



**SRVS (CBSE)**

**NATIONAL HIGHER SECONDARY SCHOOL, KARAIKAL.**

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**SCHOOL ADMISSION POLICY**

**2024 -2025**

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## **1. Admission policy statement**

SRVS National Higher Secondary School, Karaikal prides itself on its commitment to diversity and inclusion, fostering an educational environment that celebrates and respects the varied cultural, socio-economic, and individual differences within our student community. Our admissions policy is structured to welcome students from diverse backgrounds and curricular programs. We evaluate applicants based on academic achievements, potential contributions to our dynamic learning environment, and alignment with our school's values and principles.

At SRVS National Higher Secondary School, diversity is cherished as a core strength, and we strive to create an inclusive atmosphere where students feel valued, respected, and supported. Regardless of race, ethnicity, religion, or gender identity, we provide an equitable admissions process that offers every aspiring student a fair opportunity. Our commitment extends to ensuring an open and accessible admission process that accommodates students from various cultural and socio-economic backgrounds, fostering an inclusive and enriching educational experience.

Furthermore, we recognize and accommodate the unique needs of students with diverse learning requirements. Our institution is dedicated to providing comprehensive support and necessary accommodations for students with special educational needs, ensuring an inclusive learning environment that nurtures every student's growth and success. SRVS National Higher Secondary School remains steadfast in its dedication to fostering a diverse, inclusive, and welcoming community where each student's individuality is embraced and celebrated.

### **❖ School Mission Statement**

At SRVS National Higher Secondary School we aim to provide holistic education which encourages our learners to become inquirers for life. Our independent and wise learners work together challenging themselves with rigorous academics and assessments, to create and sustain a world that is caring, open-minded, balanced and peace-loving by thinking globally and acting locally.

### **❖ School Philosophy**

At SRVS National Higher Secondary School we strongly believe in augmenting the teaching-learning experience of our learners, by delivering an enriching and edifying program.

We consider it our responsibility to nurture in our young minds self-discipline, mutual respect, compassion, open mindedness and moral conviction. We know that the learning process is a culmination of positive energies, satisfying natural curiosity and excelling in life. At the same time, authentic learning is purposeful when it helps students grow morally, spiritually and emotionally as well physically and intellectually within a diverse community.

Quality education is supported by a collaborative effort between home and school. Parents are encouraged to become active participants in all school activities.

Our school is committed in kindling the young minds to develop into analytical, well-informed, insightful and ethical global citizens who will work together to create a sustainable and pacific world.

Our goal is to help our students inquire, imbibe and inspire in all spheres of life.

## 2. Non-discrimination:

SRVS National Higher Secondary School, embraces the diversity within our community. Our admission policy is designed to ensure that every student is treated with dignity, respect, and safeguarded against intimidation, discrimination, physical harm, or any form of harassment from other students or school staff. The school upholds equal treatment for all students, irrespective of gender, race, national or ethnicity, sexual orientation, or religion. This equality extends to providing access to courses of study, career guidance, preparation, qualifying examinations for further study, athletics, and co-curricular activities. In alignment with Board policy or host government directives, SRVS National Higher Secondary School accepts students with special needs for admission, provided that such cases can be accommodated within the available school resources, including physical space, trained faculty, and consideration for the impact on the training of other students.

## 3. Age Criteria and Grade Placement:

Applicants seeking admission to all grades at our school originate from diverse areas. Acknowledging the varied educational systems and enrolment practices related to grade names, calendar years, and grade progression criteria, the school adheres to relevant assessment criteria. The March 31<sup>st</sup> is the cut-off date and the grade placement protocol are employed to establish what we consider the most suitable classification for the social, emotional, and academic well-being of attending students. The placement of students into specific grades or sections primarily relies on two factors: age criteria and class size.

| Class       | Age by 1st of April of the Joining Year |
|-------------|---|
| Pre-Nursery | 1.5-2.5 Years                           |
| Nursery     | 2.5-3.5 Years                           |
| PP1         | 3.5-4.5 Years                           |
| PP2         | 4.5-5.5 Years                           |
| GRADE 1     | 5.5-6.5 Years                           |
| GRADE 2     | 6.5-7.5 Years                           |
| GRADE 3     | 7.5-8.5 Years                           |
| GRADE 4     | 8.5-9.5 Years                           |
| GRADE 5     | 9.5-10.5 Years                          |
| GRADE 6     | 10.5-11.5 Years                         |
| GRADE 7     | 11.5-12.5 Years                         |
| GRADE 8     | 12.5-13.5 Years                         |
| GRADE 9     | 13.5-14.5 Years                         |
| GRADE 10    | 14.5-15.5 Years                         |
| GRADE 11    | 15.5-16.5 Years                         |

|          |                 |
|----------|-----------------|
| GRADE 12 | 16.5-17.5 Years |
|----------|-----------------|

