

Student Admission Form



Form no. : _____

Location : _____



Attach a recent
passport size color
photograph

Admission Seeking In: Pre-Nursery Nursery Prep. Junior Prep. Senior
 Mother Toddler Day care Day after

**To be filled by Parent / Guardian.
Please use CAPITAL LETTERS to fill the form**

Blood Group:



Child's Personal Details:

Name: _____ / _____ / _____
(First) (Middle) (Last)

Date of Birth: _____ / _____ / _____ Gender: Male Female
DD MM YYYY

Place of Birth: _____ Religion: _____ Caste: SC ST OBC General

Nationality: _____ First Language: _____ Other Languages Known: _____



Residential Address & Family information:

Address: _____
_____ City State Country PIN Code

Father:

Full Name: _____ / _____ / _____
(First) (Middle) (Last)

Educational Qualification: _____ E-mail: _____

Profession: _____ Designation: _____

Contact No: (R) _____ (M) _____ Aadhar Card No: _____

Mother:

Full Name: _____ / _____ / _____
(First) (Middle) (Last)

Educational Qualification: _____ E-mail: _____

Profession: _____ Designation: _____

Contact No: (R) _____ (M) _____ Aadhar Card No: _____

Guardian: (if Applicable)

Full Name: _____ (First) _____ (Middle) _____ (Last)

Relation with the child: _____ E-mail: _____

Contact No: (R) _____ (M) _____ Aadhar Card No: _____



continue on next page



In case of Emergency Call, Order of Priority with 1st, 2nd, 3rd



1st Name: _____ 2nd Name: _____ 3rd Name: _____
 Mobile: _____ Mobile: _____ Mobile: _____



Sibling Information:

	Name (Full)	School	Class / Grade
i)			
ii)			



Reference Details:

Reference Through: _____
 Address: _____
 Contact No: (R) _____ (M) _____ (O) _____



Declaration:

I / We confirm that all the information provided by me / us is correct. I / We will inform the school promptly, in writing, of any subsequent changes. I / We agree to meet financial responsibilities promptly. I / We understand that any incorrect information given by me / us will render this application invalid and consequently the admission granted will be cancelled.

Date: _____ Name & Signature: _____ (Father) Name & Signature: _____ (Mother)



For School office use only

Checklist:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Transfer Certificate | <input type="checkbox"/> School Report | <input type="checkbox"/> Caste Certificate |
| <input type="checkbox"/> 3 Passport size photos
<i>(Student)</i> | <input type="checkbox"/> 1 Passport size photo
<i>(Each Parent)</i> | <input type="checkbox"/> Transportation Form | <input type="checkbox"/> Aadhar Card
<i>(Student & Parents)</i> |

Name of the Student: _____

Class: _____ Section: _____

 Signature of Administrator

 Signature of Principal

 Date

 Date



General Rules & Regulations

Your kind consideration and co-operation will be appreciated for your assistance as parents/guardian to ensure that the following rules & regulations are observed.

Age Criteria For Kindergarteners :

- Pre Nursery: Age 2+
- Nursery: Age 3+
- Prep Jr.: Age 4+
- Prep Sr.: Age 5+

Timings :

- Monday to Friday : 8:30 a.m. to 12:30 p.m. | Saturday : Holiday
- Children should be regular and punctual in coming to school.
- If you avail transport facility, provide the detailed information in the school office.
- If parents come personally to drop & pick, maintain the school timings during arrival & departure of your child.

Uniform

- Uniform must be well ironed to ensure a smart, well groomed and presentable personality
- Students should carry a handkerchief all the time.
- Field trip T-shirt to be worn on the visit days only.
- Shoes should be well polished.
- Nails must be trimmed and cleaned on regularly basis.
- Boys are required to have well trimmed and properly combed hair .
- Girls with long hair must have them tied up neatly with two plaited pony / ponytails using black ruffles. Ornamental clips and jewellery are to be avoided.
- For Pre-Nursery and Nursery children, send an extra pair of clothes and plastic bag everyday.
- Children should bring the school bag and water bottle everyday.

Others

- In case of any emergency, if any other family member comes to pick your child, he/she should have Parent's ID card.
- Intimate the school office immediately for any change of address, mobile number or e-mail ID.
- Intimate in writing if your child has to be absent from school giving reason.
- Please make your child rest at home if he/she is suffering from a contagious disease. In case of long absence, a Medical Certificate should be produced.

