SANA
Nursery & Primary School

SCHOOL ADMISSION PROSPECTUS
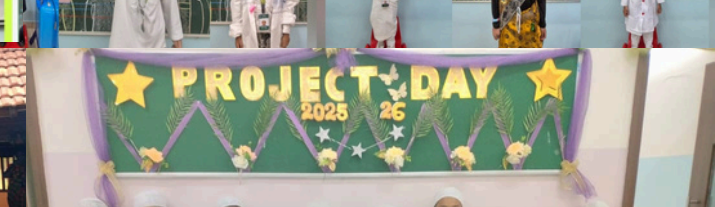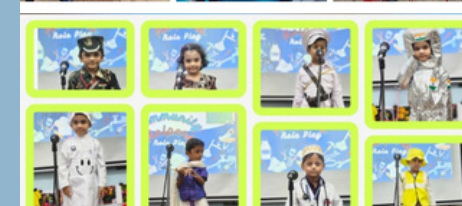
2026 - 2027

Our Vision

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

Our Mission

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

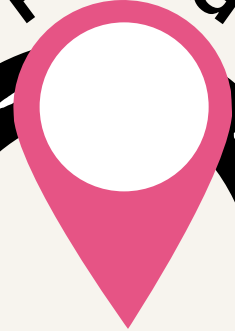Building foundations of knowledge, values, and lifelong curiosity

PROSPECTUS FOR ADMISSION TO CLASS PRE KG – V
ELIGIBILITY FOR ADMISSION

PRE KG

LKG

UKG-V

To be eligible for admission , the student must have completed 3 years by 1st June 2026 as per NEP* guidelines

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

To be eligible for admission, students must clear the entrance test and meet school norms specified by the school. However, admission will depend on the availability of seats and merit basis only.

*NEP - National Education Policy

ADMISSION PROCEDURE

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

Class I -   6 years

Class II   - 7 years

Class III - 8 years

Class IV - 9 years

Class V - 10 years

PRE ADMISSION PROCEDURE

ONLINE REGISTRATION

We request you to go through the following points in detail which will make you comfortable while you apply online.

○ Kindly use Chrome/Firefox Browsers to proceed with the registration.

○ The applicant can apply online by clicking on Admission in the school's website www.sanamodelschool.com - Select the school **Sana Nursery and Primary School**, click on Admission

○ The registration will be open till 31 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 on your desktop for attachment.

○ **1. Birth Certificate**

○ **2. Residential Address Proof (Voter ID card/ Aadhar card)**

○ **3.Community Certificate**

○ **4. Child's photo in JPEG or PNG**

○ **5.A copy of the previous year's mark sheet/ recent report card for students applying for Classes II & above**

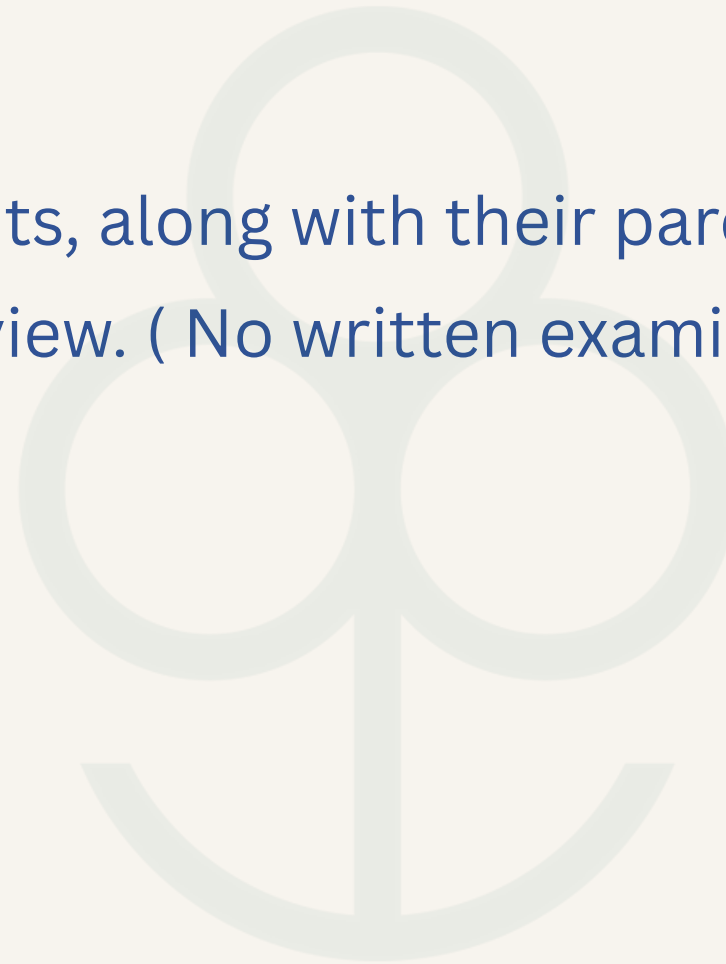*It takes a village to raise a child, to encourage talent, creativity and high achievement.*

• 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 parents, mobile numbers and Email IDs of the 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)

The process will be as follows:

UKG to V

Step:1:

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

Step:2:

After that, shortlisted students will be informed by their registered email to take the mandatory Entrance test. The syllabus is based on the class in which the child is currently studying. An entrance test will be conducted to gauge the students' level in the following subjects. English, Mathematics, Language II (Tamil & Arabic)

Step:3:

Merit list will be prepared based on their Entrance Test within a week, and communicated by E-mail/phone call. The date of the personal interview will be shared thereafter.

Step:4:

Both parents will be asked to meet the 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.

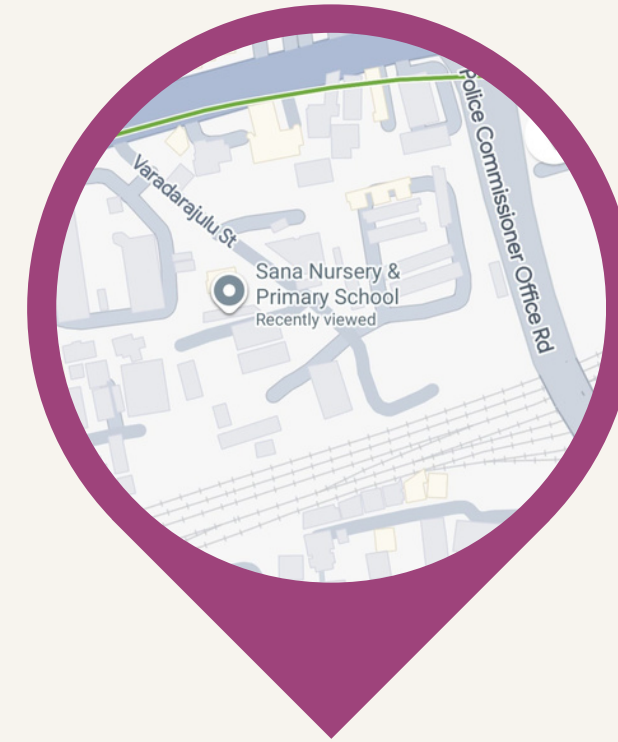▪ The documents (hard copies) to be submitted at the time of payment of fee are as follows:-

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 NURSERY& PRIMARY SCHOOL
(PRE KG – V)

Affiliated to the State Board Of School Education

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