

# Admission For the Session 2019-2020

**NOTICE**

**Date – 12.11.2018**

South End Centre (E.M) School, Howrah (Affiliated to Council for the Indian School Certificate Examinations, New Delhi) invites applications for admission in the Academic Session **2019-2020** from classes **Nursery to Class IX**.

Admission form will be available from the school office at 181, Andul Road, Howrah 711103 on and from **15 Nov. 2018** on the production of Birth Registration Certificate of the pupil seeking admission subject to the age criteria as mentioned herewith.

## Age Criteria for the Session 2019- 2020

| Class   | Born During the Period                                    |
|---------|---|
| Nursery | 1 <sup>st</sup> August 2015 to 31 <sup>st</sup> July 2016 |
| L.K.G   | 1 <sup>st</sup> August 2014 to 31 <sup>st</sup> July 2015 |
| U.K.G   | 1 <sup>st</sup> August 2013 to 31 <sup>st</sup> July 2014 |
| I       | 1 <sup>st</sup> August 2012 to 31 <sup>st</sup> July 2013 |
| II      | 1 <sup>st</sup> August 2011 to 31 <sup>st</sup> July 2012 |
| III     | 1 <sup>st</sup> August 2010 to 31 <sup>st</sup> July 2011 |
| IV      | 1 <sup>st</sup> August 2009 to 31 <sup>st</sup> July 2010 |
| V       | 1 <sup>st</sup> August 2008 to 31 <sup>st</sup> July 2009 |
| VI      | 1 <sup>st</sup> August 2007 to 31 <sup>st</sup> July 2008 |
| VII     | 1 <sup>st</sup> August 2006 to 31 <sup>st</sup> July 2007 |
| VIII    | 1 <sup>st</sup> August 2005 to 31 <sup>st</sup> July 2006 |
| IX      | 1 <sup>st</sup> August 2004 to 31 <sup>st</sup> July 2005 |

## **Procedure of admission**

- A. Application Form must be duly filled in with a recent passport-sized photograph affixed on the Form.**
- B. Application form must have attached self-attested photocopy of pupil's birth registration certificate and 2 years mark sheet of pupil of previous classes attended.**
- C. After submission of application form along with the supporting documents, there will be an evaluation process on the previously attended class' syllabus in subjects Mathematics & English, and interaction with guardians on a specific date given by school.**
- D. At the time of such interaction, both the parents must accompany the child. No other person shall be allowed to attend the interaction.**
- E. Absence during this admission process shall render the application for admission cancelled and no further communication shall be entertained in this regard.**
- F. The submission of application form is not a guarantee for admission. G. During the time of admission evaluation process and interaction with guardians, the Admit Card (Acknowledgement Receipt) issued by the office must be carried compulsorily.**
- H. Only listed and qualified pupils will be allowed to take provisional admission. No requests for admission shall be entertained from applicants who do not figure in the admission list.**
- I. The Principal is solely responsible for the processing of the applications and for the final list of selected candidates. Her decision shall be final. J. No recommendation/ canvassing shall be entertained.**
- K. Parents are asked to fill in the admission forms legibly and completely with accuracy. No items should be left blank and no subsequent changes will be permitted.**

**Qualified and listed candidates will be called for provisional admission**

**After taking provisional admission, pupils must confirm their provisional admission with the submission of following documents:**

- A. Original Transfer Certificate from last school attended, if applicable.**
- B. Self -attested marks sheet of last class.**
- C. Medical Certificate (Fitness Certificate in original)**
- D. Provisional Admission Receipt issued by the office.**

**\* If a candidate fails to submit the above documents within the date specified by the School, his/her Provisional Admission shall be cancelled. In the event of cancellation of provisional admission, all fees paid shall remain forfeited. All guardians are therefore requested to verify whether they conform to the eligibility and document- submission conditions of the School before taking provisional admission.**

**\*\* All admission related queries must be clarified from the School office. The School shall not be responsible for inaccurate/unverified information obtained from any other unofficial source.**

**Please Note:**

- 1. Incomplete application form will be rejected.**
- 2. No affidavits concerning date of birth of the child will be entertained.**
- 3 All documents must be produced in original at the time of submission of form.**
- 4. All photocopies submitted must be self-attested.**

**BY ORDER**