

SHIVALIK GROUP OF INSTITUTIONS (AGRA)

ADMISSION

The right age for Admission :(As on 1st April)

* Play Group: 2 ½. Nursery: 3+years. LKG: 4+ years

* UKG :5+years 1st 6+ years

Original and photo state copy of birth certificate issued by the Municipal Board / Panchayat/ Nursing / home or an affidavit as valid proofs, T.C. and Mark sheet is to be submitted at the time of admission.

ADMISSION PROCEDURE

Enrolling your child at Shivalik School is simple. Admission is opened to qualified students

At all grade levels from PG to grade 11, follow the steps:

Step 1: Enquire: Contact admission counselor in Block C.

Step 2: Submission of registration form: Register your ward through the registration form. All the columns in the registration form must be dully filled (Admission in PG to UKG) an original and attested photo state copy of birth certificate issued by the Municipal Board/Panchayat / Nursing home or as their affidavit as valid Proofs along with passport size photograph should be submitted at the time of registration.

(Admission in class I to XI) Original and attested copy of T.C/ Marks sheet certificate along with three passport photograph is to be submitted at the time registration.

Download the syllabus for admission test from our website : <http://shivalik.edu.in>

Step 3: Visit school for written test and interview.

Registration followed by a written assessment and interview: Parents will be notified about the date and time for the written test and interview. It must be ensured that students arrive promptly along with their parents.

Admission will be granted to those students whose names are registered with the school and are qualified in the.

Interview PG

Written Test Nursery to VIII

Written Test & Interview IX & XI

Class Nursery to VIII Written test (English, Hindi and Mathematics)

Class IX Written test (English, Mathematics & Science)

Class XI (Science): Written test (English, Advance Mathematics & Science)

Class XI (Commerce): Written test (English, Basic Mathematics, and Economics)

Step 4: Result & admission: Students who have qualified entrance examination will be informed.

Fill up the admission form and paste passport size photograph.

Submit the following documents.

Birth certificate in case of PG to UKG.

Classes I to XI: Transfer certificate from a recognized school.

Attested photocopy of the last examination passed of previous school.

Note: The document required at the time of the admission must be submitted, failing which it reserves the right of granting or withholding admission to any student and the authority's decision in such matter shall be final and binding.

Your ward may be admitted here if he/she:

- Clears the entrance test; without any distinction based on caste, creed and colour.
- Has proof of age.
- Has a transfer certificate from a recognized school.
- Has a mark sheet of the last examination of his/her previous school.
- Has Passport size photograph.
- Student who fails in class 10th and 12th shall not be re – admitted.

Promotion

Promotion is granted in the month of March every year. A child is expected to secure at least 40% marks in aggregate. Parents are expected to collect the promotion results of their ward.

Double Promotion

Double Promotion can be granted up to 1st standard only to the meritorious students in the month of July, after taking promotion test, but fee for full academic session of class jumped is to be paid.

Re-evaluation

Re-evaluation of Annual answer script may be permitted only after submission of application.

Fee Regulations

Fee is supposed to be deposited by 15th of every month and if paid later, then late fee would be charged.

Note: Dues should be cleared before each examination.

How to withdraw your ward?

A student can be withdrawn at the end of the academic session provided an application for withdrawal is submitted by parents/guardians on the day of results.

If the student is withdrawn in the middle of the session, one month notice or one month fee must be deposited.

If a withdrawal application is submitted in the month of October or April, the school fee for November & December or May & June shall have to be paid to the school.

Your ward can be removed from the school if:

* He/She does not attend the school for the 2 consecutive days without information.

* If the fee for 3 consecutive months have not been paid.

RE-ADMISSION

In case student's name is struck-off from the roll, he/she will re-admitted after all the previous dues are cleared including the re-admission and late payments.

How often is your ward required to attend school?

* Attending class is a must.

* 75% attendance is the minimum required as per CBSE bye – laws, or else the child may not be allowed to write the examination.

* However leave may be granted on a written request of the parents or a medical certificate for a valid reason which satisfies the school authority.

Testing Knowledge-Examination

* Periodic Test

* Mid Term (Half Yearly)

* Annual Exam (Final Exam)

* Revision tests before each examination.

Exemption not granted unless a serious and satisfactory reason is brought to the notice of authority.

Absence in examination would affect promotion.

Most Important

1. Parents are requested to send Tiffin box with their child as it will not be delivered afterwards due to safety concern.

2. No Leave permission to the students would be granted during school hours, parents are requested not to send their children if he/she is not well.