



S.D. INTERNATIONAL SCHOOL

SECTOR, 6 PANIPAT

ADMISSION POLICY

Objective: To provide quality education and foster a diverse and inclusive learning environment.

Eligibility

Age requirements [As on March 31st of the academic session]

- Pre nursey 2-3 years.
- Nursery 3-4 years.
- Junior kindergarten 4-5 years.
- Senior kindergarten 5-6 years.
- Class 1 to above – Age appropriate as per central /state guideline.

Admission prerequisites

- Registration includes filling the registration form if the eligibility criteria is met
- **Assessment /Interaction** : Pre-nursery, Jr K.G, Sr K.G –No formal assessment admission is based on the first- come-first serve basis and 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.

Interview

Parents/Guardians and student (for higher classes) may be interviewed by the school administration to understand their aspiration and expectation.

Admission criteria

- Priority categories

- Siblings of current student.
- Children of staff members.
- Proximity of residence closer to the school.

Merit based

Admission to higher classes (class 1 and above) may be based on the performance and results of the assessment.

Admission Decision

The school admission committee, comprising the principal and designated staff members, will review applications and made admission decisions.

The admission committee's decision are final and non-negotiable.

Amendments

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

Compliance

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

Admission procedure

Documents upon acceptance into SDI, parents/guardians must complete the enrollment process by submitting all relevant documents, including but not limited to:

- Birth certificate.
- Aadhar card.
- Residence proof
- Transfer certificate (if applicable).
- Previous academic records (if applicable).
- Health records.
- Any other document as specified by the school.

Payment of fees

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

Commencement of classes

A student will be allowed to attend classes once all required documents are submitted and the applicable fees have 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

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

2. Adding the name in 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 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 consideration as requirement are noted for the student's smooth integration into the class environment

Student must be regularly mentored and a 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 student.
- . 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 education environment.

Pupil induction checklist

Name:

Date of admission:

- Health card
- Give out 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
- Forwarding to meal I/C
- Tour of school
- Class teacher to allocate house
- Class teacher to allocate club
- Allotment of teacher mentor
