

## **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 Nursery and Primary School.

### **Applicability**

This policy is applicable to admissions in all classes at the Sana Nursery and Primary School- a minority institution run by Sana Educational & Charitable Trust.

### **General Guidelines**

- ✓ A student seeking admission to any class at Sana Nursery and Primary School will be eligible for admission to that class only if he/she:-
  - (i) Has been studying in a school affiliated to SCERT any recognized Board of Education.
  - (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 Educational 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 Nursery and Primary 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 V (i.e. class V 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 per NEP

- Academic performance in the previous class

### Age Criteria-Classwise

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

<b>Grade</b>	<b>Age Guidelines</b>
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

### 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.
- 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, II Language (Tamil & Arabic)
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- 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 head of the school for final decision. A copy of the 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

### **GUIDANCE AND COUNSELLING SERVICES**

- ✓ In line with the SCERT Board guidelines, Sana Nursery and Primary School has full time counsellors for all students.
- ✓ Sessions of psychological counselling and comprehensive support shall be provided to the students addressing their academic, social, emotional, and psychological needs.

- ✓ Overall, counselling in schools as per the NEP 2020 is envisioned as a holistic approach to supporting the overall well-being and development of students. It underscores the importance of integration.