

## **Admission policy**

### **Introduction:**

GNDPS focuses on developing and maintaining an education system which serves the chances to gain equitable and vibrant knowledge to the young developing brains, which, in turn, will help to develop a society whose citizens have/ possess a deep sense of respect towards the fundamental rights, duties and constitutional values of oneself and others. Moreover, they are more empathetic, sensitive and responsible for human rights, global well-being, thereby reflecting a truly global citizen.

School education is very essential and plays a pivotal role in developing and achieving the goals mentioned above. The first step towards these achievements is to get admission in an institute. It is the right of parents that they should know the process, guidelines, rules and regulations of the institution in which they are going to admit their ward. We are drafting this policy for the convenience of all. Every rule & regulation and process related to the admission, fees and admission criteria is mentioned in it. We hope you will find this policy useful guide for all admission related processes and queries.

### **Objectives:**

- To make the admission process more transparent, reliable and valid.
- To define the norms, rules and regulations adopted and executed by school as per the central/state education regulation authority and as per the school management/authority.

### **Dates to remember for New admission:**

<b>Admissions opening date</b>	<b>01<sup>st</sup> March of every year</b>
<b>Admission closing date</b>	<b>31<sup>st</sup> March of every year</b>
<b>New session commencement date</b>	<b>1<sup>st</sup> April of every year</b>

\*No admission will be permitted after 31<sup>st</sup> March of every year except transfer cases.

\*As per the CBSE/Central/ State government guidelines regarding admission dates are liable to change, hence dates can be flexible in this case.

\*Attendance is compulsory on the first Day of the session; otherwise the child will be marked absent for one-week.

## **Admission criteria:**

The school admits the students under the RTE act 2010. No child is restricted to get admission in the school unless he/she is not fulfilling the criteria determined by State/Central/school management authority to get admission at any specific level. Here are some criteria which are followed by GNDPS while granting admission to the school:

1. **Age:** Age is essential for getting admission in entry level classes GNDPS follows the age criteria determined by CBSE. No child below the minimum age limit determined by CBSE will get admission in school.
2. **Migration:** it is essential for the students who are migrating to GNDPS from other schools that they will have to clear the entrance exam as per their level. If a student clears the exam he/she has to submit school leaving certificate/NOC from previous school.
3. **Inclusion:** Each child is unique. GNDPS promotes and encourages inclusion in education. All the arrangements/facilities for differently abled children are present in the school. No child is denied to get admission in school due to his or her special needs.\*

## **Parents are advised to follow the instructions given below to keep themselves update with school activities and their ward's performance:**

- Use school application to track your ward's performance.
- Read and follow the instructions given in school diary.
- Each student of school is registered on UDISE/APAAR/ e-Punjab portals. Parents are requested to co-operate with school to get their children register on mentioned portals.
- Parents are requested to check their wards' particulars while filling admission form. School will not be responsible for any mistake in data given by parents/guardian.
- It is compulsory for all the parents to attend the PTM which is scheduled on 2<sup>nd</sup> Saturday of every month.
- It is parents' responsibility that their ward(s) will not miss the final examination.
- All the parents are advised to attend the orientation programs/workshops/seminars organized by school.
- Participation in all programs as per the guidelines and requirements of CBSE/ central/ state government/ local administration is compulsory.
- Misconduct or Misbehavior, conducted by any of the parents with the staff members during school hours inside the school premises will result in grant of transfer certificate of their ward by School authorities.

## **Attendance criteria**

- Minimum 75% attendance is mandatory for all the students. Students, who do not fulfill this criterion, will not be eligible to sit in final examinations.
- No leave, without any genuine reason and written application, will be sanctioned to any student.
- Student can be dismissed or suspended from school if he/she continuously remains absent without any prior intimation or sanctioned leave.

- Principal is empowered to consider exceptions and may reform the criteria as per the seriousness of situations/conditions of a specific case.

### **Services and facilities provided by GNDPS:**

- All students who get enrolled before 10<sup>th</sup> April of every year are insured.
- No extra charges other than admission and monthly fees are demanded by school unless any service is provided to the students.
- **Fee concession is allowed as given following:**
  - **Sibling concession:**
    - 25% fee will be waived off from total fee of second child.
    - 75% fee will be waived off from total fee of third child.
  - **Single parent concession:**
    - 50% fee will be waived off from total fee of student if he/she is raised by single parent. To avail this concession parents will have to submit the valid evidence/ document which verifies that he/ she is a single parent.
  - **Parental medical conditions:**
    - 50% fee waived off from total fee of the student if his earning parent is unable to do any job due to any type of disability or medical condition. To avail this concession parents will have to submit the valid evidence/ document which verifies that he has medical/ disability issue and unable to earn.
  - **Sports concession:**
    - The students who performed excellent/extraordinary in sports will get fee concession from class 8<sup>th</sup> onwards. Percentage of concession will be as the certification level of the sport(s)/ game(s). Student(s) will have to submit valid certificates to avail the concession. In case of more than one certificates concession will be given as per the highest level certificate.
  - **Below Poverty Line(BPL) families:**
    - Students whose families have BPL cards will be eligible to avail some fee concession. Percentage of concession will be decided by school management committee after reviewing the application submitted by student or his family.
- Admission fee is charged once only. Students need not to pay admission fee every year.
- INR 500/- will be waived off if student submit his/her one year school fee in one installment at the time of admission.
- No school Application/SMS/ computer/ smart class fees are charged.
- Free school uniforms and books are provided to the needy students after reviewing the application submitted by students/ parents.
- NCC Naval wing is operational in school. Students who are willing to participate can enroll in NCC from class 8<sup>th</sup> onwards.
- Educational trips for students are organized after exams. Trips plays pivotal role in personality development.

