

ADMISSION POLICY

The age of the prospective student, as on 31st of July of the Academic Session for which the admission is sought, should be as follows :

- Play Group - 3 years
- JKG - 4 years
- SKG - 5 years
- Class-I - 6 years
- Class-II - 7 years
- Class-III - 8 years
- Class-IV - 9 years
- Class-V - 10 years
- Class-VI - 11 years
- Class-VII - 12 years
- Class-VIII - 13 years
- Class-IX - 14 years
- Class-XI - 16 years

Registration :

1. Registration Form is available from the school / Online, is to be submitted, duly filled, with the non-refundable, non-transferable Registration Fee within 2 days from the date of issue of the form or the last date given along with copy of Birth Certificate and Report Card of the last two academic years of the previous school.
2. The Registration fee is valid only for the specified academic year.
3. Registration of a child does not guarantee admission to school.

The Process :

1. Admission will be valid only after the complete payment of Admission Fee before the due date as well as on the submission and completion of all the necessary forms, documents and certificates.
2. Original Birth Certificate and Transfer certificate will be required at the time of grant of admission along with two passport size photographs and other mandatory documents as per the respective class.
3. The school grants admission to that child, is purely based on availability of seats. The decision of the principal regarding admission will be final and binding.

The Admission :

1. Submission of the Birth Certificate, if not given yet.
2. Evidence of passing the last class or promotion to the present class.
3. Original Transfer Certificate from the previous school.
4. 4 passport size photograph.
5. Proof of residence of the child (copy of Ration card/ Voter ID/ Passport / Aadhar Card)

6. Copy of Aadhar Card / PAN Card of both the parents.
7. A medical certificate from a qualified registered doctor, if child has any particular ailment or health issue about which the school ought to know.
8. In case of divorce / separation, the parent who is admitting the child will have to submit an attested copy of the custody certificate of the child issued by the competent law officer.
9. A copy of certificate mentioning Blood Group of child.
10. A copy of Driving License must be submitted in the school office, if ward is using to reach school by Scooty / Bike.
11. Bus facility is available for school students, willing to use school transport.
12. In case the child is adopted, parents will have to submit an attested copy of the adoption certificate issued by the competent authority.
13. Optional Subject for Class-IX students –
 - (i) Painting
 - (ii) Artificial Intelligence
 - (iii) Music Vocal
 - (iv) Music Instrumental (Tabla)
14. Information regarding the choice of the Stream for Class-XI (Science/Commerce/Humanities) as well as that of the Optional Subject has to be filled in the Registration Form itself. In order to cater to the varied interests of the students, the school provides the following subjects as optional –
 - (i) Kathak
 - (ii) Physical Education
 - (iii) Painting
 - (iv) Computer Sc.
 - (v) Music Vocal
 - (vi) Music Instrumental
 - (vii) Hindi

Selection of optional for Class-XI passed with Standard Mathematics in Class-X

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|---|-------------------------|----------------|-------------------|
| (i) Kathak | (ii) Physical Education | (iii) Painting | (iv) Computer Sc. |
| (v) Music Vocal | (vi) Music Instrumental | (vii) Hindi | |
| (viii) Maths (Biology, Commerce & Humanities) | (ix) Applied Maths | | |

15. Documents required for admission in class-XI

- a. Attested photocopy of the Mark Sheet from the Board/ School last attended i.e. evidence of passing the last class or promotion to the present class
- b. Attested photocopy of the Passing Certificates from the Board / School last attended.
- c. Original Conduct and Character Certificate from the school last attended.
- d. Transfer Certificate, duly signed by the District Education Officer (DEO), if the child is transferred from other school and by the Embassy of India, if the child is taking admission from foreign countries.

WITHDRAWAL POLICY

1. A clear calendar month's written notice or three month's fees in lieu of notice must be given before a scholar can be withdrawn.
2. The Principal can in the interest of the school have a student withdrawn from the school if:
 - a) In his/her opinion the students have failed to accept the discipline of the school and his/her continued presence may be detrimental to the interest of the other students.
 - b) The student fails to come up to the required academic standard expected of him/her.
3. In case, due to any reason a student after seeking admission in the school wishes to withdraw, only security money will be refunded. In case a student seeks withdrawal during an academic year, the security money will be refunded only at the end of the year.

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