Fee Payment :

- Parents 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, activities & events, entry fees for various competitions as applicable from time to time.
- Parents will be required to meet the expenses towards school bag, textbooks, notebooks, school uniform, sports uniform, sports accessories, canteen expenses etc at their end.

Parental Co-operation:

- Parents 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 all the Parent - Teacher meeting (P.T.M) to know about the child's progress.
- Parents should avoid entering the classrooms or make telephone calls to contact teachers during the school hours.
- They can meet the teachers, supervisors or Principal during the office visiting hours with prior appointment.
- It is mandatory for each & every parent to use **School Mobile Application (SMA)**. All the communication related to school academics, circular etc. will be through school mobile app only.
- Parents must regularly check the school website and school official Facebook account for school related information.





Student's Kit:

We at Shannen Kid's have our own Student's kit for all programs for which each child is eligible. Our curriculum is designed by our experienced educators' team to ensure that children would be introduced to necessary skills and concepts in a fun and enjoyable way.

Our student's kit includes school bag, textbooks, notebooks (where required), student's I-card, pencil, eraser, sharpener, crayons & other required material.



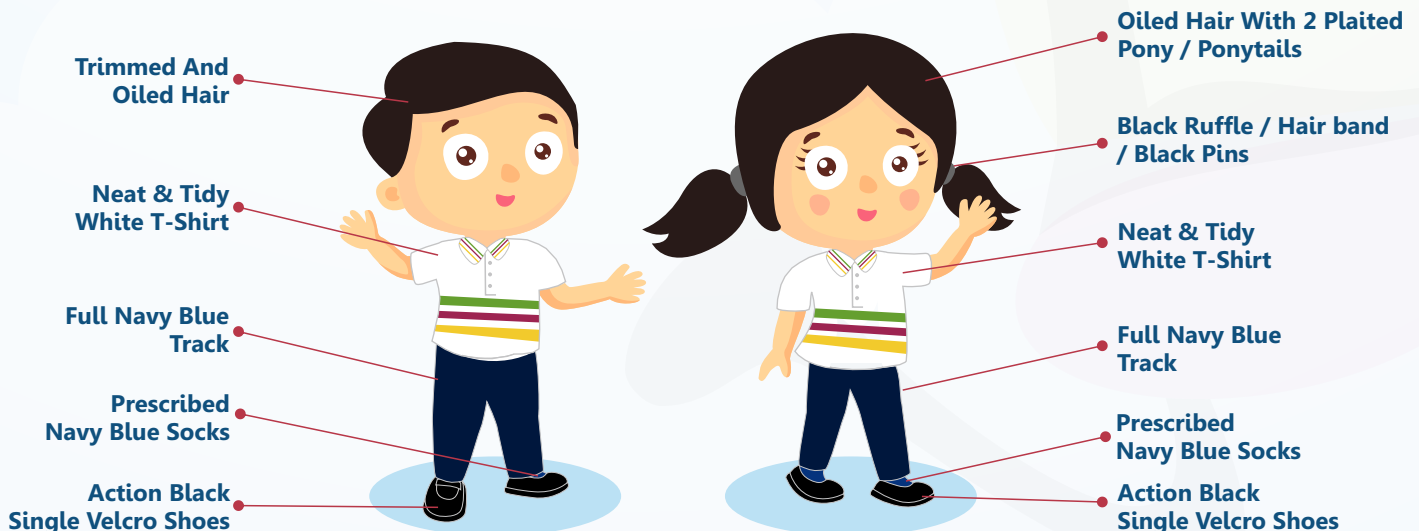
Particulars to be submitted along with the admission form:

- A certified photocopy of the Birth Certificate of the child
- Three recent passport size photographs of Child
- Transportation Form (if required and as per school format)
- Original progress card of the previous school in case he/she has attended other school
- One Pass port size photograph of both parents.
- Caste Certificate for SC, ST, OBC
- Aadhar Card of Student & Parents

REGULAR UNIFORM



SPORTS & FIELD TRIP UNIFORM



WINTER UNIFORM :- In winter, full pants and sweater will be there.