



# APPLICATION FOR ADMISSION

No. \_\_\_\_\_

**CBSE**

**GSEB**

**Note :**

1. Read the Prospectus and General Instructions carefully.
2. Use only BLUE and BLACK pen to fill up the form.
3. Fill the form in English CAPITAL / BLOCK LETTERS only.
4. Do not fold, staple or clip the form without permission .  
(To be completed by Parent / Legal Guardian)

**Applied for Grade :**

**Admission sought in Std : XI / XII of**

**English Medium /Gujarati Medium**

Commerche  
 11<sup>th</sup>  12<sup>th</sup>

Science  
 11<sup>th</sup>  12<sup>th</sup>

If opting Science :-  Group A (PCM)  Group B (PCB)

**1. Name Of The Child :**

\_\_\_\_\_ (Surname)

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Middle Name)

Date Of Birth : \_\_\_\_/\_\_\_\_/\_\_\_\_ Place Of Birth : \_\_\_\_\_ Sex : Male Female

Nationality : \_\_\_\_\_ Caste & Religion : \_\_\_\_\_ Mother Tongue : \_\_\_\_\_

Complete Address For Correspondence (don't Repeat Name ) : \_\_\_\_\_

Stick  
Your  
Photo  
Here

Contact No. : ( R ) \_\_\_\_\_ ( M ) \_\_\_\_\_ ( O ) \_\_\_\_\_

E-mail : \_\_\_\_\_

**Aadhar Card No.** \_\_\_\_\_

**Bank Details** (as required by DEO office)

**2. Name of the Account Bearer :** \_\_\_\_\_

Bank Name : \_\_\_\_\_ Branch : \_\_\_\_\_

IFS Code : \_\_\_\_\_ Account No : \_\_\_\_\_

**Family Details**

**3. Father's Name :** \_\_\_\_\_ Education : \_\_\_\_\_

Occupation : Self Employed/Business Govt. Service Other (details) \_\_\_\_\_

Organization : \_\_\_\_\_ Designation : \_\_\_\_\_

Office Address : \_\_\_\_\_

Contact No. : ( R ) \_\_\_\_\_ ( M ) \_\_\_\_\_ ( O ) \_\_\_\_\_

E-mail : \_\_\_\_\_ **Aadhar Card No. :** \_\_\_\_\_

**4. Mother's Name :** \_\_\_\_\_ Education : \_\_\_\_\_

Occupation : Self Employed/Business Govt. Service Other (details) \_\_\_\_\_

Organization : \_\_\_\_\_ Designation : \_\_\_\_\_

Office Address : \_\_\_\_\_

Contact No. : ( R ) \_\_\_\_\_ ( M ) \_\_\_\_\_ ( O ) \_\_\_\_\_

E-mail : \_\_\_\_\_ **Aadhar Card No. :** \_\_\_\_\_

**Emergency Contact No. :** \_\_\_\_\_ **Person Name :** \_\_\_\_\_

**5. Any other children studying in the school : Yes / No (if Yes)**

	Name of Student	Class / Grade
i )		
ii )		

**6. PARTICULAR OF THE LAST SCHOOL ATTENDED:**

Class	Board	Name of School	Percentage / Grade	Year of Passing	Reason for Leaving School

**7. DECLARATION BY PARENT OR GUARDIAN (if guardian, mention relationship \_\_\_\_\_ ) :**

- I acknowledge receipt of prospectus of this school and certify that I have read and understood all the provisions indicated therein.
- I here by certify that all the particulars stated by me in this application are true to the best of my knowledge & belief.
- I understand that my ward's admission is liable to be cancelled if I suppress or distort any information furnished in my application.
- I certify that my ward is qualified for the course as indicated in the prospectus for and will produce the original certificate when asked for.
- I understand that the School/Management has the right to add/ delete/ change the syllabi, course structure, rules and regulations as in when required.
- I hereby grant my consent for receiving messages from school on my mobile.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the PARENT / GUARDIAN

**8. REFERENCE DETAILS :**

Reference Through :



Address with Tel No. :

**Checklist: (It may differ grade wise)**

**( Office Use Only )**

- Four Passport size photographs of the student.
- Two photocopies of Attempt Certificate.
- Photocopy of student's Aadhar Card
- Photocopy of parent's Aadhar Card
- Migration Certificate (only for CBSE/ICSE)
- Equivalent/Bonafide Certificate (only for CBSE/ICSE)
- School Report

- Two photocopies of leaving certificate.
- One Passport size photograph of each parent.
- Photocopy of Parent's ID Proof.
- Photocopy of Student's Birth Certificate.
- Two Photocopies of Grade 10 Marksheet.
- Original Leaving Certificate.

**Signature of Administrator**

Date

**Signature of Principal**

Date

# Admissions Procedure

**Note : Parents must read the admission form thoroughly before submitting it in the office.**

## ADMISSIONS OFFERED IN THE CURRENT ACADEMIC YEAR :

Our School offers admissions to Grade I to XII subject to the availability of seats and eligibility.

## OBTAINING THE APPLICATION FORM :

Parents who wish to apply for admission should obtain the brochure and application from the school.

## CRITERIA FOR SUBMISSION OF APPLICATION FORM :

The duly filled application form must be submitted in the School Office on or before the stipulated date.

