



## **ADMISSION PROCEEDURE**

➤ **Enquiry form:** The enquiry form is available at the reception and also on the website. This is to be filled and submitted by the parents to show interest in the school. This is free of cost. A follow up call is made by the admission counsellor for the parents who show interest by filling the enquiry form.

**Prospectus / Application forms** for admission to all classes are available on payment of ₹1000/- only (non-refundable), from the admission office/school website on all working days between 8:00 a.m. to 4:00 p.m. for a specified period on the basis of availability of seats.

## **THE ADMISSION PROCESS**

- Admission to all classes other than San toddler & San learner are subject to availability of seats in the class.
- For San toddler, San learner, San Junior, San Senior and class1 an interaction with the parent and an informal assessment with the child is conducted.
- Written assessment is conducted for admission to classes 2 and above.
  - Parents are given the syllabus, time & date of assessment at the time of registration.
- Age criteria for admission will be as per the CBSE norms.

<b>Class</b>	<b>AGE</b>
San toddler	2+ to 3+
San learner	3+ to 4+
San Junior	4+ to 5+
San Senior	5+ to 6+



- No student above the age of 15 years (for class IX) will be admitted to the school.
- Students of classes IX & XI who seek admission due to transfer from schools outside U.P. must have their transfer certificate counter-signed by the District Inspector of Schools of the concerned district.
- No admission to be taken for classes X & XII in normal circumstances. Admissions to these classes is permissible only in rarest of the rare cases with special permission from the CBSE based on the rules and regulations stipulated by the CBSE.

## **Admission test**

Entrance test is to be conducted with the assistance of examination department after registration.

For classes San Learner – I

- Interaction of parents with pre-primary coordinator and observation of the child with the concerned teacher.

For classes II - V

- Subjects to be Assessed – English and Mathematics
- Duration – 1 hr.
- Maximum Marks – 25 for each subject

For classes VI-IX

Subjects to be Assessed – English, Science, Mathematics

- Duration – 2 hrs.
- Maximum Marks – 25 for each subject



For Class XI

- Stream is decided based on the subject wise marks obtained by the student in class X board exam result subject to availability of seats.
- Science – Minimum 70% in Science, Math & English
- Commerce with Math – Minimum 70% marks in Math & English
- Commerce without Math / Humanities – Minimum 65% marks in SST & 70% marks English.
- An interaction of parents and students is conducted with the principal / vice principal.

### **Result Declaration:**

- Result of the Interaction/ Entrance is communicated to the parent on the same day through e-mail and phone call.

### **Fee payment**

- Parents are given 3 working days to complete the fee formalities.

### **Mode of Payment**

Fee is deposited by cash/ JODO App/ net banking / QR code/ cheque/ UPI  
Admission Number is given to the parent at the time of submission of fees.

### **Documents to be submitted along with fee payment:**

- Date of birth certificate of the student / Class X certificate
- Report cards of the previous class (3 years in case required)
- Transfer Certificate in original.
- Copy Aadhar card / Photo identity card of the father, mother, guardian (if any), student with originals for verification.
- Address proof document - Sale deed / rent agreement / electricity bill
- 2 photographs of the father, mother, guardian (if any) to be submitted.
- 4 photographs of the student to be submitted.
- The admission form to be filled completely by the parents. (Annexure to be attached)
- Any ailment/ medical condition / medicines given etc. to be filled in a form



**SANFORT**  
**WORLD SCHOOL**  
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- and signature taken from both parents and the student. (Annexure to be attached)
- Vaccination certificates – General vaccination /COVID.
- For students taking admission from other countries, the copy of passport and Visa must be submitted.
- SC / ST / OBC certificate to be provided by the student (where applicable)
- 3rd Language (Class V to VIII) / 2nd Language (Class IX & X)

## **WITHDRAWAL**

- Parents are required to give advance notice of at least a month before the withdrawal of their ward, otherwise a notice fee equivalent to the tuition fee for one month will be charged.

**For any other query and assistance, the parents can contact the school admission counselor within the school working hours.**

*The new beginning*