



# ILMA ENGLISH MEDIUM SCHOOL

Govt. Reg No: - IV-01845 - C.B.S.E CURRICULLUM

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Date of Admission

## ADMISSION FORM

Form Ref No

Recent Photograph of Parents

Admitted to Class

Recent Photograph of Students

Please Read the Rules & Regulations before Filling

CHILD INFO

Name of Child : \_\_\_\_\_ Gender: Male  Female   
Date of Birth : \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_\_ Age at Present: \_\_\_\_  
Identification Number : \_\_\_\_\_ Mother Tongue \_\_\_\_\_ Nationality: \_\_\_\_\_

FAMILY INFO

Father's Name : \_\_\_\_\_ Occupation: \_\_\_\_\_  
E-mail ID : \_\_\_\_\_ Cell No: \_\_\_\_\_ Office: \_\_\_\_\_  
Mother's Name : \_\_\_\_\_ Occupation: \_\_\_\_\_  
E-mail ID : \_\_\_\_\_ Cell No: \_\_\_\_\_ Residence: \_\_\_\_\_  
Address-Permanent : \_\_\_\_\_  
Address-Correspondence : \_\_\_\_\_  
Siblings Name: \_\_\_\_\_ Sex \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_  
Name: \_\_\_\_\_ Sex \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_  
Name: \_\_\_\_\_ Sex \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

DR. info

Name of the Family Doctor : \_\_\_\_\_ Address: \_\_\_\_\_  
E-mail ID : \_\_\_\_\_ Cell No: \_\_\_\_\_ Landline No: \_\_\_\_\_

ADMISSION INFO

Name of Previous School : \_\_\_\_\_  
Address : \_\_\_\_\_  
Medium of Instruction : \_\_\_\_\_ Class last studied & Passed: \_\_\_\_ Academic Year \_\_\_\_ TC enclosed: Yes  No   
Place: \_\_\_\_\_  
Name of Parent/Guardian: \_\_\_\_\_ *Full Signature*  
*Parent/Guardian:* \_\_\_\_\_

OFFICE USE ONLY

Admit Miss/Master/ Baby: \_\_\_\_\_ Father's: \_\_\_\_\_  
To Class: \_\_\_\_\_ Academic Year: - \_\_\_\_\_ Date of Admission: \_\_\_\_\_ Principal: \_\_\_\_\_  
Student's Name Entered in the Register Vide Adm. No. \_\_\_\_\_  
Form Verified and entered by: \_\_\_\_\_ Signature: \_\_\_\_\_  
Bursary: \_\_\_\_\_ Approved By: \_\_\_\_\_



## INFORMATION SHEET (Primary)

Dear Parents,

You are requested to fill up this sheet carefully and give us accurate information. It will enable us to understand and help your child

### Medical Information

- a) Does the child have any disability? Yes,  No  b) Does the child have any special needs? Yes  No
- c) If yes, please give details: \_\_\_\_\_
- d) Any serious illness that the child has had so far: Yes  No  \_\_\_\_\_
- e) Any serious Allergies that the child has been diagnosed with: \_\_\_\_\_ When: \_\_\_\_\_  
Precautions suggested. If any: \_\_\_\_\_
- f) When was the child last vaccinated? \_\_\_\_\_
- g) Blood group: \_\_\_\_\_ h) Eye sight: \_\_\_\_\_ i) whether: Right-Handed  Left-Handed  Ambidextrous
- j) Does your child have any learning disorder: \_\_\_\_\_

### Idiosyncrasies (Behavioural Characteristics)

- a) Does the child bite his / her nails? Yes  No  b) Any other Characteristics? \_\_\_\_\_

### Family Background

- a) Do both parents spend some quality time with the child? \_\_\_\_\_
- b) If both parents are employed, who looks after the in their absence? \_\_\_\_\_
- c) Are you a single parent Yes,  No  Who takes care of the child in your absence? \_\_\_\_\_
- d) How does the child get along with his/her brothers and sisters? \_\_\_\_\_

### Discipline

- A) Is he/her a very quiet or noisy child? \_\_\_\_\_ b) is the child an easy child to manage at home? Yes  No
- C) if not, how does he/her trouble you? \_\_\_\_\_
- d) Is the child punished at home? Yes,  No  e) If so, for what? \_\_\_\_\_
- f) Who usually punishes him/her \_\_\_\_\_ g) how is the child punished? \_\_\_\_\_
- h) Does the child like to help around the house? Yes  No  i) With what tasks? \_\_\_\_\_

### Other relevant information

- a) Has the child had any pre-school education Yes  No
- b) If yes give details: \_\_\_\_\_
- c) Does child have friends None  Few  Many
- d) Is the child influenced by someone Yes,  No  e) if yes give details: \_\_\_\_\_
- f) Does child like to help around the house Yes,  No  g) with what tasks? \_\_\_\_\_
- h) Does he/she prefer to play along With Children of his/her own age  order to him/her  younger to him/her
- i) Do you have TV with cable connection yes  No  Computer with Internet Yes  No?
- j) Is the child supervised while doing so? Yes  No  k) by whom? \_\_\_\_\_
- l) Does the child have any outstanding achievement to his credit? Yes  No  m) if so give details: \_\_\_\_\_

