

# SILVER BELLS PUBLIC SCHOOL

A Senior Secondary, Co-Educational Institute  
Affiliated to C.B.S.E., New Delhi  
Kairana-Panipat Road, Shamli-247776

## APPLICATION FORM

**Principal**  
**Silver Bells Public School**  
Kairana-Panipat Road  
Shamli-247 776  
Uttar Pradesh

Form No. ....

### Application for Admission

Dear Sir,

I hereby apply for admission of my son / daughter to class.....in your School. His / Her particulars are given below:

Name (In capital letters): 

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Sex(✓): Male / Female

Category (✓): (General / OBC / SC / ST / Minority)

Date of birth: 

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 (In Words):.....

Previous School:.....Class Passed:.....

### Particulars of Parents:

Father's Name (In capital letters): 

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Profession:.....Mobile:.....

Mother's Name (In capital letters): 

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Profession:.....Mobile:.....

Address of Parents:.....

Address of Guardian:.....

### Particulars of Brothers / Sisters:

No. of Brothers / Sisters:..... Name 1. .... 2. ....

If School going which school and class they are studying in:

1. ....

2. ....

Any particular reason for seeking admission to Silver Bells Public School:

I hereby undertake:

1. To abide by, and to ensure that the candidate for admission will abide by, the Rules and Regulations of the school as may be in force from time to time, and
2. To pay the fee and other charges, if candidate is admitted to the School.

Date: .....

Signature of Parent / Guardian

## **Registration and Admission Procedure**

1. Age Criteria-A child should be 3 years of age on 1st April of the year for which the child is admitted to class Nursery. For classes higher than Nursery, the age criteria follow in a similar manner.
2. Admission is purely on merit and will be based on performance in the Entrance Test/Personal Interview of student
3. A list of candidates, who have successfully cleared the admission test, will be put up on the notice board. If a candidate, selected for admission, fails to deposit the admission fee and other charges by due date, his seat will be offered to the next candidate on the waiting list.
4. No part of the fee, once paid, is refundable at any stage.
5. Application form, duly filled in, is to be submitted to the school office before the last date. Incomplete application forms are liable to be rejected without any intimation.

## **Caution**

1. The school reserves the right to admit students who are found fit, based on the admission test and other related criteria. The decision of the Principal is final in all matters related to admission.
2. Although safety is our top priority, in case of any casualty with the student during excursion, tour or picnic, school will not be responsible.
3. There are no agencies or persons appointed by the school to help a child in admission.

## **Rules and regulation in case of Absence and Withdrawals**

1. 75% attendance is compulsory for all students to appear in the final examination held at the end of the academic year.
2. No leave is granted except on an application from parents or guardians for plausible reasons only.
3. Repeated absence without leave-application or unexplained absence for more than seven consecutive days renders the students liable to have their names struck off the rolls. Re-admission may be granted on payment of fresh admission fee only at the discretion of the Principal.
4. A student returning to school after suffering from an infectious or contagious disease should a doctor's certificate, permitting him/her to attend school.
5. Parents have to give a month's notice for withdrawal of their wards, failing which a month's fee in lieu of will be charged. A student can also be asked to leave the school on any of the following grounds:
  - a. Indiscipline
  - b. Unsatisfactory progress in work.

## **General Guidelines for Parents/Guardians**

- Parents must not enter classroom either to see their wards or to meet the teachers during class hours. They can only meet the teacher on PTA days or on prescribed days.
- They are required to co-operate with the school in its attempt to help their children progress by taking active interest in their work. They should check the 'student diary' of their wards to see if any notice, invitation etc. has been issued.
- They are required to inform the school if there is any change in their address/telephone number. Leave for half-day should be avoided, as far as possible, for security reasons.
- Children, when sick, should not be sent to school to attend classes.
- For any specific medical problems, the Parents must inform the School Authorities in the beginning of the session.
- The Parent's attention is drawn to the fact that criticism of a teacher of the school in the presence of a child causes the child to lose his or her respect for the teacher and will retard his or her progress.
- Any communication made by the parents should be addressed to the Principal.
- Parents should sign the progress report and return it to the concerned class teacher on every PTM.