



## NEW ERA SENIOR SECONDARY SCHOOL

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### STUDENT ADMISSION POLICY

#### 1) Purpose

To ensure a transparent, fair, and merit-based process for student admissions that upholds academic standards, complies with board norms, and reflects New Era's values.

#### 2) Scope

This policy applies to **all entry points** (Pre-School/Nursery, Std. I, and Std. XI) and **mid-year/other class** vacancies that arise due to withdrawals or transfers.

#### 3) Guiding Principles

- **Merit & Fairness:** Admissions granted on **merit** and subject to **vacancy**; the school **does not charge capitation/development fees** and discourages recommendations.
  - **Age-appropriateness & Fitness:** Age eligibility and **medical fitness** are required, as applicable.
  - **Board Compatibility:** CBSE alignment for specific classes/streams, and subject continuity where applicable.
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#### 4) Entry Points & Intake

- **Major entry points:** **Pre-School/Nursery, Std. I, and Std. XI.** Other classes are filled as **vacancies occur.**
  - **Annual admission cycle:** Notifications are issued on the school website; **Class XI** (Science/Commerce/Humanities) and **stray vacancies in Class IX** usually open as announced.
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#### 5) Eligibility Criteria (by Class)

##### 5.1 Pre-School / Nursery

- **Age:** As notified annually; e.g., an announcement referenced completion of **3 years by 31/05/2026** (illustrative—subject to the current year's circular).
- **Basis:** Admissions as per **committee recommendations** (school-cited practice for pre-school).

## 5.2 Std. I – V

- **Assessment Mode:** No written test for Std. I–V; interaction with teachers instead.
- **Documents:** Birth certificate and prior year's progress report (see Section 7).

## 5.3 Std. VI – IX

- **Entrance Test:** Written test in **English, Mathematics, and Science**, typically **90 minutes**.
- **Class IX:** Candidate should have **passed the third language** as per **CBSE norms**; ensure **subject alignment** with school offerings.

## 5.4 Std. X

- **Board Requirement:** Admission is restricted to students from **CBSE** (as specified by the school). **All subjects** considered in evaluation.

## 5.5 Std. XI (Science / Commerce / Humanities)

- **Streams Offered:** Science, Commerce, Humanities with specific subject combinations.
- **Internal Candidates:** Admission based on **previous academic performance** at New Era.
- **External Candidates:** **Written test**; **subject combinations** must match availability.

## 5.6 Std. XII

- **Board Requirement:** **CBSE only**; subject continuity required. **All subjects** considered in evaluation.

## 6) Selection Criteria & Weightage

The school states that admissions are **on merit** and **subject to vacancy**. This policy operationalizes “merit” with transparent components while honoring the school's published rules.

### A. For Pre-School / Std. I–V

- Teacher interaction (readiness, communication, foundational skills): **60%**
- Prior academic/portfolio (where applicable) & conduct (previous school note): **20%**
- Document completeness & age eligibility: **20%**

### B. For Std. VI–IX

- Written test (Eng/Math/Sci, 90 mins): **70%**
- Prior academic record & conduct: **20%**
- Document completeness (incl. 3rd language requirement for Class IX): **10%**

### C. For Std. X

- Prior CBSE academic record across **all subjects: 70%**
- Written/interaction (if conducted) & conduct: **20%**
- Document completeness & subject alignment: **10%**

### D. For Std. XI (Science/Commerce/Humanities)

- Internal candidates: **Previous performance** (Term/Board): **80%**; Stream-fit counseling/interaction: **20%**.
- External candidates: **Written test** (stream subjects) **70%**; prior record **20%**; documents/subject match **10%**.

### E. For Std. XII

- CBSE continuity + subject alignment (mandatory), previous CBSE performance: **primary basis**; vacancies extremely limited.

**Note:** The school reserves the right to grant admission. Any incorrect information may result in revocation.

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### 7) Required Documents (at Application & Admission)

- **Application Form** (prescribed; available at school office/website) and **acknowledgement slip**.
  - **Passport-size photographs** of the student.
  - **Birth Certificate** (Std. I) / **Age proof** (as applicable).
  - **Photostat copy of last exam result / previous year progress report**.
  - **Transfer Certificate (TC) / Migration** (where applicable for inter-school/board moves).
  - **Medical fitness** declaration/report.
  - **Service certificate** if parent is **VMC** employee (where applicable).
  - **Address & ID proofs** of parents (as per current-year instructions). (Process page indicates standard document checks; retain per office circular.)
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### 8) Admission Procedure & Timelines

1. **Notification & Availability:** Annual admission notices and "Apply Now" information are posted on the school website.
2. **Form Submission:** Submit the **prescribed application** with documents listed above (acceptance of the form **does not guarantee admission**).
3. **Shortlisting:** Lists of **shortlisted candidates** are displayed on the **school notice board/website** with test/interaction dates.

#### 4. **Assessment:**

- I–V: Interaction with teachers. VI–IX: Written test (Eng/Math/Sci, 90 mins). X & XII: All subjects; CBSE only. XI: Stream-wise test (e.g., Physics/Chemistry/Biology/Math/English for Science; English/Math for Commerce; English for Humanities).
5. **Selection & Offer:** Admission is **as per norms** and **subject to vacancy**; **merit list** published as per the date schedule.
  6. **Fee Payment & Confirmation:** Pay fees within the stipulated window to confirm the seat (no **capitation fee** is charged).
  7. **Onboarding:** Submission of original documents for verification and orientation details as communicated.
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#### 9) **Assessments: Syllabus & Format**

- For **Std. VI–XII** written tests, the **syllabus is available from the school office**; duration and subjects as specified above.
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#### 10) **Special Conditions & Transfers**

- **Subject Continuity:** For **Class IX/X/XI/XII**, ensure chosen subjects match **NESSS offerings**.
  - **Board Transfers:** X and XII admissions are limited to **CBSE** background students.
  - **Revocation:** Any **misrepresentation/incorrect information** may lead to **cancellation**.
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#### 11) **Fees & Financials**

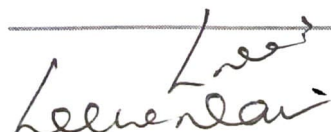
- The school **does not levy capitation/development fees**; admissions strictly **on merit**. Regular fee schedule applies as per class/stream.
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#### 12) **Communication Channels**

- Official updates: **School website & office**; parents may contact the office during notified hours.
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#### 13) **Compliance & Review**

- This policy will be reviewed annually or upon any update to **CBSE/state directives** or **school circulars** on admissions.
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Principal