

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 at Sana Group of Schools.

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 recognized by any Board of School 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 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 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.

Criteria For Admission

The criteria for admission would be as follows:

- 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-Classwise

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

ADMISSION PROCEDURE

- The applicant can register from the School's website (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 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

- 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. Copies of Parents' Aadhar Card
 - G. Transfer certificate from the previous school