### Your Child's Special Talent

We would be glad to know about your child special talent please put tick (✓) mark in the appropriate column below:

- DRAWING  MUSIC  STORY-TELLING  OUTDOOR GAMES \_\_\_\_\_  RECITATION OF HOLY QURAN
- RECITATION OF RHYMES  READING  VIDEO GAMES  INDOOR GAMES \_\_\_\_\_  OTHERS \_\_\_\_\_

\_\_\_\_\_  
Signature of Guardian



## RULES & REGULATIONS FOR ADMISSION

Presents/guardians desirous of applying for admission of their children/wards are requested to note the following rules, regulations, terms, and conditions regarding registration, admission, and withdrawal.

1. Parents/guardians shall first register their application for admission. The duly filled-in application forms shall be submitted at our office along with a Birth Certificate, Transfer Certificate. 4 Stamp Size, 4 Passport Size Photographs, and a Registration Fee.

2. The applications that are registered as above would be called for an interview or test. Registration does not guarantee that admission will be given based on the availability of seats in the class applied. After receipt of intimation regarding the above admission, the fee is to be paid immediately at the fee counter.

3. One application form applies to one child only. Admissions are open for children 36 months plus. For calculation, a child's age as of the current month would be considered Nursery 3+ years, LKG 4+ years, UKG 5+ Years, Class-I 6+ years, and so on,)

4. The school reserves the absolute right, at its discretion, to withdraw the admission of any child for reasons such as a) On the grounds of discipline or serious breach of conduct, b) Failure to pay the school dues, c) Failure to observe the rules and regulations of the school.

5. The school would take utmost care in regards to the safety of children However; the school is not liable for any damage or accident due to unforeseen reasons whatsoever.

6. To provide all-around development of the children, co-curricular, extra-curricular, and many recreational activities are made compulsory.

7. The annual fee has to be paid once a year at the beginning of the academic year.

8. Fees once paid is non-refundable.

9. The conveyance fee (optional) is to be paid at the beginning of the academic year.

10. Conveyance facility provided by the school is optional. It will be given only subject to the availability and convenience of the route.

11. In case of long leave or absence, all fees for 12 months are payable for the period of absence.

12. In case of prolonged sickness and absence, a Medical Certificate issued by a Certified Doctor should be submitted.

13. Carrying a mobile phone or any communication device to the school is strictly prohibited; It may result in suspension or cancellation of admission of the student.

14. Wearing expensive Jewellery, Watches, and Accessories to school is not allowed. The school will not be responsible for any loss or damage to your belongings.

15. All the above rules & regulations are subject to change without any prior notice.

16. All legal disputes have to be settled in Kolkata Jurisdiction only

## UNDERTAKING BY THE PARENT / GUARDIAN

I/We have carefully gone through the conditions laid down in the Rules and regulations for admission before applying for my child/ward and I/We hereby agree to abide by the same.

- If the school management or any school employee misbehaves or causes damage to the school's reputation or speaks loudly or threatens, the school will be forced to cancel your child's admission.
- If the school management issues any new rules for the convenience of the school and students, I will be bound to accept them.

1. I/We hereby agree that the School Management reserves the right to change at any time, the structure of school fees and any Rules and Regulations concerning the school regarding admission and withdrawal of students.
2. If my child/ward is selected for admission. I shall be solely responsible for the regular and timely payment of school fees and other dues as fixed and requested by the school. Falling admission will be cancelled after the extended date for fee payment
3. I/We further agree that any action taken by the school on any matter concerning my child/ward will be final and binding on me.
4. I/We hereby give an undertaking that, if my child or our ward is admitted, I/We agree to withdraw my child/ward from the school if the Head Mistress/Principal finds the child's presence to be detrimental to the interests of the school of his/her progress in studies does not come up to the minimum qualifying marks/grades.

5. If my child/ ward is submitted. I undertake to have his/her home studies duly supervised and I/We will ensure that he/she leads a normal, healthy moral life as per the norms of the society and Islamic principles.
6. I/We hereby give an undertaking that is the conveyance point, timing, or route. Is not suitable for my child/ward. I will withdraw from the conveyance facility and send the child/ward on my own.
7. If I/we withdraw my child/ward during the academic session, I am aware that as per the rules, I will have to pay the school fees for the whole year, irrespective of the date of withdrawal and I hereby undertake to do so.
8. If I/We discontinue my child/ward from school without any intimation, I will not stake any claim on the fees including Conveyance and Security Deposit.
9. I/We hereby certify that the information given in the admission Form is complete, true, and to the best of my/our knowledge and belief.
10. I/We understand that misrepresentation of admission of facts will justify the Denial/Cancellation of Admission.
11. As the School syllabus is based on Islamic values and activities I/we have not any kind of objection regarding my child's involvement in those studies or activities.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ Month \_\_\_\_\_ Year

\_\_\_\_\_  
*Signature of Guardian*