



## SRI AUROBINDO PUBLIC SCHOOL

SAI ROAD, BADDI (CBSE Affiliation .No: 630089)

Website: [www.aurobindoschoolbaddi.org](http://www.aurobindoschoolbaddi.org)

Email ID: [schooloffice@sapsbaddi.in](mailto:schooloffice@sapsbaddi.in)

### ADMISSION POLICY

#### ENTRY CLASSES

- i. Entry classes are Nursery, IX and XI. Announcement for admission is notified through advertisement in local newspapers, School ERP message and School website in the first week of January.
- ii. The school website is regularly updated for information regarding online registration and submission of documents. Parents should visit the website for information related to admission and Fee structure.
- iii. **Print out of registration forms duly signed by parents, along with all listed documents should be physically submitted to the School Office within the window period as notified.**
- iv. Admission request will not be considered if the registration form and documents are not submitted to the Office or the data is incomplete/wrong.

#### OTHER CLASSES

- v. LKG–Class VIII – Admission will be based on the availability of seats. Admission will be strictly on merit (based on assessment of learning outcome prescribed by National Curriculum Framework).

#### DIRECT ADMISSION TO CLASSES X/ XII

- vi. As per CBSE guidelines and availability of seats. Request for application should be sent to [schooloffice@sapsbaddi.in](mailto:schooloffice@sapsbaddi.in) with soft copy of relevant documents. No admission request will be considered after the window period provided by CBSE.

#### TRANSFER CASES DURING MIDSESSION

- vii. Admission will be strictly on the availability of seats.
- viii. Request for application should be sent to [schooloffice@sapsbaddi.in](mailto:schooloffice@sapsbaddi.in) with relevant documents.

- ix. Date of assessment/ entrance test will be informed after submission of required documents.
- x. Admission will not be considered till UDISE updation of previous school is confirmed online.

#### SIBLINGS APPLYING FOR ADMISSION

- xi. Having a sibling already studying in SAPS does not guarantee admission to a candidate.
- xii. Admission of the candidate is subject to his/her ability to meet learning outcomes assessed by the School.
- xiii. Positive general conduct, favourable holistic record of the sibling and cooperation of the family with the School in the overall development of the sibling will be considered.

#### EWS (BPL) ADMISSION

- xiv. Admission to EWS category is as per the RTE ACT.

**Important Note Regarding School Transport Facility: Students who have to avail School transport facility should apply separately. Allotment of seats (on a sharing basis) is carried out based on the availability of seats on the respective route. Granting admission is no guarantee for seat allotment in buses.**

### **ADMISSION PROCEDURE**

#### **GENERAL INSTRUCTIONS FOR ALL CLASSES**

- a) The exact date of availability of Online registration form will be notified through newspaper advertisement in first week of January.
- b) Parents should visit website - [www.aurobindoschoolbaddi.org](http://www.aurobindoschoolbaddi.org) for the registration link.
- c) Registration is only accepted online.
- d) Submission of Registration Form is not a guarantee of admission.
- e) **Printout of the Registration Form duly signed by the parents should be submitted along with other documents to the school office to complete the registration process.**
- f) If the candidate's name appears in the merit list, parents should collect Fee Booklet from the School Office on the date given for interaction. Fee should be deposited within 7 days of the issue of Fee booklet.

- g) In case fee is not deposited within the given date, admission remains cancelled.
- h) The entire process of admission is transparent and no donation or recommendation is accepted for admission.**

### 1. NURSERY (ENTRY POINT)

**Eligibility:** Minimum age 3+ years as on March 31 of the session applied for. Children born on April 1, will also be considered.

**Age criteria is not flexible.**

**The total seats available are 80.** Percentage of seats is fixed for different categories; lots will be taken only if the number of applicants is more than the seats reserved in each category. Lots will be prepared category- wise.

1. Category A – Vardhman Employee Wards - 20 seats
2. Category B – Siblings - 16 seats
3. Category C – General – 24 seats
4. EWS – As per RTE Act

#### 1.1 REGISTRATION FOR CLASS NURSERY

- a) Online portal for registration will open on **15 January (09:00 a.m.)** in the School website - [www.aurobindoschoolbaddi.org](http://www.aurobindoschoolbaddi.org).
- b) All fields of the online form should be filled before submission.
- c) Names (candidate's and parents) should be entered in Block letters. Name entered while registration will appear in all documents issued by the school later. Therefore, spelling and spacing between names should be double-checked.
- d) Recent photograph (taken within last two months) of the candidate should be uploaded.
- e) Soft copies of photographs of both parents should also be uploaded.
- f) Once all details are filled, registration fee has to be paid online. **(Registration fee is non-refundable)**
- g) Printout of the registration form and fee receipt can be then generated.

