



No. _____

Note :

1. Read the Prospectus and General Instructions carefully.
2. Use only BLUE and BLACK pen to fill up the form.
3. Fill the form in English CAPITAL / BLOCK LETTERS only.
4. Do not fold, staple or clip the form without permission .
(To be completed by Parent / Legal Guardian)

Applied for

Grade : _____

To be Filled by office

1. Name Of The Child : _____
(Surname) (Name) (Middle Name)

Date Of Birth : ____/____/____ Place Of Birth : _____ Sex : Male Female
(dd) (mm) (yy)

Nationality : _____ Caste & Religion : _____ Mother Tongue : _____

Complete Address For Correspondence (don't Repeat Name) : _____

Stick
Your
Photo
Here

Contact No. : (R) _____ (M) _____ (O) _____

E-mail : _____

Aadhar Card No. _____

----- Bank Details (as required by DEO office) -----

2. Name of the Account Bearer : _____

Bank Name : _____ Branch : _____

IFSC Code : _____ Account No : _____

----- Family Details -----

3. Father's Name : _____ Education : _____

Occupation : Self Employed/Business Govt. Service Other (details) _____

Organization : _____ Designation : _____

Office Address : _____

Contact No. : (R) _____ (M) _____ (O) _____

E-mail : _____

4. Mother's Name : _____ Education : _____

Occupation : Self Employed/Business Govt. Service Other (details) _____

Organization : _____ Designation : _____

Office Address : _____

Contact No. : (R) _____ (M) _____ (O) _____

E-mail : _____

Emergency Contact No. : _____ **Person Name :** _____

5. Any other children studying in the school : Yes / No (if Yes)

	Name of Student	Class / Grade
i)		
ii)		

6. PARTICULAR OF THE LAST SCHOOL ATTENDED:

Class	Board	Name of School	Percentage / Grade	Year of Passing	Reason for Leaving School

7. DECLARATION BY PARENT OR GUARDIAN (if guardian, mention relationship) :

- I acknowledge receipt of prospectus of the "Sapphire Public School" and certify that I have read and understood all the provisions indicated therein.
- I here by certify that all the particulars stated by me in this application are true to the best of my knowledge & belief.
- I understand that my ward's admission is liable to be cancelled if I suppress or distort any information furnished in my application.
- I certify that my ward is qualified for the course as indicated in the prospectus for and will produce the original certificate when asked for.
- I understand that the School/Management has the right to add/ delete/ change the syllabi, course structure, rules and regulations as in when required.

Place : _____

Date : _____

Signature of the PARENT / GUARDIAN

8. REFERENCE DETAILS :

Reference Through :

Address with Tel No. :

(Office Use Only)

Checklist:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Passport Copy | <input type="checkbox"/> School Report | <input type="checkbox"/> Transfer Certificate |
| <input type="checkbox"/> Passport sized Photos | <input type="checkbox"/> Medical Form | <input type="checkbox"/> Transportation Form | <input type="checkbox"/> Admission Fees |

Information about Student

Class: Section:

Signature Administrator

Signature Principal

Admissions Procedure

Admissions offered in the current academic year

Sapphire Public School offers admissions to Preschool, Std. I to VIII subject to the availability of seats and eligibility.

Obtaining the application form :

Parents who wish to apply for admission should obtain the brochure and application form from the school admission office.

For your reference the application form can be downloaded from website and can be applied online.

Criteria for submission of application form :

The duly filled application form must be submitted in the School Office on or before the stipulated date.

Following documents should accompany the form:

- Certified copy of School Report of the previous academic year. (if applicable)
- Three passport size photographs and two stamp size photographs of the student; and passport size photograph of both the parents.
- One certified copy of Child's Birth Certificate.
- One certified copy each of details including dates and grades of any Public/Board Examinations already given. (if applicable)
- Copy of the T.C. (Transfer Certificate)
- Original documents of the submitted photocopies should be made available upon request for verification.

The submission of an application form does not guarantee admission to the school.

Age criteria for application of admission:

Children have to meet the stipulated age requirement for admission to "Sapphire Public School" as on March 1st of that year. The required age limit for each grade is mentioned in the table. The stipulated age limit may be relaxed at the discretion of the School Admission Committee based on past academic achievements and performance in our testing procedures, provided the student has graduated from a recognized school.

Play School	2 + Years	KG II	5 + years
Nursery	3 + years	STD 1	6 + years
KG I	4 + years	STD 2	7 + Years

Admission Interaction

Admission to SPS is done through an interaction. The admission interaction will be conducted at school campus and parents will be intimated of the date and time.

Admission Lists

The outcome of the admission will be conveyed to the parents after an interaction. The names of the selected candidates will also be displayed in the school office. The decision of the School Admission Committee will be final and no further discussions will be entertained.

Confirmation of admission

On receipt of acceptance of admission, parents have to pay the fees within the stipulated date. The original documents should also be submitted.

General Rules & Regulations

Academic Year

The academic session begins from June and continues up to May.

Attendance

No student shall be absent from the class without genuine reason. Parents/Guardian must clearly state the reason for the absence in the leave record of the school diary. Students are not allowed to go out of the campus during school hours, including recess time. Those who absent themselves without prior permission shall not enter the class without the Principal's permission. Unauthorized absence for more than 15 days will lead to removal from the rolls.

School Uniform

The School uniform is obligatory on all school days and official functions. It is the duty of the parents to see that the student comes to school neatly dressed in the prescribed uniform. No jewellery is permitted except small ear studs.

School uniform enhances equality among students. Moreover it is an identity of the school. Therefore wearing of uniform is compulsory for students.

Discipline

Discipline is an integral part of the learning process. To develop self control and to live in harmony with others, respect family traditions and keep the laws of the country. Speaking in English is compulsory within the school and in the school bus.

Every student shall endeavor to make the school proud by excelling in studies & good manners. Politeness, courtesy in speech & conduct as well as cleanliness and grace of person are to be cherished.

Dismissal

Irregular attendance, habitual idleness, disobedience or malpractice in connection with examinations, conduct injurious to the moral tone of the school are sufficient reasons for the dismissal of the student.

Parental Co-operation

Parents must attend the open house meeting to get an update on their child's academic progress and conduct. In case the parent is unable to attend the open house it must be intimated to the class teacher. Parents must collect the report card within that week. Parents/Guardians are not allowed to enter the class rooms. They can meet the teachers only after getting permission from the principal.

Miscellaneous

In the School/Hostel/Canteen only vegetarian food will be served.

The school will not be liable for any expenditure incurred on account of illness/injuries sustained by the child during his or her stay at the school.

Health and Hygiene:

At SPS health and hygiene of the students is given supreme importance. This is ensured by implementing the following measures:

- A non-compromising attitude towards cleanliness
- Staff training at all levels
- Close supervision and monitoring of areas prone to be unhygiene
- Educating and creating awareness among students

Medical:

The school has in house doctor facility to look after the medical needs of the students. In addition to this, the school organizes health checkups at regular intervals to safeguard the health of all the students.