Following documents should accompany the form:

- |   |   |
|---|---|
| <input type="checkbox"/> Four Passport size photographs of the student.       | <input type="checkbox"/> Four photocopies of leaving certificate.     |
| <input type="checkbox"/> Two photocopies of Attempt Certificate.              | <input type="checkbox"/> One Passport size photograph of each parent. |
| <input type="checkbox"/> Photocopy of student's Aadhar Card                   | <input type="checkbox"/> Photocopy of Parent's ID Proof.              |
| <input type="checkbox"/> Photocopy of parent's Aadhar Card                    | <input type="checkbox"/> Photocopy of Student's Birth Certificate.    |
| <input type="checkbox"/> Migration Certificate (only for CBSE/ICSE)           | <input type="checkbox"/> Four Photocopies of Grade 10 Marksheet.      |
| <input type="checkbox"/> Equivalent/Bonafide Certificate (only for CBSE/ICSE) | <input type="checkbox"/> Original Leaving Certificate.                |

The submission of an application form does not guarantee admission to the school.

## AGE CRITERIA FOR APPLICATION OF ADMISSION :

Children have to meet the stipulated age requirement for admission in our school. The stipulated age limit may be relaxed at the discretion of the School Admission Committee based on past academic achievements and performance in our testing procedures.

## AGE CRITERIA FOR PRE-PRIMARY :

- Pre Nursery: Age 2+
- Nursery: Age 3+
- J.KG.: Age 4+
- S.KG.: Age 5+

## AGE CRITERIA FOR PRIMARY ONWARDS :

Grade 1: Age 5+

For admission in grade 1, S.KG. completion certificate is required.

## ADMISSION CRITERIA :

Admission in our school is done through a general interaction with parents and students. The outcome of admission will be conveyed after that & the decision of management will be final and no further discussions will be entertained.

## CONFIRMATION OF ADMISSION :

On receipt of acceptance of admission, parents have to pay the fees within the stipulated date. The original documents should also be submitted.

## FEE PAYMENT :

- Parent must pay the fees as prescribed by the school on or before the schedule dates.
- Fees once paid are not transferable / adjustable or refundable under any circumstances.
- Parents will be expected to pay separately to the school for tours, picnics, entry fees for various competitions and fees for Board examination as applicable from time to time.
- Parents will be required to meet the expenses towards text books, notebooks, school uniform, sports uniform, sports accessories, canteen expenses etc at their end.

# General Rules & Regulations

## ACADEMIC YEAR:

- **CBSE:** The academic session begins from April and continues up to March.
- **GSEB:** The academic session begins from June and continues up to April.

## SCHOOL TIMING:

- **CBSE:** 7:30 a.m. to 1:30 p.m.
- **GSEB:** 7:30 a.m. to 1:30 p.m.
- **School in Shifts :** Morning Shift: 7:15 a.m. to 12:15 a.m.
- **Afternoon Shift :** 11:15 a.m. to 5:15 p.m.

## ATTENDANCE:

- Students shall not remain absent from the class without any reason.
- In the interest of child's regularity, parent should send a leave note for his/her absence through diary.
- Students will not leave the school campus during school hours without prior permission of the Principal.
- For leave more than 3 days, the parents should meet the Principal personally.

## SCHOOL UNIFORM:

- Students should be in the proper uniform as prescribed by the school.
- Boys should have short groomed haircut.
- Girls with long hair should tie their hair in two plaits.
- All students should have clipped nails.
- Students are not permitted to wear expensive jewellery, watches and other accessories.

## DISCIPLINE:

- Students are expected to have respect for their peers and be sensitive to differences among themselves, the physical, cultural and economic considerations.
- Students will not use foul or offensive language.
- Bullying, aggression or violence in any form is gross misconduct for which the school will take strict disciplinary action if required.
- Students are strictly prohibited to bring cell phone, I-pod, cameras or any other electronic devices to school. If such things are found with students, they will be confiscated & will not be returned.
- Students are expected to speak in English in school in order to improve their English communication skills.

## DISMISSAL:

- The school reserves the right to suspend, dismiss or terminate a student if he/she does not follow the rules and regulations of school.
- Regular late coming, staying away from classes, misusing school property, using vulgar & objectionable language, displaying violent behavior, malpractice in the examination hall are the sufficient reasons which may include dismissal from the school.

## PARENTAL CO-OPERATION:

- Parent must co-operate the school in the attempt to help their child's progress by paying attention to their regularity, punctuality and discipline and taking keen interest in their work.
- It is compulsory to attend the parent teachers meeting to know about the child's progress.
- Parents should avoid entering the classrooms or make telephone calls to contact teachers during the school hours.
- Can meet the teachers, supervisors or Principal during the office visiting hour with prior appointment.

It is mandatory for each & every parent to use school mobile application.

## MISCELLANEOUS:

- The school or any teacher, or any staff will not be held responsible for any loss or damage or injury of whatsoever nature caused to the student inside/outside the school due to his/her own act or expression, negligence or any inter - dispute between the students, intentionally or unintentionally creating any circumstances which would lead to causing hurt/injury/damage to such student by any object or human being.
- The school authorities, staff, teachers will be free from any and all liabilities, claims, suit, demands, judgments, costs, interest and expense arising from such situations, including any accident or injury to the student and the costs of medical expenses.

### KARELIBAUG, VADODARA



**Shannen School**  
CBSE

M: 63521 47659



**Shannen School**  
GSEB

M: 96876 32452



**shannen**  
the world school

M: 98799 97667



**Sapphire**  
Global School

M: 98792 24449

### NEW VIPROAD, VADODARA



**Shannen School**  
The Unit

M: 800000 13 88



**Saraswati**  
Vidhyamandir

M: 90990 78155



**SAPPHIRE**  
PUBLIC SCHOOL

M: 96621 14877



**Shivam**  
the world school

M: 9725546531