## 1.2 DOCUMENTS TO BE SUBMITTED WITH REGISTRATION FORM

Self- attested copies of: -

- a) Birth Certificate issued by the concerned authority, attested by the Parent.
- b) Aadhar card of Child
- c) Aadhar Card of Father
- d) Aadhar Card of Mother

## 1.3 SUBMISSION OF PRINT OUTS OF COMPLETE REGISTRATION FORM (NURSERY)

Last date of submission of printouts of duly filled and completed registration form along with documents mentioned in Sr. No 1.2 in the school office is **10 February (during school hours).**

## 1.4 A REGISTRATION FORM WILL BE REJECTED IN CASE IF IT IS:-

- a) Incomplete
- b) Wrong information is furnished
- c) Non submission of any document as required in Sr. No.1.2.

Only one form per candidate will be accepted.

## 1.5 INTERACTION WITH PARENTS AND DRAW OF LOTS

- a) Parents should submit the filled in registration form along with documents mentioned in Sr. No 1.2. to the School Office within the window period.
- b) Date of interaction with parents will be informed through SMS/ email. Documents submitted will be verified during interaction.
- c) No assessment or screening is conducted. Admission to Class Nursery will be based on draw of lots. **Lots will be prepared with name of applicant whose registration process is complete and all documents submitted to Office have been verified and found eligible.**
- d) **Applications rejected due to any reason as mentioned in Sr. No 1.4 (incomplete application, furnishing wrong information or non-submission of any document as required in Sr. No.1.2.) will not be part of draw of lots.**

- e) **Lots will be prepared category-wise and draw of lots will be conducted only if the applications in respective category exceeds the reserved number of seats.**
- i) List of selected students after draw of lots will be placed on the School Notice Board and School website. School will not send separate SMS or email to notify selection.
- j) Waiting list of 5 students will also be displayed. Waiting list will be updated in case of withdrawals and if the number of students fall short in Category 1, 2 or 3.
- k) **No second draw will be conducted under any circumstances.**
- l) After the updation of waiting list, if any vacant seats arise, they will be filled at the discretion of the Management. Management's decision will be final.
- m) **Name of the student appearing in merit list after draw of lots does not guarantee School Transport facility. In case bus transport is not available to the route or seats are not available, parent should make their own arrangement to pick and drop the child. No request in future for new stoppages or routes will be entertained.**

## 2. ADMISSION TO CLASS LKG TO VIII

**(Based on the availability of seats)**

### 2.1 REGISTRATION

- a) Admission portal in the website [www.aurobindoschoolbaddi.org](http://www.aurobindoschoolbaddi.org) will be open from 26 February, as per the availability of seats.
- b) All fields of the online form should be filled before submission.
- c) Names (Candidate's and parents) should be entered in Block letters.
- d) Names (candidate's and parents) should match with the supporting documents - Transfer Certificate of the school last attended and Aadhar cards.
- e) Recent photograph (taken within last two months) of the candidate should be uploaded.
- f) Soft copies of photographs of both parents should also be uploaded.

- g) Last date of submission of printouts of registration form and documents duly signed by parents/ parent (In case of single parent) in the School Office is 09 March (during school hours).
- h) Date of Assessment of Learning Outcomes (LKG – Class II)/ Entrance Test (Class III – VIII) will be notified as and when documents as per 2.2 is submitted to the School Office.

## **2.2 DOCUMENTS TO BE SUBMITTED WITH REGISTRATION FORM**

### **Original documents required:**

- a) Report card of the last attended class / last attended school duly signed by the Principal of the previous School. (Will be returned after verification)
- b) Character Certificate signed by the Principal of previous school. (Class VI And above)

### **Self- attested copies of :-**

- c) Report card of the last attended class / last attended school duly signed by the Principal of the previous School.
- d) Category Certificate (caste, minority or any other document as applicable to the child).
- e) Aadhar card of child
- f) Aadhar card of both parents.