- School provides coaching for various sports/games during school hours. Coaches for various sports/games including Volleyball, Table Tennis, Chess, Basketball, hammer throw, discus throw, javelin throw etc. are available in school.
- Balanced diet is provided to sports students.
- All laboratories including Physics, chemistry, Biology, mathematics, geography, computer labs and music & Art room are in operational condition inside the school. Students get practical exposure to theoretical content inside these labs.
- School library contains over 5000 books. Students can take and read books as per their interest.
- Workshops and seminars are organized time to time in school to sharpen the students' skills and keeping the students up to date with different topics and concepts.
- Career guidance and behavioral counseling is provided to the students as per their needs.
- Medical checkup camp for students is organized twice a year.
- School building is accessible to all students including children with special needs (CWSN).
- Mother teachers are available in school to take care of nursery/ LKG students.
- Filtered clean drinking water is provided inside the school.

## **Rules & Regulations Seeking Admission**

### **Documents required:**

1. Proof of date of Birth certificate along with two passport size photographs.
2. One photograph of Father/Mother/Guardian for visitor's card.
3. One photo copy of AADAHHR card of child and parents each.
4. Reservation certification/ medical certificate. (if any)
5. Admission to the classes from 1st onwards will be on the basis of the Entrance Exam.
6. A child who has attained the age of 6 years or above will undergo a review session with the counselor and special educator to find out the needs of a child prior to admission.

### **Guidelines for NRI students seeking admission in school:**

1. In case of NRI student(s), No admission will be permitted after 10<sup>th</sup> July of every year.
2. Student, who is seeking admission, has to show equivalency certificate for the class in which he/she is seeking admission. This certificate may be report card/ score card from the previous school.
3. If any student is permitted to get admission after the date mentioned above he or she will not be promoted to the next standard in upcoming session.

### **Points to be considered for promotion/re-admission of a student:**

1. If parent(s) of a student is not paying fee regularly, despite receiving the intimations from school regarding the pending fee. Their ward can be denied from promotion to next class.
2. Parents, who skip PTMs, do not respond to class/school teachers' messages or calls regularly and repeatedly, demonstrate a lack of interest in their ward's education. As a result, their child may be denied promotion or re-admission.
3. No child is advised to attend private extra classes conducted by GNDPS teachers. Doing so may result in denial of promotion to the next class.
4. Using abusive/vulgar/ vernacular language/ creating indiscipline at reception area or at the school gate for anyone within school premises, may result in denial of promotion/ re-admission.
5. Condition based promotion will be sanctioned once only. If student's performance is not improving during condition based promotion he/ she will not be promoted on condition for second time. In this case, student will have to repeat the standard.
6. Students seeking promotion will have to submit an application for the same. The application will be forwarded to the admission forums, which will analyses the students' performance and other criteria required for the promotion. If the student fulfills all the conditions and criteria, required for promotion, he/she will be promoted to next class. The decision of the forum regarding the promotion will be final and applicable in all circumstances.
7. Double promotion can be permitted if student fulfills the following criteria:
  - He/ she have passed the entrance test of class in which the student is seeking for promotion.
  - He/ she have scored above than 90% in the examination of present class studying in.
  - He/ she have to fulfill the class appropriate age criteria as per CBSE/central/ state government MoE.
  - He/she has to pay full year fees of class from which he/ she is exempted, if he fulfills the above mentioned criteria.

### **Payment of Fees**

1. Fees will have to be paid as long as the pupil's name is on the Enrollment.
2. A fee can be charged for any extra/co-curricular activity in school.
3. You can pay the fee in Four installments or month wise.
4. Fee once paid is non-refundable and non-adjustable.
5. Application for fee concession must be submitted between 1<sup>st</sup> to 10<sup>th</sup> April of every year. After that no application will be adhered.
6. Being a Responsible parent, pay the fee of your child in time.i.e. before 10<sup>th</sup> of every month.
7. 1st installment of fee must be paid within a week after selection of candidate.

8. Parents are encouraged to pay fee by using the QR code given by school to pay fees digitally/online.
9. Even if admission is granted in any month after April; fees will be charged for the entire session from April to March.
10. Last date for payment of fee is 10th of each month. Failing to pay fees up to the given date a penalty of Rupees 50/- will be charged up to the last working day of month.
11. Parents are advised to keep fee receipts/ cards carefully. School will not be responsible if any student's fee receipt/ card has been lost. In case of any conflicting situation school fee record will be considered valid. If student/parent has lost his/her fee receipt/card.

### **Withdrawal & Dismissal**

1. The Principal is empowered to affect the withdrawal of a pupil or to remove the name of the pupil from the file of the school. If in his/her opinion, the progress of the pupil or conduct is dissatisfactory or whose Parents/Guardian seems uninterested in their wards' education.
2. A student found in the possession of unfair means during the examination will be failed or disqualified.
3. Serious violation of the rules, regulations and discipline of the school is punishable including expulsion from school immediately.
4. A child will not be allowed to sit in exams if his fees are unpaid.
5. Suspension order more than thrice to same student will result in expulsion from school.

\* If number of students' with special needs, who are seeking admission, are less than 10. School will not be liable to permit the admission.

\* If number of students with special needs, who are seeking admission, are more than 10. School counselor and special educator will review the application and submit the report to the principal. Principal is empowered to take appropriate decision after analyzing the review report of school counselor and special educator. Principal's decision regarding admission will be final.