**Note:** The minimum age limit to appear for CBSE class 10th board exam is 14 years, that means the candidate must have completed 14 years of age as on 31st December of the year of examination.

#### **4. Admission Procedure:**

##### **❖ STAGE I – ENQUIRY STAGE**

Admission enquiries are received through telephone calls, e-mails, letters, visit to the school, online application and during promotion tours. The counselor explains the school's core principles, outlines the offered programs, and proceeds to the next step in the process.

##### **❖ STAGE 2 – REGISTRATION AND SUBMISSION OF DOCUMENTS**

The admission team issues the application upon the parent's request. Parents are required to fill the application form and pay a non-refundable registration fee. For successful completion of the application process, the candidate will have to upload the following documents:

- i Academic transcripts/report cards of prior to the class to which the student is seeking admission.
- ii A proof of age – 'Certificate of Birth'.
- iii Psychometric educational assessment reports (wherever applicable)

##### **❖ STAGE 3 - SCHOOL TOUR**

The school admission officer organizes a School Tour for parents. During the tour, parents are introduced to the infrastructure and facilities. An opportunity is provided to meet a coordinator/segment head to understand curriculum details.

##### **❖ STAGE 4 – ENTRANCE TEST**

Applications undergo scrutiny, and the admission team schedules an observation date for the applicant. The observation may involve play activities, academic assessments, written tests, or face-to-face interviews based on the criteria outlined for each grade/age. This assessment helps evaluate the child's learning skills and grade suitability or readiness. The observation records are analyzed by the academic team for each grade, and the school's decision regarding the candidate's admission is directly communicated to the parent by the admissions team. Parents are given a timeline to complete admission formalities. In cases of wait listing or grade-level readiness, the admission team communicates this information to the parents.

##### **❖ PERSONAL INTERVIEW**

On successful review of the documents, the candidate is required to take a Interview. The interview would be conducted by the coordinator of the candidate's class and the Principal of Counselling.

##### **❖ ADMISSION CONFIRMATION**

The admission is confirmed after the remittance of the admission fee and the allotment of the UID number. The documentation process of the admission procedure is complete with the submission of the following documents

- Original TC and conduct certificate

- Medical Form
- Admission Form
- Declaration Form
- Application for student admission
- Family and Guardian Record
- School Reference Form
- Covering Letter

At this point, the family becomes a part of the SRVS family and becomes eligible to receive updates from School.

#### ❖ **Post-admission**

- Post-admission, the school facilitates a smooth transition for the student and the family.
- Parent Orientation Programs, Front Bench meets, Parent Program connects, and Learning-to-Learn weeks are planned to help the student and family integrate into the school system.
- Once Admission is granted, parents are required to deposit the Fees and submit the following documents.
- Transfer Certificate in original. (For foreign students the school will require a letter from the principal of the last School attended stating the bonafide of the student along with the report of the last examination given).
- Photocopies of all achievement certificates in the field of Academics, Sports, Extracurricular activities.
- Photocopy of Passport if available. This is mandatory for foreign students.
- The admission documentation booklet must also be completed and duly signed by both Parents. It contains information which will facilitate smooth relationship between parents and the school.
- Once the Fee and documents are submitted, parents will receive an Admission Confirmation Letter through Call or E-mail, from the school. This will inform them about further formalities, to be completed, if any.
- School uniform and books can be brought from the Uniform shop and Book shop in the school. The book list is available with them.

