, equitable, and transparent admissions process that ensures all applicants are assessed fairly and holistically. The Admissions Policy reflects the School's dedication to high academic standards, personalised learning, and inclusivity. Therefore, we welcome students from diverse backgrounds, nationalities and abilities, including those with English as an Additional Language (EAL) and Special Educational Needs (SEND).

### 2. School mission

*“To nurture confident, able and responsible young people; prepared to lead happy and fulfilled adult lives and make a positive contribution to others.”*

To achieve this, Queen Elizabeth's School, Gurugram, offers a high-quality, non-selective education, providing opportunities for all students to excel academically, socially and emotionally. The School promotes global citizenship while embedding a strong focus on local culture and heritage to uphold Indian traditions.

### 3. Admission criteria

#### 3.1 Academic assessments

Students are assessed to evaluate their academic level, potential, and readiness for the School's curriculum. The assessment process varies by year group.

<b>Year group</b>	<b>Assessment method</b>
<b>Pre-Prep School</b>	Group assessment focusing on phonics, social skills, and cognitive development.
<b>Prep School Senior School</b>	CAT4 tests for cognitive aptitude, literacy, and numeracy screening.
<b>Sixth Form</b>	Review of International General Certificate of Secondary Education (IGCSE) or equivalent results and interview assessment.

### **3.2 Interviews**

Interviews provide insights into a student's personality, motivation, and alignment with the School's ethos.

- Pre-Prep and Prep School: Interviews will be conducted with the child and parents to understand family values and alignment with the School mission.
- Senior School: Students will also be interviewed to assess their personality, engagement, and future aspirations.
- 

### **3.3. Priority admissions**

The following groups will be prioritised for admission:

1. Siblings of existing students.
2. Siblings of Special Educational Needs and Disabilities (SEND) and English as an Additional Language (EAL) students.
3. Children of Queen Elizabeth's School, Gurugram teaching and executive staff.
4. All other applicants who align with the School's values.

## **4. Inclusive admissions policy**

Queen Elizabeth's School, Gurugram, welcomes students of all abilities, including those with SEND and EAL. The School's inclusion team reviews all applications, ensuring the right support mechanisms are in place. Support includes:

- Individualised Education Plans (IEPs).
- Specialist staff and resources.
- 1:1 Individual Learning Support Assistant (if required, financed by parents).

Parents are required to disclose any medical, psychological, or educational assessments prior to admission. Failure to do so may result in the School being unable to provide adequate support for the student.

### 5. Age placement and transfer certificates

Students are placed according to their **age on 31<sup>st</sup> August**, in compliance with international school expectations. A transfer certificate from the child's previous school is mandatory.

QE Gurugram School phase	Age on 1 <sup>st</sup> August	QE Gurugram	India/US	UK
Pre-Prep School	3	EY1	Pre – K	Nursery
	4	EY2	KG 1	Reception
	5	Year 1	KG 2	Year 1
	6	Year 2	Grade 1	Year 2
Prep School	7	Year 3	Grade 2	Year 3
	8	Year 4	Grade 3	Year 4
	9	Year 5	Grade 4	Year 5
	10	Year 6	Grade 5	Year 6
Senior School	11	Year 7	Grade 6	Year 7
	12	Year 8	Grade 7	Year 8
	13	Year 9	Grade 8	Year 9
	14	Year 10	Grade 9	Year 10
	15	Year 11	Grade 10	Year 11
Sixth Form	16	Year 12	Grade 11	Year 12
	17	Year 13	Grade 12	Year 13

## 6. Boarding admissions (2027)

Admissions to the boarding programme will take into consideration academic potential, leadership qualities and multicultural engagement. Families are encouraged to share their child's interests, strengths and aspirations during the application process. For further information, refer to the Boarding School Policy.

## 7. Waiting lists and oversubscription

In the case of oversubscription, a waiting list will be maintained. Priority will be given to siblings and those who meet specific academic or extracurricular criteria.

## 8. Fees, bursaries, and payment plans

Queen Elizabeth's School, Gurugram, offers bursaries and fee waivers for exceptional students in academics, the arts, sports, and leadership. Please contact our Admissions Office for more information.

### 8.1 Fees

Prior to any academic assessment or interview, parents are requested to pay a non-refundable registration fee.

If a child is successful and offered a place at Queen Elizabeth's School, Gurugram parents are requested to pay:

1. A refundable security deposit.
2. A non-refundable application fee.
3. The first term's fees.

Further details can be obtained from the Admissions team.

## 8.2 Payment plans

Fees can be paid in full or in three instalments:

1. Payment of 40% of the annual fee due in August (First Term).
2. Payment of 30% due in December (Second Term).
3. Payment of 30% due in March (Third Term).

Sibling discounts are available:

Child	Discount
First child	0%
Second child	5%
Third child and above	10%

## 9. Parent-School agreement

All families must sign a Parent-School Contract annually, outlining mutual expectations for a strong partnership in education. This contract ensures transparency and serves as a reference for dispute resolution in accordance with international school expectations.

## 10. Orientation for new students

A structured orientation programme helps new students and families transition smoothly. The Admissions Manager, Principal and Heads of Schools oversee an induction process that includes:

1. A welcome tour.
2. Meeting with key academic staff.
3. Introduction to School routines and expectations.
4. Strategies parents can use to engage in their child's learning.

## 11. Withdrawal and re-registration

1. Withdrawals: Parents must notify the School at least one term in advance.
2. Leaving certificates: Required for students transferring within India or internationally.
3. We welcome families who wish to return to Queen Elizabeth's School, Gurugram.  
Therefore, for re-registration, the admission fee must be paid to secure a place.

## 12. Documentation required for admission

Throughout the admission process, parents will be asked to submit the following documentation:

- A scanned copy of the child's Aadhaar card or passport.
- A scanned copy of both parents' identification documents.
- Scanned copies of IGCSE results/academic certificates from previous schools attended, if any.
- Scanned copies of the most recent two school reports from the previous school, if any.