SANA MODEL SCHOOL

A unit of **Sana Educational and Charitable Trust**
Affiliated to **Central Board of Secondary Education**

PROSPECTUS FOR
ADMISSION TO CLASS LKG –IX, XI

ELIGIBILITY FOR ADMISSION

LKG

To be eligible for admission, the student must have completed **3 1/2 years** by **30ᵗʰJune 2021**

UKG-IX & XI

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.**

GROUPS OFFERED

Following are the Groups offered in Class XI for the session 2021-22.

SCIENCE	COMMERCE
ENGLISH	ENGLISH
PHYSICS	ECONOMICS
CHEMISTRY	ACCOUNTANCY
MATH / HOME SCIENCE/ COMPUTER SCIENCE	MATH/ HOME SCIENCE/ COMPUTER/ ENTREPRENEURSHIP
BIOLOGY	BUSINESS STUDIES

PRE-ADMISSION PROCEDURE

1. 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)
- The registration will be open till **31st January 2021**
- 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.

1. Birth Certificate

2. Residential Address Proof (Voter ID card/ Aadhar card/Rental agreement)

3. Community Certificate

4. Student's formal photo in JPEG or PNG format (Size less than 1Mb)

5. 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.

In the event of vacancies being available, shortlisted students will be called for a written assessment and interview. An email/ sms will be sent with this intimation by

28th February 2021.

ADMISSION PROCEDURE

1. During Admission interview, the following documents (hard copies) have to be submitted along with the Application Form are as follows:-

    A) One copy of the filled **Application Form**

    B) Original plus one copy of the **student's Birth Certificate**

    C) Original plus Copy of **Community Certificate**

    D) Copy **of Residential Proof** (Aadhar card / Voter ID/Rental agreement)

    E) **EMIS number** from the previous school

    (The original will be returned immediately after verification)

2. Entrance test will be conducted to gauge the student's level in the following subjects:
    A. For Classes I to III: **English, Math & II Language (Tamil and Arabic)**
    B. For Classes IV & above: **English, Math, Science and II Language (Tamil & Arabic)**
        The syllabus is based on the class in which the child is currently studying.
3. Results will be declared **within a week** and communicated over the **phone/Email**.

POST-ADMISSION PROCEDURES

1. Once Admission is granted you may proceed to deposit the Fees.
2. Original School Leaving Certificate/Transfer Certificate should be submitted before the commencement of the academic session.

SANA MODEL SCHOOL (LKG-XII)

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