#### ❖ **Admission Withdrawal**

The parents/ students who decide to withdraw at the end of the academic year must submit a written application 2 months prior to the curriculum co-ordinator(ACO). This will also enable the school to process the required documents relevant to withdrawal of the student. Otherwise, the first term fee will be charged and the school leaving certificate will be issued only after the school re-opens. The school leaving certificate will be issued, only if, a withdrawal form is prepared which verifies aspects such as return of library books, outstanding fees, forwarding address and if there has been any damage to property, it should be replaced and so forth. Fees once paid for the term will not be refunded. Fees paid in advance for the next term will be refunded provided relevant documents are attached. Leaving Certificate will be issued only after all clearance formalities are completed including the clearance of dues. Leaving certificate will be issued within 30 working days after the student leaves the school.

#### ❖ **Admission Cancellation**

In case parents wish to cancel their child's admission before scheduled last date of Admission for the academic year, a letter or email for cancellation must be sent. **The Admission Fees paid is not refunded under any circumstances as the same is spent in the admission process.** If the Student withdraws from the program prior to the start of the academic year, all tuition and term fees paid will be refunded only if and when all seats are occupied as per the form submitted by the school. In case the seat vacated cannot be filled by the school at the start of the academic year, the fees paid shall be forfeited in entirety by the parent and in case all vacated seats cannot be filled by the school i.e., the number of students withdrawing their admission exceeds the number of students replacing them, advance fees paid by the parents of the vacating students will be forfeited in entirety.

## **5. Entrance Test and Interview**

The screening and interview process for admission into different school segments vary to meet the personal needs of the students and program needs of the school.

### **❖ Entrance Test and Interview criteria for CBSE**

#### **For CBSE (Grade 1 to 10):**

Subjects: Math, Science, English, Hindi, Tamil.

Marks per Subject: Each subject is of 20 marks.

Total Marks: The total marks for the admission test are 100.

Duration: The duration of the test is 2 hours.

Passing Marks: The passing marks are set at 35 out of 100.

#### **For CBSE (Grade 11 and 12):**

Subjects: Math (40 marks), Science (30 marks), English (30 marks).

Total Marks: The total marks for the admission test for Grade 11 and 12 are 100.

Duration: The duration of the test is 1.5 hours.

Passing Marks: The passing marks are set at 36 out of 100.

#### **Additional Information:**

- The admission test aims to assess the candidate's proficiency in key subjects, ensuring a comprehensive evaluation of their academic capabilities.
- Candidates are expected to manage their time effectively during the test to complete all sections within the allocated timeframe.
- The test content is designed to align with the curriculum standards and expectations for each grade level.

## **6. Language requirements**

English is the primary language of instruction and communication across all grades in our school. However, as an SRVS school committed to fostering multilingualism for cultural identity and international-mindedness, we embrace linguistic diversity. In line with this commitment, students are required to take one foreign language, French, starting from Grade 6. While English remains the language of instruction in all grades (except during dedicated second language lessons), the inclusion of a foreign language from an early stage reflects our dedication to providing a comprehensive and globally-oriented education. Successful engagement with the curriculum in English and the chosen foreign language, ensuring students thrive in our school environment, continues to be a key consideration for admission.

## **7. The Nature of Inclusion at SRVS National Higher Secondary School**

The Access and Inclusion Policy at SRVS National Higher Secondary School is designed to elevate the standard of education for a diverse range of learners by offering a suitable and inclusive educational experience to all students. The primary objective is to cultivate an inclusive environment that is effective, friendly, welcoming, healthy, protective, and gender-sensitive for every learner. SRVS National Higher Secondary School aligns with the CBSE policy regarding students with learning support requirements and assessment access needs. In adherence to our Admission Policy:

The school accommodates students with learning and attention difficulties.

- Students with documented learning or attention difficulties undergo an interview conducted by the Learning Support Department and two senior administrative staff to ensure their compatibility with the school environment.
- Referrals for admission can also come from teachers or parents.
- SRVS National Higher Secondary School is dedicated to providing inclusive, holistic, and high-quality education to all candidates, including those with disabilities. The school admits students with mild to moderate dyslexia and dyscalculia under special provisions. Special academic accommodations are extended by the school based on proper documentation, as outlined in the Access and Inclusion Policy.

## **8. Orientation of parents and the students**

Given that the NEP programme for numerous parents and students, an introduction to the CBSE is facilitated through an orientation program followed by personalized counselling sessions.

Furthermore, an orientation session for both students and parents will be conducted to familiarize them with the CBSE Curriculum. Complementing this, various student workshops will be organized to assist students in making informed decisions about subject choices and comprehending curriculum expectations.

