



# STANDARD OPERATING PROCEDURE

**TITLE OF SOP : ONLINE ADMISSION PROCESS**

<b>1. PURPOSE &amp; SPECIFIC USERS:</b>	School Administration team will support eligible parents of students entering Pre-Primary or higher classes should follow the process to ensure consistent support and communication is given to all parents. (This SOP is to avoid tours for parents of children that we know that who will not enroll. It avoids giving false hope to these parents and saves time for us.)
<b>2. VACANCIES &amp; SEATS AVAILABILITY</b>	The respective heads of the school find out the vacancies in the respective classes.
<b>3. ADVERTIESMENT</b>	The school advertises the vacant seats on the school website and the leading newspapers as well.

## **PRE SCHOOL, PRE PRIMARY & CLASS - 1**

### **PROCEDURE FOR REGISTRATION**

- Registration form and schedule of admission process with date is available online on the school website. **(ENCLOSED)**
- Documents submit along with registration form:
  - Date of birth certificate by municipal corporation
  - Address proof
  - Caste certificate by competent authority (if belongs to SC/ST/OBC)
  - Sibling Proof, if applicable
  - Alumni proof, if applicable
  - Aadhar card of parents and student
  - Affidavit in respect of required declaration like first child, girl child etc.
- On completion of the registration process and after the verification of above documents, the list of selected candidates or short listed will be displayed on the school website and on the notice board at the school gate.

### **PROCEDURE FOR ADMISSION**

- Once the admission is confirmed, student will be notified about the admission through e-mail mentioning subject OFFER OF ADMISSION attached with admission form and fee details. **(ENCLOSED)**
- The school fee has to be deposited within the stipulated time period.
- Once admission form, fees and the required documents are received, we have to confirm the payment with bank statement.
- After receiving all requisite details in order we assign the admission number and house to the student.
- Share the details of new admission with respective Head Mistress or Head Master to assign the sections.
- Send an email to parent mentioning subject WELCOME TO AHLCON PUBLIC SCHOOL, where we share admission number, class section and other requisite details with parent.
- An Orientation session will be informed to parent through e-mail once the date is confirmed from respective heads.

## **EWS/DG ADMISSION – PS/PP/GRADE 1 - OFFLINE**

### **PROCEDURE FOR REGISTRATION**

**Note:** DG/EWS seats to be filled by the **Directorate of Education** only.

### **PROCEDURE FOR ADMISSION**

- Once the admission list received from DOE, parent has to come to school for the verification of documents.
- Income certificate for EWS and Caste certificate issued by Delhi government of SC/OBC/ST for DG category needs to be thoroughly checked.
- After receiving all requisite details in order we assign the admission number and house to the student and inform the parent.
- Share the details of new admissions with respective Head Mistress or Head Master to assign the sections.
- An Orientation session will be informed to parent through email/telephonically once the date is confirmed from respective heads.

## **GRADE II – X**

### **ADMISSION TEAM:**

- (i) PRINCIPAL
- (ii) ADMISTRATIVE OFFICER
- (iii) ADMISSION INCHARGE
- (iv) EXAMINATION TEAM FOR PROFIENCY TEST
- (v) TEACHERS FOR INTERACTION WITH STUDENTS

**EXAM/TEST SYLLABUS:** Get the syllabus from the respective heads or based on previous class syllabus.

**ADVERTIESMENTS:** Advertise vacancies on our school website and newspaper.

## PROCEDURE FOR REGISTRATION

- Registration form is available online on the school website. **(ENCLOSED)**
- Documents submit along with registration form (Attested photocopies)
  - Date of birth certificate issued by municipal corporation
  - Address proof
  - Final mark sheet of previous class
  - Aadhar card of parents and student
  - Caste certificate issued by competent authority (if belongs to SC/ST/OBC)
  - Merit certificates (if any)
  - Immunization record/Fitness certificate
- On completion of the registration process, the selection list of short listed candidates/ parents will be informed about the date of entrance/proficiency test.
- After test there will be an Interaction of the student with the concerned teachers.
- Respective teachers will prepare the list of applicants with the results of test and interaction with their recommendation.
- Recommendation for admission candidates list will share with Principal Sir for final approval.

## PROCEDURE FOR ADMISSION

- Once the admission is confirmed, parents will be notified about the admission through e-mail mentioning subject OFFER OF ADMISSION attached with admission form and fee details. **(ENCLOSED)**
- The fee has to be deposited within the stipulated time period.
- Once received the admission form and fee along with required documents and details, we reconcile the payment with bank statement.
- After receiving all requisite details in order we assign the admission number to the students.
- Share the details of new admissions with respective Head Mistress or Head Master to assign the sections.
- Send an email to parent mentioning subject WELCOME TO AHLCON PUBLIC SCHOOL, where we share admission number, class section and other requisite details with parent.
- Inform parent that the student will be allowed to attend the classes only after the submission of TRANSFER CERTIFICATE in original.

**NOTE: - 1.** The admission procedure for every academic session commences from the month of January of the previous session.

2. Please note till the submission of the transfer certificate, admission will be considered as provisional.

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