



S.D. INTERNATIONAL SCHOOL

A Unit of Shri S.D. Education Society (Regd.)

Sector-6, Panipat, Haryana- 132103

ADMISSION POLICY

1. **Objective:** To provide quality education and foster a diverse and inclusive learning environment.
2. **Eligibility**

Grade	Age by April 1 st of the joining year
Pre-Nursery	2-3 years
Nursery	3-4 years
Junior Kindergarten	4-5 years
Senior Kindergarten	5-6 years
1 st to 12 th	Age as per central / state guidelines.

3. Admission Prerequisites

3.1 Registration includes filling out the registration form and paying a non-refundable Registration Fee. Eligibility criteria will be checked based on the following documents. (a) Academic Transcript (b) Proof of certificate of birth.

3.2 School Tour

Parents are introduced to the infrastructure and facilities. Curriculum details are provided by the Coordinator.

3.3 Assessment/Interaction

Pre-nursery, Jr. K.G., Sr K.G. – No formal assessment. Admission is based on a first-come, first-served basis and the availability of seats, followed by an interaction. Class 1 and above: An assessment to evaluate the student's aptitude, knowledge, and skills as per the prescribed syllabus.

3.4 Interview

Parents / Guardians and students may be interviewed by the school administration to understand their aspirations and expectations.

3.5 Confirmation of Admission

The admission is confirmed after the remittance of the admission fees and submission of the following documents.

- Birth certificate
- Medical Form
- Aadhar card
- Residence Proof
- Family ID
- Previous Academic Report
- Original TC& Conduct certificate
- 3 Passport size Photographs of the child & Parents each
- Immunization or Vaccination Record.

3.6 Once the fees and documents are submitted, parents will receive an admission confirmation letter from the school. This will inform them about further formalities to be completed, if any.

4. Admission criteria

4.1 Priority Categories

Siblings of current student.

Children of staff members.

Proximity of residence closer to the school.

4.2 Merit-Based

Admission to Grade 1 and above may be based on performance and assessment results.

5. Amendments

This admission policy may be amended from time to time as per the school disruption, with due notice to parents/Guardians.

6. Compliance

S.D.I will adhere to all applicable central and staff laws, rules, and regulations governing school admissions.

7. Payments of fees

All applicable fees, including tuition fees and other charges, must be paid within the stipulated time frame as communicated by the school's administration.

The school reserves the right to refund / not refund the fee paid at the time of admission and thereafter, in case the child leaves/gets transferred during the academic year.

8. Commencement of classes

A student will be allowed to attend classes once all required documents are submitted and the applicable fees has been paid in full.

Post-Admission Process Policy

Role of HR

On completion of admission formalities, parents must be provided with the school calendar, handbook, uniform, books details, parent card, student I- card.

1. Entry in admission register

The HR Team must record all the relevant details in the admission register.

2. Adding the name in the school ERP system

The student's information will be entered into the school ERP system to facilitate efficient management of student data.

3. Forwarding the list to the class incharge

Upon completion of the admission process and updating the necessary records, the enrollment list will be forwarded to the respective class incharge.

4. Role of class 1/C

The class 1/c will be responsible for ensuring that the student's details are accurately reflected in the class roster and that any special considerations as requirements are noted for the student's smooth integration into the class environment

The student must be regularly mentored, and regular communication with the parents must be maintained

Inducting the child to school

The school administration will organize an induction program for the newly admitted students.

During this program, the student will be introduced to the school environment, facilities, staff members, and fellow students.

The induction program will aim to familiarize the student with the school culture and ensure a smooth transition into their new educational environment

Pupil induction checklist

Name:

Date of admission:

- Health card
- Give out the parents' handbook

School planner

Uniform seller card

Book seller card

Parent card

Student I-card

- Entry in admission register
- Updating details on school ERP
- Forwarding detail to class I/C
- Forwarding to transport I/C
- Tour of School
- Class teacher to allocate house
- Class teacher to allocate club
- Allotment of Teacher mantor
