

## **Admission Policy of S. G. T. B. Sr. Sec. School**

**School Address: Patli Dabar, Ding Road, Sirsa**

**School Patron/s: Mr. Sunny Tuteja**

### **1. Introduction:**

**This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018, and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.**

**The policy was approved by the school patron. It is published on the school's website and will be made available in hardcopy on request to any person who requests it.**

**The relevant dates and timelines for [S.G.T.B.] admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.**

**This policy must be read in conjunction with the annual admission notice for the school year concerned.**

**The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.**

### **2. Characteristic spirit and general objectives of the school**

**General objectives of the school is to provide excellent education to the students of the rural area.**

### **3. Admission Statement**

**S.G.T.B. will not discriminate in its admission of a student to the school on any of following:**

- a) The gender ground of the student or the applicant in respect of the concerned.**
- b) The civil status ground of the student or the applicant in respect of the student concerned.**
- (c) The family status ground of the student or the applicant in respect of the student concerned**

- (d) The sexual orientation ground of the student or the applicant in respect of the student concerned.**
- (e) The religion ground of the student or the applicant in respect of the student concerned.**
- (f) The disability ground of the student or the applicant in respect of the student Concerned.**
- (g) The ground of race of the student or the applicant in respect of the student concerned.**
- (h) The Traveller community ground of the student or the applicant in respect of the student concerned, or**
- (i) The ground that the student or the applicant in respect of the student concerned has special educational needs.**

### **3. What will not be considered or taken into account**

**In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:**

**Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:**

**(a) a student's prior attendance at a pre-school or pre-school service, including naionrai,**

**other than in relation to a student's prior attendance at-**

**(I) an early intervention class, or**

**(II) an early start pre-school, specified in a list published by the Minister from time to time:**

**(b) the payment of fees or contributions (howsoever described) to the school; (other than in relation to a fee charging school or a pic or further education and training course run by a school in respect of those courses)**

**(c) a student's academic ability, skills or aptitude; (other than in relation to:**

**admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or**

**admission to an Irish language school, in accordance with the provisions of section 62(9) of the act**

**(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents,**

**(e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;  
(other than in the case of admission to the residential element of a boarding school or to a post or further education and training course run by a school)**

**(f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;  
(other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.**

**In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).**

**(g) the date and time on which an application for admission was received by the school,**

**This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.**

**This is also subject to the school making offers based on existing waiting lists (up until 31 January 2025 only).**

#### **4. Decisions on applications**

**All decisions on applications for admission to [S. G. T. B.] will be based on the following:**

- **Our school's admission policy**

- **The school's annual admission notice (where applicable)**
- **The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications**

**(Please see section 15 below in relation to applications received outside of the admissions period and section 16 below in relation to applications for places in years other than the intake group.)**

**Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.**

## **5. Notifying applicants of decisions**

**Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.**

**If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.**

**Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).**

## **6. Circumstances in which offers may not be made or may be withdrawn**

**An offer of admission may not be made or may be withdrawn by [school name] where-**

- (i) it is established that information contained in the application is false or misleading.**
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.**
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or**

**(iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above**

**7. Admission will be opened to one and all without any discrimination on the basis of caste, creed, colour, community or belief.**

### **Important**

- **For admission to Nursery a child must have attained the age of three years on 31<sup>st</sup> March**
- **No fresh admission to any class will be made after 31st July except in some unavoidable transfer cases.**
- **No child will be admitted unless the original birth certificate issued by the competent local authority is submitted.**
- **In case, where the original birth certificate is not available, an affidavit with an application is to be submitted by either parent stating the reasons for non-availability of the original birth certificate. For adopted children, where the original certificate is not available, the claim of date of birth shall have to be supported by the adoption deed containing the date of birth of the child.**

### **Admission Process**

- **Advertisement for registration of candidates for admission will be made by the school as instructed by the SMC/Admission Committee.**
- **Registration can be done both offline and online.**
- **All the registered candidates will be issued prospectus.**
- **The dates for interaction with parents and students (pre-primary) and dates for admission test of students seeking admission to class I and above should be notified well in advance and it should be intimated to all the registered students.**

### **Admission to Nursery, L.Kg & U.Kg**

- **No formal test will be held**
- **Co-ordinator and Principal will interact with the students to assess the academic standard of the child.**
- **Principal and co-ordinator will decide the class in which the child is to be admitted.**

### **Admission to Classes I to IX**

- After registration, students will be required to sit for an admission test in English, Maths and Hindi for classes' I-V and English, Maths, Science and Hindi for classes VI-IX.
- The co-ordinator/ Principal will get the test papers checked. They will compile and tabulate the results.
- The Principal will call the qualified candidates with their parents for final interaction to check previous report card, general behaviour of the student, expected involvement and co-operation of the parents etc. After the interaction the Principal will send the final approval slip to the office for admission. Class, Section & House will be allotted by the office.

### **Admission to Class X & XII**

As per the CBSE Bye laws no fresh admissions will be made in classes X and XII. If there is any transfer case provisional admission is given and it is sent to CBSE for approval.

### **Admission to class XI**

- School offers 12 subjects

Admission will be confirmed after the declaration of CBSE results.

### **Provisional Admission will be based on:**

- Performance in the School's written Admission Test.
- Pre-Board Results of class X.

### **Aims And Objectives Of Schooling**

The aim of the school is to provide a sound integral development of character and to inculcate in its students a sense of well-being dedication and service towards the country and their fellow-citizens, besides providing a comprehensive academic foundation.

- To develop competence for effective participation in day to day situations.
- To develop basic mental abilities and skills.

- **To help in physical growth and proficiency in games.**
- **To help learn how to establish good human relationship, imbibe virtues of moral courage and social discipline.**
- **To acquire economic understanding and efficiency in the management of expenditure.**
- **To help in harmonious growth so that the child can go through the ups and downs of life in an optimistic and determined manner.**

**In order to achieve the above mentioned objectives an effort is made to expose the pupils to a variety of situation in the pupil's setting and guide him to face the challenges.**