## **9. Review and implementation of the Admission Policy**

- The Principal, Coordinators, and Heads of Departments will collaboratively review the Admission Policy every two years in consultation with pedagogical leadership team.
- An integral part of the Orientation Programme, conducted on the first day of the academic session by the Head of School, national and international curriculum Coordinators, includes presentations on school policies, for parents, students, and teachers.
- All school policies are regularly communicated to teachers, students, and parents, and are accessible on the school website.

**(This document is a working document which will be reviewed from time to time.)**

## **10. Link with other Policies:**

The admission policy works in tandem with the other policies of the school.

### **The Language policy:**

The admission policy operates in conjunction with various other school policies to ensure a comprehensive approach to education. One such policy is the Language Policy, where student assessments provide valuable feedback to both students and parents, fostering the development of strategies for future learning. The consideration of home and family languages is integral to student interactions.

### **The Academic Integrity Policy:**

In alignment with the Academic Integrity Policy, the admission policy is intricately connected to principles of personal integrity and principled actions. To uphold academic integrity, students and guardians are required to sign a declaration form validating the authenticity of submitted documents and credentials. Additionally, any admission may be revoked if a student or parent is found guilty of providing false or misleading information.

### **The Inclusion Policy:**

The Inclusion Policy is another integral aspect, particularly for students with special needs. The school has a dedicated team of inclusion specialists who tailor assessments to meet the specific learning requirements outlined in Individual Development Plans (IDPs). These plans are collaboratively developed with input from parents, students, and teachers.

### **The Assessment Policy:**

Furthermore, the admission policy is closely intertwined with the Assessment Policy. The primary goal of the assessment policy is to diagnose the learning needs of students. The gathered information is shared with teachers to facilitate the collection and analysis of data about student learning. This process aids in identifying students' knowledge, understanding, and abilities at different stages of the learning journey. Teachers are expected to use assessment results to inform their planning of subsequent learning experiences.



## 11. Annexure:

### ❖ Requirements Prior to Admission

To finalize the placement for a particular student candidate, the following criteria should be fulfilled:

The application to be filled with relevant details.

- The admission fee paid as per date lines.
- All relevant documents submitted to the admission office.
- Birth certificate of the child
- 2 passport size photographs of the child
- 2 passport size photograph of parent each
- Last three years' class records (if required)
- Immunization/ vaccination reports
- Transfer certificate
- Letter to parents on the consent and confirmation of admission.

## FORMS

### ❖ Admission Enquiry Form:

Please visit School official website and fill the Enquiry Form

Step 1: Visit website <https://www.srvskaraikal.in/>

Step 2: Click on **ADMISSIONS** and Fill the form below.

❖ Admission Registration Form:

Classes I to X

**SRVS**  
 NATIONAL HIGHER SECONDARY SCHOOL, DHARMAPURAM,  
 KARAIKAL - 609 602. PHONE: 04368 - 228221

**CBSE**

OFFICE USE  ADMISSION NO.

APPLICATION NO.

ADMISSION DATE

ADMISSION SOUGHT FOR

1. AFFIX RECENT PASSPORT SIZE PHOTO

SIGNATURE OF THE PRINCIPAL

Fill details in English using capital letters.  
 Read carefully the instructions and fill details  
 Use black or blue ball point pen for filling details

2. NAME OF THE APPLICANT

3. DATE OF BIRTH  4. GENDER  5. BLOOD GROUP

6. RELIGION  7. NATIONALITY

8. COMMUNITY - GEN/OC  OBC  MBC  EBC  BCM  SC  ST  BT

9. AADHAAR NO.

10. CASTE

11. MOTHER TONGUE

12. SECOND LANGUAGE (FROM LKG) HINDI  TAMIL  FRENCH

13. THIRD LANGUAGE (FROM II STANDARD) HINDI  TAMIL  FRENCH

14. IDENTIFICATION MARK OF THE STUDENT

1.

2.

