

## **ADMISSION POLICY & PROCEDURE**

### **Objective**

The purpose of this policy is to set guidelines for admission requirements and the process/procedures to be implemented for all levels of class admissions and the availability of counselling services at Sana Smart School.

### **Applicability**

This policy is applicable to admissions in all classes at the Sana Smart School run by The Sana Trust.

### **General Guidelines**

- ✓ A student seeking admission to any class at Sana Smart School will be eligible for admission to that class only if he/she: -
  - (i) Has been studying in a school recognized by or affiliated to the SCERT Board or any other recognized Board of Secondary Education in India.
  - (ii) Has passed qualifying or equivalent qualifying examination making him/her eligible for admission to that class.
  - (iii) Satisfies the requirements of age limits (minimum & maximum) as determined by NEP (National Education Policy).
  - (iv) Submits all the supporting documents
    - a. The School Leaving Certificate/Transfer Certificate signed by the Head of the Institution last attended and countersigned.

- b. Document(s) in support of him/her having passed the qualifying or equivalent qualifying examination.
  - c. Copy of Birth Certificate, Aadhar card & Community certificate.
- ✓ No student who is under the sentence of rustication or is expelled from any Board/School or is debarred from appearing in the examination for whatever reason by any Board/School shall be admitted at Sana Smart School.
- ✓ No student shall be admitted or promoted to any subsequent higher class unless he/she has completed the regular course of study of the class to which he/she was admitted at the beginning of the academic session and has passed the examination, at the end of the concerned academic session.

## **ADMISSION: Specific Requirements**

- ✓ Admission up to Class VIII (i.e. Class VIII and below) shall be regulated by the rules and regulations as per statutory & regulatory requirements.

## **Criteria For Admission**

The criteria for admission would be as follows:

- Appropriate age of the child as mentioned below
- Distance of residence within 5 km radius from school
- Academic performance in the previous class

## Age Criteria-Class wise

The student must have reached the required age **on or before 1<sup>st</sup> June**

Grade	Age Guidelines
Pre KG	3 years
LKG	4 years
UKG	5 years
Grade 1	6 years
Grade 2	7 years
Grade 3	8 years
Grade 4	9 years
Grade 5	10 years
Grade 6	11 years
Grade 7	12 years
Grade 8	13 years

## ADMISSION PROCEDURE

- The applicant can register from the School's website ([www.sanamodelschool.com](http://www.sanamodelschool.com)).
- The applicant would be required to submit the previous year's mark sheet/report card (for classes II & above) by mail ([admissionsjamalia@sanamodelschool.com](mailto:admissionsjamalia@sanamodelschool.com)).
- Based on the criteria for admission and availability of seats, selected students will be intimated by E-mail and phone call asking them to appear for the Entrance Test.
- Entrance test will be conducted to gauge the student's level in the following subjects:

Class I-V	English, Mathematics, EVS, II Language (Tamil & Arabic)
Class VI-VIII	English, Mathematics, Science, SS, II Language (Tamil & Arabic)

- The syllabus is based on the class in which the child is currently studying.
- Results will be declared within a week and communicated by E-mail/Phone call. The date for the Interview will be shared thereafter.

## **INTERVIEW**

Both the parents will be asked to meet the Board of Principal / Headmistress for the final decision. A copy of MoU will be explained and handed over to the parents. Based on the personal Interview and performance of the child, the admission will be confirmed

## **POST-ADMISSION PROCEDURE**

- 1) Once Admission is granted, the parent may proceed to deposit the fee.
- 2) The documents to be submitted at the time of payment of fee are as follows:-
  - A. Copy of the Student's Birth Certificate
  - B. Copy of Community Certificate
  - C. Copy of Residential Proof (Aadhar card/Telephone/Electricity bill)
  - D. Recent passport size colour photographs - 2 nos
  - E. Copy of Student's Aadhar Card
  - F. Transfer certificate from the previous school