



SANGEO CENTRAL SCHOOL, PADUPPU

SCHOOL ADMISSION POLICY

1. Objective:

The objective of this policy is to establish a clear, transparent, and fair admission process for all students seeking enrollment at Sangeo Central School, Paduppu.

2. Scope:

This policy applies to all admissions from Nursery/Kindergarten to Class X, in accordance with CBSE guidelines and the Right to Education Act.

3. Eligibility Criteria:

- **Nursery/Kindergarten:** Child must have completed 3 years (as per state government norms).
 - **Class I:** Child must have completed 5 years (as per state government norms).
 - **Higher Classes:** Admission is based on previous academic records and availability of seats.
 - **Transfer Cases:** Students transferring from other recognized schools must provide a valid Transfer Certificate (TC) and Report Card.
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4. Admission Process:

- Admission forms must be filled online/offline within the notified dates.
- Documents required:
 - Birth Certificate
 - Previous School Report Card (for Classes II onwards)
 - Transfer Certificate (for Classes II onwards)
 - Passport size photographs
 - Aadhaar card copy (Student & Parents)
- An interaction/entrance assessment may be conducted for certain classes as per school guidelines.
- Selection will be based on merit, seat availability, and school admission priorities.

5. Admission Priorities:

Priority will be given in the following order:

- Siblings of existing students
 - Children of alumni
 - Staff children
 - General public
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6. Non-Discrimination Clause:

Admissions will be made without any discrimination based on caste, creed, religion, gender, or nationality.

7. Admission Confirmation:

- Admission is confirmed only after verification of documents, payment of fees, and issuance of an Admission Number.
 - The school reserves the right to cancel admission if any information is found to be incorrect.
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8. Right to Refuse Admission:

The school management reserves the right to refuse admission if:

- The age criteria are not met.
 - Documents are incomplete or forged.
 - Behavior records of previous schooling are unsatisfactory.
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9. Cancellation of Admission:

Admission can be canceled under the following circumstances:

- Non-payment of fees within the stipulated time.
- Submission of forged/fake documents.
- Gross misconduct or indiscipline.

10. Review and Amendment:

This policy will be reviewed annually and updated as necessary to comply with changes in CBSE guidelines or government regulations.

 **Approved by:**

Principal