SANA
Smart School

SANA SMART SCHOOL

ADMISSION PROSPECTUS
2026-27

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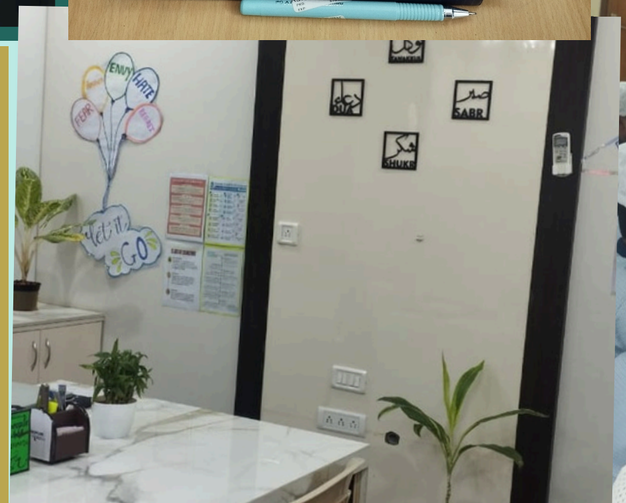

VISION

Our vision is to foster holistic development, empowering our students to become responsible global citizens.

MISSION

We aim to provide academic excellence by offering a holistic and well balanced curriculum along with character development by instilling values and integrity for all students in a safe supportive and healthy environment to help students become responsible global citizens.

PROSPECTUS FOR ADMISSION TO CLASS (KG - VIII)

ELIGIBILITY

PRE LKG

To be eligible for admission , the child has to complete 3 years by 1st June 2026 as per NEP* guidelines.

LKG

To be eligible for admission, the child must have completed 4 years by 1st June 2026 as per NEP* guidelines.

UKG–VIII

To be eligible for admission , the student must qualify in the entrance test and satisfy the norms specified by the school. However, admission will depend on the availability of seats and merit basis only.

*** NEP - National Education Policy**

ADMISSION PROCEDURE (KG - VIII)

Criteria For Admission

- Appropriate age of the child as per NEP
- 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 1st 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

PRE-ADMISSION PROCEDURE

▪ Kindly use chrome/ fire fox browsers to proceed with the registration.

▪ The applicant can apply online by clicking on admission in the school's website (www.sanamodelschool.com). The registration will be open till 31st January 2026.

▪ All mandatory fields are marked with an asterisk (*) and should be filled.

▪ Before proceeding with the registration, kindly ensure that the scanned copies of the following documents are saved in your desktop for attachment.

A) Birth Certificate

B) Residential Address Proof (Voter ID Card/ Aadhar Card)

C) Community Certificate

D) Child's Photo in JPEG or PNG

E) A copy of previous year's mark sheet/ recent report card for students applying for classes II & above

• In case any of the above documents are unavailable, kindly upload a letter in the respective attachment mentioning the date when this document will be submitted to the school.

• It is mandatory to fill the basic educational qualifications of both the parents, Mobile numbers and Email IDs of father/ guardian and mother.

• Post completion of the online application process, an Application Number will automatically be generated, and a PDF version of the completed form will be sent to the email-id mentioned in the application.

• Incomplete forms will not be processed further.

PRE-KG & LKG

Shortlisted applicants along with their parents will need to appear for a Personal interview

(No written examination)

UKG to VIII

The process will be as follows:

Step 1:

Based on the criteria for admission and availability of seats, application forms will be carefully reviewed & shortlisted.

Step 2:

Thereafter, shortlisted students will be intimated on their registered email ids to appear for the mandatory Entrance test. The syllabus is based on the class in which the child is currently studying. Entrance test will be conducted to gauge the student's level in the following subjects:

Classes	Subjects
UKG-V	English, Math, EVS, Language-II (Tamil & Arabic)
VI-VIII	English, Mathematics, Science, SS, Language-II (Tamil & Arabic)

Step 3:

Merit list will be prepared based on the Entrance Test within a week. and communicated by E-mail/Phone call. The date for the Personal Interview will be shared thereafter.

Step 4:

Both the parents will be asked to meet the Board of Principal / Vice Principal 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

- Once Admission is granted, the parent may proceed to deposit the fee.

- The documents (hard copies) to be submitted at the time of payment of fee are as follows:-

A) Original & Copy of the student's Birth Certificate

B) Original & 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) Original & Copy of Transfer certificate from the previous school

(Original documents will be returned after verification)

SANA SMART SCHOOL

13/3B, Perambur High Road 1st St, Jamalia,
Chennai - 600012

For any queries, kindly call or write to

+91 9551699806 +91 9551699753 044- 45587693

admissionsjamalia@sanamodelschool.com

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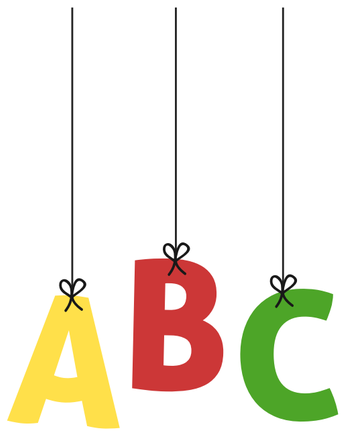
Jazak Allahu Khair !