

Date of Issue          Enquiry No.      Date of Submission/Admission Test Form No.      

# KIRANPROVA ENGLISH SCHOOL

Following CBSE curriculum

Co-Educational English Medium

GANGNAPUR, NADIA, 741238, Phone: 7718664420/.....

Email: kpenglishschool@gmail.com, Visit us: www.kiranprovaenglishschool.com

## ADMISSION FORM

(OFFICE USE ONLY)

Academic Session         ID No.    Date of Admission        Zone  Ref.  Class Affix Student's  
recent coloured  
Passport  
Photograph1. Student's Name in Full (Capital Letters) 2. Father's Name in Full (Capital Letters) 3. Sex (Put a ✓ Mark) ☐ Male ☐ Female 4. Category (Put a ✓ Mark) ☐ Gen ☐ SC ☐ ST ☐ OBC ☐ OTHERS5. Present Address Pin Code 6. Permanent Address Pin Code 7. State  8. Country 9. Date of Birth         10. Mother Tongue 11. Nationality  12. Religion 13. Aadhaar No. 14. Second Language (Put a ✓ Mark) ☐ Bengali ☐ Hindi 15. Height (cm)  Weight (kg) 16. Blood Group  17. Name & address of previous school 18. Previous Board 19. Previous Class  20. Physically Handicapped (Put a ✓ Mark) (If Yes certificate required) ☐ Yes ☐ No21. Child suffers from (Mention the Disease, if any)

22. Real brothers/sisters (not Cousin):

S. No.	Name	Sex (M/F)	School Name & Board	Class
1.				
2.				

23. Co-curricular activities (if any): A) \_\_\_\_\_ B) \_\_\_\_\_

<p>Father's Name <input type="text"/></p> <p>Legal Father <input type="checkbox"/> Stepfather <input type="checkbox"/> Divorced <input type="checkbox"/> Others <input type="checkbox"/></p> <p>Qualification _____</p> <p>Occupation (Details) _____</p> <p>Work Place _____</p> <p>Income (Per Annum) _____</p> <p>Mobile No. <input type="text"/></p> <p>Whats App No. <input type="text"/></p> <p>E-mail ID (in Capital Letters) _____</p>	<p>Affix Father's recent coloured Passport Photograph</p>
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<p>Mother's Name <input type="text"/></p> <p>Legal Mother <input type="checkbox"/> Stepmother <input type="checkbox"/> Divorced <input type="checkbox"/> Others <input type="checkbox"/></p> <p>Qualification _____</p> <p>Occupation (Details) _____</p> <p>Work Place _____</p> <p>Income (Per Annum) _____</p> <p>Mobile No. <input type="text"/></p> <p>Whats App No. <input type="text"/></p> <p>E-mail ID (in Capital Letters) _____</p>	<p>Affix Mother's recent coloured Passport Photograph</p>
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<p>Local Guardian's Name <input type="text"/></p> <p>Address _____</p> <p>Qualification _____ Relationship _____</p> <p>Occupation (Details) _____</p> <p>Work Place _____</p> <p>Mobile No. <input type="text"/></p> <p>Whats App No. <input type="text"/></p> <p>E-mail ID (in Capital Letters) _____</p>	<p>Affix Local Guardian's recent coloured Passport Photograph</p>
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## GENERAL RULES OF THE SCHOOL

- Students must attend the assembly regularly and punctually. Parents/Guardians are to ensure the same.
- Students should be habitually clean and always neatly dressed. The school uniform should be worn on all working days and for all school events except otherwise instructed. Students who are not in proper uniform may not be allowed to enter the school.
- Care must be taken of all school properties and in case of any damage it will be made good by the concerned student together with a fine imposed for the offence.
- The school shall not be responsible for the loss of books, money and other valuables etc. brought by the students to school. They should be very careful about their own belongings.
- Students are advised not to carry any cash or valuable articles e.g. mobile phones, expensive watches, electronic gadgets, camera or jewellery. In case of loss of valuables or other articles, the authorities will try their best to trace out the items but shall not undertake any responsibility for the loss.
- Parents are requested not to enter classrooms or within the school to see their children or meet the teachers within school hours.
- Parents are required to inform the school office immediately, if there is any change in their address, contact numbers and other relevant information.
- Parents should refrain from criticizing the school or teacher in front of their child, or any such conduct will lead the child to lose respect for their teachers and the institution and consequently would affect their studies and behavior.
- Students must be well-behaved and well-disciplined inside and outside the school.
- Pupils suffering from contagious and infectious diseases shall not be permitted to attend classes. However, they may be allowed to attend examinations under special consideration based on a prior application to the school authority.
- Parents are requested to bring student's ID card to collect their ward from the security office of the school.
- To ensure greater facility in the study of English, students are encouraged to speak English within and outside the school premises.
- Chewing gum, betel nut or tobacco is strictly forbidden.
- All boys should get their hair cut at regular intervals (except certain circumstances).
- Students are not allowed to bring any sharp instrument to school.
- No books, (other than text books or library books) magazine or paper will be brought to school without the class teacher's prior permission.
- Students up to class IV are not permitted to wear wrist watches in the school.
- Parents/Guardians are not allowed to meet TEACHER-IN-CHARGE/CLASS TEACHERS/SUBJECT TEACHERS during school hours without prior appointment.
- Parents/Guardians are allowed to meet the Head Mistress only by appointment.
- No pupil should be absent without obtaining leave before hand, unless sick on medical ground. In any such case, proper documents are always to be submitted.
- Pupils must return after the holidays on the scheduled date and in case of sickness the school authority must be notified and a doctor's certificate must be produced.
- Name of the students, who have been absent from the school without any prior information for one month or more are liable to be struck off from the 'Attendance Register'. To continue the class, such a student must take re-admission in the school.
- In the event of the student missing his/her assessment due to his/her absence from the school, there shall be no reassessment for the student.

- School will not directly supply any school uniform but has fixed an authorized tailor to supply the uniform designed by the school.
- Any kind of certificate is to be issued to the student within 15 days.
- Any kind of certificate will be given only when all dues are cleared.
- If the students fail to pay monthly fees within 15th of each month, a fine will be charged.
- Any kind of fees, once paid, is not refundable.
- Cleanliness of the school and classroom has to be taken care of e.g. papers or ink should not be thrown on the floor or wall.
- Blazer is a must from class I-XII during winter.
- Rules and regulations framed by Bus authority must be followed by the Bus students. Otherwise necessary steps will be taken.
- Parents are requested to extend their co-operation towards keeping their ward/s disciplined and obedient in the school.

### DECLARATION

*I/We hereby sincerely declare that, I/We will abide by the rules and regulations of the management, framed or to be framed. I/We further undertake to write that all the general rules of the school shall be binding on us and my/our ward and that is our privilege to write that I/We shall never go against the rules and regulations of the school. Enclosure: Xerox copy of Mark Sheet & other documents, T.C./Birth Certificate/Affidavit etc.*

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

Student's signature \_\_\_\_\_

Place: \_\_\_\_\_

Parent's signature \_\_\_\_\_

### HM'S ORDER

Please Admit \_\_\_\_\_

Son/Daughter of \_\_\_\_\_ in Class \_\_\_\_\_

*as found suitable after Admission Test and verification of relevant documents.*

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

Signature of HM \_\_\_\_\_