

Admission Procedure

Modern Sandeepni School offer a high quality educational experience and congenial environment that fosters sharp learning skills. We are proud of the caliber of our staff and the work that they do; we are even prouder of the pupils with whom we work day on day.

While making our admission process it was kept in mind to keep it as simple as possible to ensure that all prospective parents enjoy a stress free admission experience.

Step 1: Admission Enquiry:

Visit the school admissions office or browse website. Our Public Relation Officer will assist you and resolve all your queries.

Step 2: Registration

The parents are requested to visit the school Admission Office, fill out the registration form and purchase the school prospectus. Kindly carry one latest Passport size photo of the child and the parent along with self-attested Date of Birth certificate. Fill in the details and submit the hard copy of the completed form to the school.

Admission Procedure (Class IX-XII)

You will need to carry the Report card of your ward, of previous Class (s)he has cleared.. The same will be put across to the Principal of the School, post which a written assessment will be conducted for students. If the child qualifies the test, you will need to fill the Registration Form and submit.

With the form you need to submit the following documents-

- Original plus one photocopy of the students Birth Certificate. (The original will be returned immediately after verification). Registration number (X onwards), Copy of Aadhar Card (if available), Transfer Certificate counter signed by Chairman\Manager of the school where child was studying, Affidavit stating the reason of change of school & Photocopy of Report Card of Class recently qualified.

Step 3: School Visit & Interaction with the Principal

Parents / Guardians are invited to visit the school campus to understand the culture and ethos of the Institution. A meeting can be scheduled with the Principal, so parents can have an interaction with the Head of the school, ask questions and collect any information they require. This can be done by fixing a prior appointment.

Step 4: Form submission

The parent needs to fill up the admission form and ensure all documents are in order. Kindly intimate the school in case your child requires some special assistance due to any health reasons.

Eligibility criteria:

Class	Entry Age
Pre-Nursery	2+

Nursery	3+
LKG	4+
UKG	5+
Class 1	6+

The following documents need to be submitted along with the Registration Form

- Copy of the Birth Certificate & Aadhar Card (if available)
- Copy of Report Card of previous year (only needed for admission to class 1 onwards)

List of documents required at the time of admission:

- Evidence of having graduated from the previous class.
- 4 photographs student
- 2 parents photographs
- Original TC from the previous school (for students seeking admission from class 2 onwards)
- Proof of residence
- Original Certificates may be produced at the time of admission for verification
- Photocopies of all achievement certificates in the field of Academics, Sports, Extra Curricular activities.
- Photocopy of Passport if available. This is mandatory for overseas students.
- The Admission documentation booklet must also be completed and duly signed by both Parents. It contains information which will assist you in your relationship with the School.

Acceptance of Admission:

1. Students are admitted on First Come, First Served basis depending on vacancies
2. We conduct no formal interviews with the child or the parent.
3. Selected candidates will be required to make the fee payment within 2 days of the confirmation.
4. The school reserves the right to admissions. In all matters pertaining to admission, the decision of the Admission Committee will be final.

Once the Fee and documents are submitted, you will receive an Admission Confirmation. No amount would be refunded later on if you fail to join due to any reason. If stationary is available will be issued immediately else parents will be intimated of the date and time of uniform & textbook issue

Your ward will be allotted the section on the day of admission. The time table for your ward will be handed over to your ward by the Class Teacher.

Kindly inform the School of your joining date. This is mandatory because Staff need to be informed to expect your child on a particular day and they in turn need to make preparations accordingly.

Teachers will assist your child with the syllabi which has been covered in the class till date.

Step 5: Payment of Fees

Fees will be collected in 5 instalments. 1st at the time of admission (April), 2nd instalment May, 3rd instalment July, 4th instalment September and final December.