15. NAME OF THE FATHER

QUALIFICATION  OCCUPATION

CONTACT NUMBER

MONTHLY INCOME

16. NAME OF THE MOTHER

QUALIFICATION  OCCUPATION

CONTACT NUMBER

MONTHLY INCOME

17. ADDRESS FOR CORRESPONDENCE (DO NOT REPEAT NAME)

18. CITY

19. STATE  20. PINCODE

21. STD CODE  22. PHONE NO.

23. E-MAIL ADDRESS

24. NAME & ADDRESS OF THE SCHOOL LAST STUDIED

25. MODE OF TRANSPORT BY WHICH THE CHILD IS GOING TO BE SENT TO SCHOOL

SELF  SCHOOL

26. DECLARATION

I, the Parent (Father/ Mother) / Guardian of.....seeking admission to  
 ..... (class) hereby solemnly declare that the information furnished above is absolutely  
 true and that if it is found factually wrong at anytime after the admission, during his/her stay, in the school, I  
 shall abide by the orders for withdrawal of my son / daughter without any plea or protest.

Place :


Date :

Signature of the Father/Mother/Guardian

Note :

Forms with false/incomplete or vague information will not be considered. Please submit a xerox copy of the birth certificate, the original Transfer certificate and two passport size photographs along with the filled application.

# Classes XI & XII



## SRVS

NATIONAL HIGHER SECONDARY SCHOOL, DHARMAPURAM,  
KARAIKAL - 609 602. PHONE: 04368 - 228221

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OFFICE USE      **CBSE**

APPLICATION NO.

GROUP NAME

PERCENTAGE

ADMISSION NO.

LANGUAGE  T  F

SIGNATURE OF THE PRINCIPAL

1. AFFIX RECENT  
PASSPORT SIZE  
PHOTO

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Fill details in English using capital letters  
Use black or blue ball point pen for filling details

2. NAME OF THE APPLICANT (AS PER SSLC / CBSE MARK CERTIFICATE)

3. DATE OF BIRTH

4. GENDER  F  M

5. BLOOD GROUP

6. RELIGION

7. NATIONALITY

8. CASTE

9. COMMUNITY - GEN/OC  OBC  MBC  EBC  BCM  SC  ST  BT

10. MOTHER TONGUE

11. AADHAAR NO.

12. NAME OF THE FATHER/GUARDIAN

QUALIFICATION  OCCUPATION

CONTACT NUMBER

MONTHLY INCOME

13. NAME OF THE MOTHER

QUALIFICATION  OCCUPATION

CONTACT NUMBER

MONTHLY INCOME

14. ADDRESS FOR CORRESPONDENCE (DO NOT REPEAT NAME)

15. CITY

16. STATE  17. PINCODE

18. STD CODE  19. PHONE NO.

20. MOBILE NO.

21. E-MAIL ADDRESS

22. NAME & ADDRESS OF THE SCHOOL LAST STUDIED

23. ORDER OF PREFERENCE (MENTION THE GROUP NAME)

FIRST CHOICE  SECOND CHOICE

24. DETAILS OF MARKS (ATTESTED XEROX COPY OF THE MARK SHEET SHOULD BE ENCLOSED)

| S.No | NAME OF THE EXAMINATION | YEAR OF PASSING | SUBJECT | MAXIMUM MARKS | SECURED MARKS |
|------|-------------------------|-----------------|---------|---------------|---------------|
|      |                         |                 |         |               |               |
|      |                         |                 |         |               |               |
|      |                         |                 |         |               |               |
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|      |                         |                 |         |               |               |
|      |                         |                 |         |               |               |

25. DECLARATION

I ..... Son / Daughter of ..... seeking admission to ..... hereby declare that the information furnished above is absolutely true and that if it is found factually wrong at anytime after the admission during my stay in the school, I shall abide by the orders of this school for withdrawal of my admission without any plea or protest.

Signature of the Parent/Guardian \_\_\_\_\_ Signature of the Applicant \_\_\_\_\_

Note :

Groups available in Higher Secondary

| S.NO | GROUP NAME                       | GROUP CODE | SUBJECTS  |
|------|----------------------------------|------------|---|
| 1.   | BIOLOGY                          | 2503       | Physics, Chemistry, Mathematics and Biology               |
| 2.   | COMPUTER SCIENCE                 | 2502       | Physics, Chemistry, Mathematics and Computer Science      |
| 3.   | PURE SCIENCE                     | 2608       | Physics, Chemistry, Botany and Zoology                    |
| 4.   | COMMERCE<br>COMPUTER APPLICATION | 2702       | Economics, Commerce, Accountancy and Computer Application |
| 5.   | COMMERCE<br>BUSINESS MATHS       | 2708       | Economics, Commerce, Accountancy and Business Maths       |