SKYLARK ENGLISH MEDIUM SCHOOL

3 SATYEN BOSE ROAD, NAZIRGANJ, HALDAR PARA, HOWRAH - 711109
(Presently tie up with an affiliated I.C.S.E and I.S.C.E)
Nursery to Class X
9088913828/ E-mail : skylark.naz@gmail.com
Classes : LN/UN/LKG/UKG

ADMISSION PROCEDURE

Admission is conducted strictly on a merit basis. A candidate seeking admission has to apply along with the necessary documents addressed to the Principal along with the application form provided by the school. After the application for admission is processed, the candidate will be required to appear for a written test in **LN/UN/LKG/UKG -**

i)Colouring ii) Rhymes iii) General knowledge

Class 1 to 5

Test will be taken of i) English Grammar ii) Math iii) General Knowledge

followed by an interview. (Date and time for the same will be fixed by the office-in-charge.)

On completion of the above said procedure the candidate will be intimated by the Office-in-charge with regard to the confirmation of the admission and further procedures.

Kindly note that both the parents/legal guardians(s) must accompany the candidate for the interview. This is compulsory.

Candidates documents to be submitted along with the application form (photo copy self attested):-

1.Results of last class attended (if applicable)
First Term Result
Final Term Result
2. Fee Book Receipt (if applicable)
3. Caste certificate SC/ST/OBC (if applicable)
4. Certificate of Birth
5. Aadhar Card

Parents documents to be submitted along with the Application form (photo copy self attested any two)

1.Aadhar Card
2. Pan Card
3. Voter Id Card
4. Driving License
5. Passport
6. Any other government ID proof

DOCUMENTS TO BE SUBMITTED ALONGWITH THE ADMISSION FORM:-

1.Transfer Certificate (if applicable) (Original)
2. Character Certificate (if applicable) (Original)
3. Medical/Fitness Certificate (Original)
4. Migration Certificate (if applicable) (Original)

5. Recent Passport Size Photo of the Father, Mother, Guardian(s) and Child.
6. Recent passport size photo of the child
7. Recent (6 in X 4 in) family photo. (for office use only)

NB- (Children living with relatives other than parents must submit an authorization guardianship from the parents.)

Admission in the class applied for will only be considered confirmed on the Production of a pass/ Promoted result/ Report Card of the last school attended and Submission of all relevant documents. A Candidate's admission will be considered Provisional even if the candidate successfully passes the written examination, interview, and payment of necessary charges. In case of failure to produce result the admission stands revoked and cancelled.

Admission charges are non-refundable.

All photo copies will be verified by the office-in-charge at the time of admission.

All correspondence to the school must be addressed to

THE PRINCIPAL
SKYLARK ENGLISH MEDIUM SCHOOL
3 SATYEN BOSE ROAD, HALDAR PARA, NAZIRGANJ,
HOWRAH – 711109

The Principal reserves the right to cancel/refuse admission of any application without showing any reason thereof.
It is the due responsibility of the application to take care while filling up the forms correctly.
Overwritten forms will be rejected.
Admission charges are non refundable and doesn't include Session fee, monthly charges, books and uniform.
The Students age must conform to the table below on the 1st April of the Academic Year.

For Admission to	Age
Lower Nursery	2
Nursery	3
Lower K.G	4
Upper K.G	5
Class I	6
Class II	7
Class III	8
Class IV	9
Class V	10
Class VI	11
Class VII	12
Class VIII	13
Class IX	14

Admission charges are non refundable