

# Student Admission Form



## Guru Tegh Bahadur 3rd Centenary Public School (JUNIOR WING) (Minority Unaided)

Form NO.: \_\_\_\_\_

Location.: \_\_\_\_\_

Attach a recent  
passport size color  
photograph

Admission Seeking In:  Pre-Nursery  Nursery  Prep.

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: \_\_\_\_\_ / \_\_\_\_\_



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



1<sup>st</sup> Relation: \_\_\_\_\_ 2<sup>nd</sup> Relation: \_\_\_\_\_ 3<sup>rd</sup> 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:

Distance from School to Residence.....K.M. ....

Status of Parents - Married / Divorce .....Alumni Father / Mother .....Y/N....

Proof of Alumni ; .....



## 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.

The registration fee (non-refundable) is paid herewith and I understand that this fee for registering the name of my child /ward does not guarantee to admission. the admission will take place when there is a vacancy in the particular class to which the admission is sought and that too after child is found fit for the class.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(Parent / Guardian)



## For School office use only

### Checklist:

- Birth Certificate  Aadhar Card's Copy ( Parents & Child)  Name & Bank A/c Number  
 Passport size Photos  Medical Form  Transportation Form

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)



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## 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 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 ."

