



SILVERLINE PRESTIGE SCHOOL

ADMISSION POLICY

SESSION 2026-27

Introduction

The admission process at Silverline Prestige School is designed to ensure that every student is provided equal opportunity to receive quality education. We aim to offer a fair, transparent, and structured admission process in accordance with the guidelines laid down by relevant education authorities.

Eligibility Criteria

The table below is followed for decision making before admission of the students:

CLASS	Minimum Age* as on 31st March of the year in which the admission is sought	Maximum Age* as on 31st March of the year in which the admission is sought	Illustration for quick reference for admissions for the Academic Year 2026-2027
Pre-Foundation	2 years	3 years	Child born between 31-03-2023 - 31-03-2024
Foundation	3 years	4 years	Child born between 31-03-2022 - 31-03-2023
Nursery	4 Years	5 years	Child born between 31-03-2021 - 31-03-2022
KG	5 years	6 years	Child born between 31-03-2020 - 31-03-2021
I	6 years	7 years	Child born between 31-03-2019 - 31-03-2020
II	7 years	8 years	Child born between 31-03-2018 - 31-03-2017
III	8 years	9 years	Child born between 31-03-2017 - 31-03-2016
IV	9 years	10 years	Child born between 31-03-2016 - 31-03-2015
V	10 years	11 years	Child born between 31-03-2015 - 31-03-2014
VI	11 years	12 years	Child born between 31-03-2014 - 31-03-2013
VII	12 years	13 years	Child born between 31-03-2013 - 31-03-2012
VIII	13 years	14 years	Child born between 31-03-2012 - 31-03-2011
IX	14 years	15 years	Child born between 31-03-2011 - 31-03-2010
X	15 years	16 years	Child born between 31-03-2010 - 31-03-2009
XI	16 years	17 years	Child born between 31-03-2009- 31-03-2008
XII	17 years	18 years	Child born between 31-03-2008- 31-03-2007

Other Details:

Primary and Secondary Admission

a. Admission to primary and secondary classes is open to students from other recognized schools, provided they meet the school's eligibility criteria.

b. Transfer Certificate from the previous school and other relevant academic records are mandatory.

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 parents are made available to the admission counselor.

School prospectus is provided free of cost to the parents at the time of registration. It can be procured from the Admission counselor on any working days between 9:00am to 4:00pm.

School tour can be arranged for the admission seeking parent. The request for the same can be made to the admission counselor. 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 alongwith 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 Head Academics/Principal (as date and time allotted through a pre scheduled appointment).

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. Aadhaar Card - both parents & students.
 - ii. Birth Certificate (from Municipal Corporation). Original will be required for verification at the time of submission duly filled registration form.
- c) Photocopy of Previous 3 classes progress report/report card. (Applicable for the students applying for grade IInd & above).
- d) Certificate of the student's Co-scholastic activities for reference purposes.
- e) T.C. issued from previous school to be submitted.

When a new admission is there either at the commencement of the session or mid-session

1. Information comes to the HM via Rachna ma'am from admission cell.

2. HM writes an application to Vineet sir to add the name in ERP
3. Vineet gives it to Ram sir at fee counter to double check the fee status
4. Ram sir tells Vineet/Basant sir to share it with Rohit for id generation and adding the name to the master attendance sheet.
5. Now CT will share it with the parents and student so that they can join the GCs.

Important Deadlines

All deadlines for submission of application forms, documents, and fees will be clearly communicated through official notifications in writing.

Fee Structure

Details regarding the fee structure will be provided to the parents/guardians during the admission process. The school follows a transparent fee policy in compliance with regulations set by education authorities.

Admission Confirmation

Based on the interaction and/or assessment, successful applicants will receive a formal admission offer. Upon payment of the prescribed admission fee and submission of required documents, the admission will be confirmed.

Withdrawal Policy

In case of withdrawal, parents must submit a written application to the Principal. Refund of fees will be as per the school's refund policy, details of which will be communicated during the admission process.