## **2.3 REGISTRATION FORM WILL BE REJECTED IN CASE IF IT IS:-**

- a) Incomplete
- b) Wrong information is furnished
- c) Non submission of any document as required in Sr. No.2.2.
- d) Only one form per candidate will be accepted.

## 2.4 MERIT LIST AND GRANT OF ADMISSION

- a) Merit List will be prepared on the basis of Assessment of Learning Outcomes/ Entrance Test.
- b) Merit list will be placed on the School Notice Board and School Website on the 7<sup>th</sup> working day of Assessment/ Entrance Test.
- c) Parents of selected candidates should collect Fee booklet from the School office as notified on the merit list.
- d) Admission will be granted only on submission of Fee within 7 days of issue Fee booklet and original Transfer Certificate, in case the child is short listed on merit.

## 3. ADMISSION TO CLASS X /XII

### (DIRECT ADMISSION, STRICTLY AS PER CBSE SOP)

Documents to be submitted/attached with application form

#### **Original documents required:**

- a) Report card of the last attended class.
- b) Transfer Certificate
- c) CBSE Registration Slip duly attested by the Principal of school last attended
- d) Character Certificate signed by the Principal of school last attended.

#### **Self Attested Copies of:-**

- e) Copy of Aadhar card of child
- f) Copy of Aadhar card of both parents (self attested).
- g) Category Certificate (caste, minority or any other document as applicable to the child).
- h) Two passport size recent photographs each of child, and parents
- i) Copy of transfer order of the Parent, proof of change in address as applicable

Please refer to Standard Operating Procedure (SOP) for admission of classes X and XII. Admission to Class X and XII (direct Admission) is provisional and confirmation will be only given after approval from CBSE. Parents should read the SOP for direct admission issued by CBSE carefully before applying.

#### 4. ADMISSION TO CLASS IX AND XI - ENTRY POINT

##### **(STRICTLY ON MERIT)**

- a) Admission portal in the website [www.aurobindoschoolbaddi.org](http://www.aurobindoschoolbaddi.org) will be open from January 15.
- b) Last date of submission of printouts of registration form and documents duly signed by parents/ parent (In case of single parent) in the school office is **15 March (during school hours)**. Date will be extended in case of availability of seats.
- c) Date of entrance test along with admit card will be issued on submission of printout of registration form and documents mentioned in Sr. No 4.2
- d) Merit list will be displayed on School notice board and website within a week.
- e) If the candidate's name appears in the list, parents should collect Fee Booklet from the School Office. Date for collecting fee booklet will be notified on the merit list.
- f) Fee should be deposited within 7 days of the issue of the fee booklet.
- g) No donation or recommendation is accepted for admission
- h) Admission for XI will be on provisional basis. Admission will be confirmed only after submission of Original Mark Sheet within 10 days of declaration of result by the Board. (CBSE or State Boards).
- i) Students of Sri Aurobindo Public School should re-apply for admission to Class XI with their subject preferences. (Admission fee will not be applicable to students already studying in SAPS). Subject allotment will however be based on performance in the Subjects applied for in half yearly assessment/ pre-board and aptitude test conducted by Counselling cell.
- j) Students' track record of compliance to code of conduct and approach towards School activities will be considered during readmission. Students who have been issued yellow card for breach of School code of Conduct, will not be considered for Class XI.

#### 4.1 SUBJECTS OFFERED IN CLASS XI/ XII.

- English
- Computer Science
- Physics
- Chemistry
- Biology
- Mathematics
- Business Studies
- Accountancy
- Economics
- History
- Political Science
- Physical Education
- Entrepreneurship
- Yoga

#### 4.2 DOCUMENTS REQUIRED DURING ADMISSION: -

##### **Original documents required:-**

- a) Preboard /Half Yearly result card
- b) Transfer Certificate
- c) Character Certificate signed by the Principal of the school last attended.

##### **Copies attested by the Principal of school last attended.**

- d) Class VIII/ X Mark sheet (after the Annual/ Board result are declared).
- e) Category Certificate (caste, minority or any other document as applicable).
- f) Copy of Board Registration Slip/ Admit Card

**Self-attested copies required:-**

- g) Copy of Aadhar card of the candidate and both parents attested by the parent.

**4.3 REGISTRATION FORM WILL BE REJECTED IN CASE IF IT IS:-**

- a) Incomplete
- b) Wrong information is furnished
- c) Non submission of any document as required in Sr. No.4.2.
- d) Only one form per candidate will be accepted.