

Student Admission Form



Form NO.: _____

Location.: _____



Attach a recent
passport size color
photograph

Admission Seeking In: Play Group Nursery Prep. Junior Prep. Senior
 Mother Toddler Day care Day after

To be completed by Parent / Guardian.
Please use CAPITAL LETTERS to complete the form



Candidate's Personal Details:

Student's Name: _____ (First) / _____ (Middle) / _____ (Last)
Date of Birth: DD / MM / YYYY Gender: Male Female (Please tick Appropriate)
Place of Birth: _____ Nationality: _____
First Language: _____ Other Languages Known: _____



Residential Address & Family information:

Address: _____
City: _____ State: _____ Country: _____ PIN Code: _____

Father:

Full Name: _____ (First) / _____ (Middle) / _____ (Last)
E-mail: _____ Educational Qualification: _____
Profession: _____ Designation: _____ Phone: _____ / _____

Mother:

Full Name: _____ (First) / _____ (Middle) / _____ (Last)
E-mail: _____ Educational Qualification: _____
Profession: _____ Designation: _____ Phone: _____ / _____

Guardian: (If Applicable)

Full Name: _____ (First) / _____ (Middle) / _____ (Last) E-mail: _____
Relation with student: _____ Phone: _____ / _____





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



1st Relation: _____ 2nd Relation: _____ 3rd Relation: _____
 Number: _____ Number: _____ Number: _____



Sibling Information:

Sibling 1

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

Date of Birth: DD / MM / YYYY Gender: Male Female (Please tick Appropriate)

School Name: _____ Class: _____



Reference Details:

Reference Through: _____

Address with Tel No.: _____



Declaration:

I/We confirm that all the information provided by me/us is correct. I / We further agree to 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: _____

Signature: _____
(Parent / Guardian)



For School office use only

Checklist:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Passport Copy | <input type="checkbox"/> School Report | <input type="checkbox"/> Transfer Certificate |
| <input type="checkbox"/> Passport size Photos | <input type="checkbox"/> Medical Form | <input type="checkbox"/> Transportation Form | <input type="checkbox"/> Admission Fees |

Name of the Student: _____

Class: _____ Section: _____

Date: _____

Signature: _____
(Admission Officer)



General Rules & Regulations

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

Age Criteria for Pre Schooler

- Pre Nursery : Age 2+ on first day of school
- Nursery: Age 3+ on first day of school
- Prep. Junior: Age 4+ on the first day of School
- Prep. Senior: Age 5+ on the first day of School

Pre School Timing

- For Play Group, Pre Nursery , Prep. Junior, Prep. Senior : 8:30 AM to 12.30 PM
- Regular attendance and punctuality are desired. In case of long absence a Medical Certificate should be produced.
- Children should not arrive at school before school time as there will be no one to supervise than at that time.
- If you avail transport facility, inform well in advance identification or I Card.
- Please be punctual for arrival & departure timings of school.

Uniforms

- Children must wear neat & tidy school uniform with school socks and shoes.
- Provide a handkerchief / napkin and an extra pair of clothes to your child in their school bag.
- Field Trip T Shirt to be worn on Field Trip visit days only.
- Only school bags and a small water bottle are allowed in school.

Others

- Both boys and girls should keep their hair neat, finger nails short and clean.
- If you pick up your child personally, child will be handed to parents ONLY or the one who is carrying parent's ID card.
- Do not send valuables with your child to school. For safety, jewellery should not be worn either.
- Please notify the school office for any change of address or telephone number.
- In case of illness - Please report about any complications or illness to the teacher or coordinator as soon as possible especially for communicable diseases.
- In case of withdrawal you need to give 4 weeks notice, during the term. TC will be issued only after clearing pending payments.
- Snacks facility is provided by the school
- If you need to send any money through your child/driver, please put it in an envelope with the name and class of the child.
- For transport enquiries call : 8000080048



Particulars to be submitted along with the admission form:

- A certified photocopy of the Birth Certificate of the child
- Two recent passport size photographs
- Resident Proof of Parent
- Medical Form (as per school format)
- Transportation Form (if required and as per school format)
- Original progress card of the previous school in case he/she has attended other school
- Students applying for Jr. KG & Sr. KG may be required to undergo an observation session
(applicable for new admissions only)

Date: _____

Signature: _____

(Admission Officer)





Transportation:

School transportation plays a consistent and long-term role in the lives of children from preschool through high school. We at Shannen Kid's always ensure that our children travel to and from school Safe & Secure.



Student's Kit:

We, at Shannen Kid's have our own Student's Kit for all programs and for that every child is eligible to have student's kit.

Student's kit has been created to help early childhood and schools improve the quality of Education. Our **preschool curriculum program** designed by our an experienced teachers 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, Text Books, Note Books (where required), Children I Card, Pencil Box, Eraser, Sharpener, Crayons & other required material for student.



Uniform Detail:

A School Uniform teaches students to dress smartly and take pride in their appearance.

A School Uniform can improve learning by reducing distraction, sharpening focus on schoolwork and making the classroom a more serious environment, allowing students to perform better academically.

A School Uniform give students a sense of belonging to a particular school and create an identity for the school in the community."

