



Admission Form No. \_\_\_\_\_

Bhagini Seva Mandir Kumarika Stree Mandal's

**M. P. SHAH ENGLISH HIGH SCHOOL**

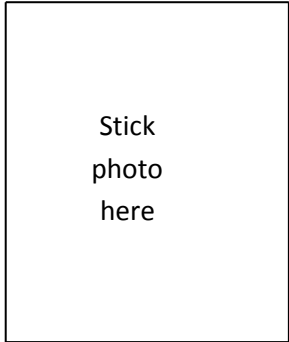
*learnt oday,  
lead tomorrow*

KANTABEN SHAH VIDYA NIKETAN,  
SAROJINI ROAD, VILE PARLE (WEST), MUMBAI 400 056.

**ADMISSION FORM**

Date of Admission \_\_\_\_\_ G.R. NO. \_\_\_\_\_

Receipt No. \_\_\_\_\_ Principal's Signature \_\_\_\_\_



IMPORTANT: - Please fill up all the information in CAPITAL LETTERS and strike out what is not applicable.

Student's Name : Mast./ Miss \_\_\_\_\_  
(Surname) (Name)

\_\_\_\_\_  
(Father's Name) (Mother's Name)

Date of Birth : \_\_\_\_\_ In words \_\_\_\_\_  
(In figures)

Place of Birth : \_\_\_\_\_ Nationality : \_\_\_\_\_ Religion : \_\_\_\_\_ Mother Tongue : \_\_\_\_\_

Residential Address : \_\_\_\_\_  
\_\_\_\_\_ Blood Group : \_\_\_\_\_

Residence Telephone No. : \_\_\_\_\_

School last attended : \_\_\_\_\_ Std. /Div. : \_\_\_\_\_

Address of the School : \_\_\_\_\_  
\_\_\_\_\_

Standard last Passed : \_\_\_\_\_ Year of Passing : \_\_\_\_\_

Standard in which admission is sought \_\_\_\_\_

Particulars regarding brothers/sisters (not cousins) studying at present in this Institute.

Full Name	Class	Division
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

Information about Parents	Father	Mother
Name		
Qualification		
Profession		
Designation		
Total Monthly Income (Rs.)		
Office Address		
Tel./ Mobile No.		

In what way you can help the school? Put a tick in the box provided.

Volunteer help in organizing :-

- |                      |                          |                                       |                          |
|----------------------|--------------------------|---------------------------------------|--------------------------|
| * Seminars in school | <input type="checkbox"/> | * Participation in PTA                | <input type="checkbox"/> |
| * Sports Day         | <input type="checkbox"/> | * Arranging Canteen facility          | <input type="checkbox"/> |
| * Field visits       | <input type="checkbox"/> | * Give expert talk in your profession | <input type="checkbox"/> |

I assure you that the information given above is correct and I will abide by the rules and regulations of the Institution.

Signature of Parent / Guardian

1. Original & attested Xerox copy of Birth Date Certificate of Municipal Corporation are essential for Std. I
2. School Leaving Certificate and Progress Card are essential for admission of Std. II onwards.



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## **RULES AND REGULATIONS**

### **ADMISSION RULES :**

1. Admission form must be duly and correctly filled.
2. Both the parents should accompany the child at the time of admission.
3. Parents of candidate who apply for new admission for Std. II and above, should submit the original School Leaving Certificate and Report Card of the last school attended.
4. Residence proof and Xerox copy of Aadhar Card is necessary.
5. Child seeking admission should be mentally fit to adjust to the normal School Curriculum. Minor ailments or medical problems must be informed.

### **FEE RULES :**

1. Fees once paid will not be refunded.
2. Fees must be paid by cheque only.
3. Fees should be paid at the time of admission.
4. Fees must be paid before the 15<sup>th</sup> of June, September, December and March for quarterly fee payment. Rs. 5 per day will be charged as late fees otherwise.
5. Fees must be paid irrespective of child's physical presence in school working days.
6. Parents will pay fees as stipulated by the School from time to time.

### **ACADEMIC RULES :**

1. Speaking in English is compulsory.
2. Languages offered in School are English, Marathi, Hindi & Gujarati.
3. Attendance is mandatory for all Parent's Meetings.
4. Computer Education begins from Sr. Kg. class.
5. It is mandatory to send your ward for remedial teaching before / after school hours as and when required.

### **SCHOOL TIMINGS :**

**Pre – Primary:** Nursery, Jr. Kg., Sr. Kg. :- ( Mon. to Fri) 10:00 a.m. to 1:00 p.m.

**Primary:** (Mon. to Fri.) 1:20 p.m. to 6:20 p.m.

**Secondary:** - (Mon. to Fri.) 7:15 a.m. to 1:05 p.m.

## **DISCIPLINARY RULES :**

1. Late coming to school will not be entertained.
2. Leave application for absence in school should be submitted to the Principal at least three days in advance.
3. Parent should meet the Principal with the medical certificate along with the application if the child is absent due to illness for more than three days. Leave of absence will be granted in emergency and genuine cases.
4. Student should come in complete and clean school uniform with neatly oiled and combed hair and polished shoes.
5. Students are expected to carry books and other requirements according to the timetable.
6. Parents should sign the report cards of their ward every term and check other details from school diary regularly.
7. Parents are requested not to visit the classes during class hours and only come with prior appointment after school hours.
8. Disciplinary action may be taken against a child for irregular attendance, careless or continuous weak studies, misbehaviour, or any other such action.
9. Attendance is compulsory on the first day after any holiday. If a student does not abide by the rule their names can be struck off from the attendance register.
10. Students are strictly forbidden to buy anything from the street hawkers. No student will be allowed to leave the school premises during recess or school working hours without Principal's permission.
11. Personal cleanliness and hygiene is mandatory.
12. Students should not litter the class or ground and see to the cleanliness of their school.
13. School timings may be changed as per the discretion of the Management.
14. Student or any member of his / her family suffering from any contagious disease should not come to school.
15. Damage done to the school property has to be borne by the respective student.
16. Students are not allowed to bring mobile phone, gadgets or any valuables to school.

## **SOCIAL RULES**

1. Parents are expected to become active members of the Parents Teachers Association of the school.
2. Every child shall participate in activities promoting his mental and physical development through sports, exercises, handicrafts, drawing, music, camps, trips, cultural festivals, exhibitions, and social work activities as self –help, cleanliness, and prayers within school or outside school such as interschool participation.
3. Parents will take follow up action after the recommendation by the school medical doctor.
4. The School Management at its own discretion can amend, delete or add to any of the above rules.
5. In case of any difficulty or query parent is advised to meet the Principal directly by prior appointment.

## **LEAVING CERTIFICATE**

1. Leaving certificate will be issued on written application from parents.
2. A month's notice is required before the withdrawal of the child.
3. Leaving certificate shall be refused to those who have not paid their fees.
4. The certificate will be issued four days after the submission of the written application if prior intimation is given.
5. All other rules and regulations will be mentioned in the school calendar.
6. No school transport is available and parents will have to make their own arrangement.

I have read and understood all the rules mentioned above and will abide by them.

Name of student : \_\_\_\_\_ Std. : \_\_\_\_\_

Signature : (Mother) \_\_\_\_\_ Father : \_\_\_\_\_