

SAPPHIRE INTERNATIONAL SCHOOL ,NOIDA

ADMISSION POLICY

2019-20

1. **The age criteria** is that if the child is seeking admission in Nursery then the child has to be 3+ years on 31st of March of that year. Similar calculation follows for the rest of the classes. i.e. For KG --4+ years, For class 1 --5+ years on 31st March of that session
2. **List of all the documents required at the time of admission are as follows:**
 - Birth Certificate Copy
 - Vaccination Card Copy (Pre Nur- Class V)
 - Medical Fitness Certificate
 - 2 coloured recent passport sized photos of each parent/Guardian (if any)
 - 5 coloured recent passport sized photos of the child
 - Address proof
 - Original TC/School Leaving Certificate
 - Mark sheet of the last class passed
 - Aadhar Card Copy of both Parent and child
3. **No admission without complete documentations:**

Admission will not be granted unless and until all the required documents are submitted.
4. **Third Language Choice:**
 - From Classes V To VIII, there is an option of third language French, / German / Sanskrit.
 - For Classes IX and X, there is an option of third language Hindi/, French/ Sanskrit.

5. **Stream wise Choices of Subjects Offered for Class XI (2019-20)**

Streams	Subjects Offered					
	<u>Sub-1</u>	<u>Sub-2</u>	<u>Sub-3</u>	<u>Sub-4</u>	<u>Sub-5</u>	<u>Sub-6</u>
Science (Non-Medical)	English Core	Physics	Chemistry	Maths	Comp.Sc. / Psychology / Painting	Physical Education (PHE)
Science (Medical)	English Core	Physics	Chemistry	Biology	Maths / Comp.Sc. / Psychology / Painting	Physical Education (PHE)
Commerce (with Maths)	English Core	Accounts	Business Studies	Economics	Maths	Physical Education (PHE)
Commerce (without Maths)	English Core	Accounts	Business Studies	Economics	Comp.Sc. / Psychology / Painting	Physical Education (PHE)
Humanities	English Core	Political Science	History	Geography	Eco / Maths / Comp.Sc. / Psychology / Painting	Physical Education (PHE)

6. **Inter Branch Transfer Policy**

We do not have a policy of transfer from Noida Branch to Our Crossings Republik Branch, that will be treated as a fresh admission in Crossings Branch. Which means child will have to apply for TC in Noida and take fresh admission in Crossings Republik Branch i.e. will have to pay admission fees, security, composite and all the other facilities availed for.

However, if a child requests transfer from Either Crossings Republik or Anand Vihar will be treated as a transfer and the child will not have to pay admission fees, rest fee will remain the same which will be paid by parent.

7. Withdrawal Policy Of New Admission:

- a. If Child has not attended school even for a single day. and has paid Admission Fees, Security Refundable , Composite Fees, and Transport, and there is a withdrawal request by a new admission parent after taking admission, then as per policy, all the fees i.e The Security, The Composite, The Transport, except Admission Fees will be refunded.
- b. In case the child has attended school even for a single day of the month, the parent will have to bear the prorata amount of all facilities availed for that complete month.

8. For admission of staff ward,

The process of admission is followed as per the school policy. There is no over and above waivers provided on one time admission charges/transport or any other head. Once the staff joins Sapphire International School on the date of their joining as verified by the HR department. The Staff ward (only Two) are eligible for 50% waiver on tuition/composite fee only from the same year. This will be reviewed by management every year.

9. E.W.S Category:

School follows the admission of E.W.S Category as per government norms.

11. Admission in Class X and Class XII

As per guidelines issued by CBSE.