## 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 Model School.

### Applicability

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

### General Guidelines

✓ A student seeking admission to any class at Sana Model School will be eligible for admission to that class only if he/she:-

(i) Has been studying in a school recognized by or affiliated to the CBSE Board or any other recognized Board of Secondary 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 Model 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 VIII (i.e. class VIII and below) shall be regulated by the rules and regulations as per statutory & regulatory requirements.

✓ Admission to class IX will be given only to such a student who has passed class VIII examination from an institution affiliated to the CBSE Board or to any recognized Board or is recognized by the Education Department of the Government of Tamil Nadu.

✓ Admission to class X will be given only to such a student who :–

    ○ Has completed a regular course of studies for class IX and;

    ○ Has passed class IX examination from an institution affiliated to the CBSE Board only.

## Criteria For Admission

The criteria for admission would be as follows:

- Appropriate age of the child as per NEP

- Siblings studying in school

- Distance of residence within 5 km radius from school

- Wards of Alumni

- 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 |
| Grade 6 | 11 years |
| Grade 7 | 12 years |
| Grade 8 | 13 years |
| Grade 9 | 14 years |
| Grade 10 | 15 years |
| Grade 11 | 16 years |
| Grade 12 | 17 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) |
| Class VI-IX | English, Mathematics, Science, SS, II Language (Tamil & Arabic) |

- 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.      Transfer certificate from the previous school

**GUIDANCE AND COUNSELLING SERVICES**

✓      In line with the CBSE Board guidelines, Sana Model School has full time counsellors for all students.

✓      At secondary and senior secondary stages, sessions of psychological counselling and comprehensive support shall be provided to the students addressing their academic, social, emotional, and psychological needs as well as career development.

✓      Career counselling in school is aimed at empowering students to make informed decisions about their future careers and helping them develop the skills, knowledge, and confidence to pursue their goals successfully.

✓ Career counselling in schools is envisioned to start from an early age, helping students explore their interests, aptitudes, and aspirations, and providing them with information about different career fields and opportunities.

✓ Career-related activities and workshops have been incorporated into the school curriculum to help students develop essential career-related skills and competencies.

✓ Digital platforms and career assessment tools, provide the students with access to up-to-date information about career options, college admissions, scholarships, and other relevant resources.

✓ 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.