

SUDESHA SCHOOL

Nakhkhu, Lalitpur

Part 1 Admission

Annex No. 1

Admission Criteria for Admission

1. To get admission in Sudesha School, the admission form needs to be taken from the reception.
2. After the form is filled, the student needs to appear in the examination.
3. The student must meet the academic entry requirements laid down for each class. The student needs to pass the entrance exam with satisfactory marks.
4. The students must be medically fit as per the prescribed school standards.
5. The students age for admission into a class, should be at least 2 years for PG and 5+ years for grade one.
6. The school may grant admission on the basis of previous school report card, written test or interview.
7. The school reserves the right to grant or refuse admission without assigning any reason.
8. Facility of admission without any test/ interview is for PG, Nursery class on the basis of parents and child interview.

Documents Required for Admission

1. Admission form duly filled.
2. 2 passport size photographs of the student.
3. Birth Certificate (Photocopy)
4. Photocopy of Report Card of last school attended.
5. Transfer Certificate from previous school.

Procedure for Admission

1. Obtain the prospectus and registration cum admission form from Sudesha School (8:00 am to 4:30 pm).
2. Submit the documents required for admission to the School (8:30 am to 4:30 pm). Please bring the child to be admitted at the time of submitting documents for a spot interview and written test.
3. If the child is granted admission you are to pay the admission charges, annual charges and terminal fee and obtain fee receipt.
4. The result of entrance exam with satisfactory grade.

Note: Admission will be granted subject to the following conditions:

- a) All details being correctly filled in the Admission form.
- b) All documents required for admission being submitted.
- c) Full fee applicable being paid (fee once paid will not be refunded as per rules given in the admission form).
- d) The school does not accept any donation whatsoever for admission.

Thank You

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Annex No. 2

The Attendance Policy of Sudesha School

This policy is made for our students to bring effectiveness in the academic and other activities of the school. This helps to develop our student potentials and bring positive feelings towards school and be responsible to his/her studies.

Applicable to all the students

All the students of this school must be inside the school premises during the school hours i.e. 08:45 am to 04:00 pm. He/she is not allowed to leave the school compound for any reason unless he/she has prior permission from the concerned authority.

For any special leave, he/she needs to bring handwritten leave application with valid signature and cell number from parents. This application (should clearly state the reason for absence) must be approved by the level In-charge or the concerned authority of the school. If application is not submitted per day fine will be charged.

During the school hours, if the student wants special permission to leave school early for any reason, written request should reach the Principal or concerned authority before the commencement of another class on the same day.

Any student who is absent for more than 10 percent of the total number of working days in a term may not be eligible to take the tests or exams for that term. These include excused as well as unexcused absences but special provisions can be made for the students with illness.

The school may call all the students or any particular class for the programs, events or occasions. These days are counted as the regular working day. The presence of the students is a must.

If a student continues to be absent for more than a week without giving information to the respective Level In-charge or concerned authority, his/her name will be struck off the rolls and the students has to be readmitted. The school will not arrange special tests or exams missed due to absence.

This policy is for the continual of students in daily learning journey. It does not have any biasness and sense of any disregard to freedom.

Sudesha School