

# Admission Guidelines

## Sacred Heart Convent School, Bathinda

- Parents seeking admission of their ward must register the name of ward in advance.
- Registration to the nursery class starts normally in the month of December as per the date schedule published. Registration for the admission to the other class depends on the availability of seat registration does not guarantee admission and the validity of the registration is only for 3 months from date of registration.
- The minimum age of candidate for admission to the nursery 3-4 years. A corresponding scale of minimum and maximum age holds true for the other classes.
- Application for registration should be made on the prescribed form obtained with prospectus from the school office.
- At the time of admission, a student must submit following documents.
  1. Birth certificate from the Municipality/Panchayath. (Original and copy)
  2. Aadhar card. (photocopy)
  3. Two passport size photographs of the student and a family photo.
- The date of birth once entered in the admission register of the school will not be changed, as it against the law. In addition to that the parent of applicants must sign an age declaration, guaranteeing that under any circumstance they shall not make any request change of date of birth.
- Admission to LKG and UKG classes is on the basis of merit, interview availability of seats. No recommendation of any nature shall be entertained. The decision of the management about admission is final.
- Those the students join the school at any time of the current academic year will have to pay the complete fee of that academic year even if they join late. For selection and admission of any candidate the decision of the management is final.

### To The Parents

1. Good education the joint effort of the school and parents. So education of year child can be completely only with the help of your full co-operation. The parents should feel proud

of their children and should have confidence in their performances. At the same time they should be aware of the weaknesses and problem of their children. Parents should be earnest to report to the principal/office whenever they are called in. The parents should have faith in the action taken by the school authorities to facilitate the all-round development of their children.

2. Parents/Guardian are requested to co-operate with the school in ensuring a high standard of morality and discipline among the students.
3. Parents must read all the rules printed on the prospectus, school diary and circular. Ignorance of rule will not be taken as an excuse.
4. Enrolment in Sacred Heart Kindergarten implies the willingness from the part of the parent to comply with the requirements and regulations of the school.
5. The medium of instruction and expression is English. To promote speaking English the students are awarded with marks/grades through internal assessment.
6. pupils should attend the school regularly. They must reach the school at least ten minutes before assembly.
7. All the students must have the textbook and the stationary required for their respective classes.
8. Every student should bring school dairy daily. Any information or request conveyed to the parents/guardians through the dairy by the Principal/Teachers should be compiled with acknowledged.
9. Parents are advised to allow the children's watch only educational and useful program on the TV. Habitual watching of movie and film song may distract the children from their student.
10. The child should be encouraged to cultivate habitual cleanliness in all his/her work and person. Dress him/her neatly and properly. Do not him/her to bring expensive things to school so as to make a display of such items or to show that he/she is more privileged than the rest. Help the child to understand that in the school he/she is just like any other student.
11. It does sometimes happen that children complain to their parents concerning school matters. Parents are requested to notify the principal in matters of this kind and two

withhold their judgments until proper investigation is made. A little carefulness along the line often prevents unhappy consequences.

12. If your child has habits or traits of character which need special watching, please report the principal so that the proper can be given to your ward.
13. Children are attracted even by trifle things which they would like to acquire for themselves. If he/she brings home anything from the school without the teachers' knowledge send back next day itself and inform about it to the person concerned. It will have its own reward in his/her later life.
14. While sending letters or making remittance of fee or inquiries please note the full name of the child, his/her class and the admission number.
15. Parents are requested to check the diary of their ward regularly and respond to the mark. If any made by the Teacher/Principal.
16. Parents or Guardian who want discuss welfare and progress of their children may meet the principal with the prior permission or at the notified time. Parents shall meet the teachers on the days and occasion notified in the calendar. Parents are requested to make good use of this occasion for building up mutual understanding between parents and teachers with regard to the all-round progress of their ward. It is not a fault-finding session, but legitimate complaints may be brought to the attention of the principal/teacher without any delay. It will be very much appreciated.
17. When the school is in session, parents and guardian should not visit the classes or teachers without the permission of the principal as it causes disturbance to their normal and legitimate work.
18. Parents and guardians are requested to notify the school of any change in their address and phone number.
19. To be absent from the school to attend social functions is not recommended. Because it's retards child's progress in school and minimize his/her respect for your regular hard work.
20. Parents are advised to ensure that children prepare their lessons regularly at home and take keen interest activities of the school.

21. criticism of the teacher in the presence of students should be prudently avoided as this may adversely affected the child.
22. A progress report sends to parents after each terminal examination. Parents are requested to sign the report card and return it within three days.
23. Any kind of damage done to the school property must be compensated at the expense of the offender along with the fine that may be imposed.
24. No students will be granted leave without prior written application of the parents/guardian. In all the case of permission is at the discretion of the principal. Those absent themselves for 10 consecutive days without the prior permission are liable to have their names struck of the rolls. Re-admission may be granted only on payment of fresh admission fee.
25. No student shall be allowed to go to out or to be taken out of the school campus without obtaining the 'out pass' from the principal. The out pass shall not be issued unless the principal satisfied with genuineness of the matter.
26. All money matters should be dealt with the office.
27. Parents should see that their child comes to the school after his/her daily needs. All the students must have their tiffin brought with them for break. Lunch packets brought by other will not allowed to reach the students on account of various reason.
28. Cleanliness of person and dress is expected of every student. The school uniform must be clean, without any type of decoration. Students coming to the school with untidy dress, hair etc. Will be refused to the admission of class.
29. Students themselves will be responsible for their own belongings.
30. The section/house of a student is altered as and when required, at the discretion of school authorities and request for a student is altered as and when required, at the discretion of the school authorities are request for a particular section/ house will not be entertained.
31. Conveyance of children is fully the responsibility of parents. The school shall neither entertain any complaints o this matter nor be responsible in any way.
32. Students will not be called to answer the phone call during class hours.

## Payment of Fees

1. School fee must be paid in four installments before the due date. Defaulters will pay to the late fee.
2. Fees must be paid for the period of during which the student's name is on the roll. If the fees in arrears continuously, the name of the student will be removed from the rolls.
3. All fees and dues must be cleared before the terminal examination. Defaulters will not allow to appear for the exam.
4. No reduction of the fee will be made for broken periods of attendance.
5. Fee receipt/bank vouchers must be retained and produced as a proof of payments if needed.
6. The fees once paid is not refundable.