

## **ADMISSION POLICY**

The purpose of our admission policy is to help the admission seekers through the admission process effectively and to provide the complete information to admission seeking parents for their children at Silver Line Prestige School.

### **ADMISSION PROCESS:**

At initial level a Query form is given to the admission information seekers from the school through which the basic information about the student & his/her parents are made available to the admission counsellor.

Registration form along with a list of documents required is provided to the parents with essential guidelines.

- a) Recent passport size photographs of both parents & student.
- b) Age proof required for the students.
  - i. Copy of Aadhaar Card - both parents & students.
  - ii. Copy of Birth Certificate (from Municipal Corporation).
- c) Photocopy of Previous classes progress report/report card. (Applicable for the students applying for grade IIInd & above)
- d) Certificate of the student's Co-scholastic activities for reference purposes.
- e) T.C. issued from previous school to be submitted.

### **AGE CRITERIA ACCORDING TO CLASS LEVEL:**

CLASS	AGE	CLASS	AGE
Playgroup	- 2 ½ by 31 March	KG	- 3½ by 31 March
Prep	- 4½ by 31 March	Class 1	- 5½ by 31 March
Class 2	- 6½ by 31 March	Class 3	- 7½ by 31 March
Class 4	- 8½ by 31 March	Class 5	- 9½ by 31 March
Class 6	- 10½ by 31 March	Class 7	-11½ by 31 March
Class 8	- 12½ by 31 March	Class 9	-13½ by 31 March
Class 11	- 15½ by 31 March		

School prospectus is provided to the parents at the time of registration containing information and disclosures about school. It can be procured from the Admission counsellor on any working days between 9:00am to 4:00pm.

School tour can be arranged for the admission seeking parent. The request for same can be made to the admission counsellor. Preferable days for school tour are Friday & Saturday. Admissions are open for Foundation to Class IX and XI.

After submission of duly filled enrolment form along with the documents, a Scholastic Ability Evaluation is scheduled (Class VI onwards) to appropriately place the student in prospective class.

Thereafter, the parents are invited to meet the principal (as date and time allotted through a pre scheduled appointment).

Information about confirmation of admission is sent through courier/post/Email from the school.

### **SUBMITTING REQUIRED DOCUMENTS**

- I. All documents and formats should be dully completed, signed and filled in block letters, before submission.
- II. Fee- Admission fee(for new students), Composite fee, and transportation fee(if availed) etc. as applicable ,will be deposited/ submitted in form of Demand Draft/ Cheque/Online mode of payment in the name of Silver Line Prestige School payable at Ghaziabad.
- III. All the forms are provided with the school information brochure cum prospectus and disclosures related to School as per The U.P. Fee Act. All the formats and information are available on the School's website.

### **POST ADMISSION PROCEDURES**

- I. Once Admission is granted the admission seekers may proceed to deposit the Fees and submit the following documents to the school.
- II. Photocopy of Passport if available. This is mandatory for overseas students.
- III. Medical Form (Available in School Prospectus)
- IV. Transport Form (Available in School Prospectus)
- V. Guardian/Parent Information form (Available in School Prospectus)
- VI. Escort Card Form (Available in School Prospectus)
- VII. Facility opted for form (Available in School Prospectus)
- VIII. Disclosures about School as per Fee act (Available in School Prospectus)
- IX. An Orientation session cum Induction Programme is held on the 1st day of the new session for the Parents and the Students, explaining the subject matter of the subjects opted by the students, school rules and regulations, school philosophy and modus operandi of the school during the entire session.
- X. The new student is allotted the section on the day of joining. The time table is handed over to the new students by their Class Teacher/In charge on the same day of joining.

### **INDUCTION OF NEW PARENTS**

- The Silver Line Prestige School conducts Induction Programme for its new Parents to help them understand the school in a better way and to build rapport with them. The following activities take place during the Parents' Induction:
- Welcome speech by the Principal
- School Rules & Regulations are discussed.
- Queries of the Parents are taken.
- Refreshment for parents is arranged for.