



# J.B.LUDHANI GROUP OF SCHOOLS

J.B. LUDHANI HIGH SCHOOL / LUDHANI VIDYA MANDIR

(Evershine City, Vasai East.) / (Evershine Nagari, Vasai East.)

## STANDARD OPERATING PROCEDURE

### ADMISSION PROCESS

We offer quality educational experience and nurturing environment that fosters sharp learning skills. We are proud of the calibre of our staff and the work that they do. We are even prouder of the students with whom we work day by day.

At JBLGS we have strived to make our admission process as simple as possible to ensure that all prospective parents enjoy a stress free application experience.

#### Step 1: Admission Enquiry:

Admission Enquiry can be done by calling on the landline number at JBL - (Contact Person - Sushma Bhoir ) - 0250-2462374 / 2460074 / 7410027893 / LVM – ( Contact Person - Babita Tuscano ) 9764441461.

#### Step 2: Admission form.

Parent is requested to visit the school Reception Office, Purchase the school Admission form and fill up the required details of the student. Kindly carry one latest Passport size photo of the child and the parent along with self-attested Date of Birth certificate.

#### Eligibility criteria:

For any student to secure admission JBLGS, Vasai. The criteria for age for the academic year 2022-23 are as follows:

STD	COMPLETED
NURSERY	3 YEARS AS ON (31.12.2022 )
JR.KG.	4 YEARSAS ON (31.12.2022 )
SR.KG.	5 YEARS AS ON (31.12.2022)
1	6 YEARS AS ON (31.12.2022 )

### **Step 3: Form Submission.**

Fill the form details in the **CAPITAL LETTERS ONLY** and submit it along with the necessary documents.

#### **List of documents required at the time of admission:**

- ❖ Recent photograph of the child has to be pasted on the Application form ( passport size )
- ❖ Original Birth certificate (for Play group to Class I) Age limit having completed As per Govt. requirement. ( If not in English, kindly get it translated and approved by a translator)
- ❖ It is mandatory to submit, passed and promoted LC from previous school for student seeking admission from class Two onwards.
- ❖ Two photographs ( Parent )
- ❖ Fitness Certificate mandatory.
- ❖ Proof of Residence / Living Licence Agreement.
- ❖ Photocopy of Child's Aadhar Card
- ❖ Photocopy of Parent's Aadhar Card
- ❖ Photocopy of proof of residence- any 1 of the following (ration card / passport / driving license / election card)
- ❖ Photocopy of the latest mark sheet, if applicable
- ❖ Bonafide certificate for students seeking admission for Class II and above.
- ❖ Photocopies of all Achievement Certificates in the field of Academics, Sports, Extra Curricular activities.
- ❖ Submit the form along with all documents within 3 working days,
- ❖ The Admission documentation must also be completed and duly signed by both Parents. It contains information which will assist you in your relationship with the School.
- ❖ **Incomplete forms will be rejected.**

### **Step 4: School Visit & Interaction with the Principal**

Parents / Guardians are invited to visit the school campus to understand the culture and ethos of the Institution. A meeting can be scheduled with the Principal, so parents can have an interaction with the Head of the school, and address your queries.

#### **Step 5: Acceptance of Admission:**

- ❖ Students are admitted on First Come, First Served basis depending on seat availability after personal interview.
- ❖ Selected candidates will be required to make the fee payment within the stipulated time period.
- ❖ In all matters pertaining to admission, the decision of the Admission Committee will be final.
- ❖ Your ward will be allotted the Section / Division on the day of admission. The time table for your ward will be handed over to your ward by the Class Teacher on the school Re- Opening Day.
- ❖ It is mandatory for student to attend re-opening day of school for the Academic year 2022-23. In case of absenteeism, kindly inform the school Authorities well in advance. Fine will be applicable for Non – attendance of the student.
- ❖ A parent ID card will be issued to the parent. It is mandatory for parent to carry the ID card at every visit to the school.

**Step 6: Seat offered and payment of fees:**

- ❖ Once the above steps are satisfactorily completed, parents will receive an admission offer and may pay the applicable fees to confirm the admission.
- ❖ The admission is confirmed once the fee is paid.
- ❖ No refund will be applicable under any circumstances.
- ❖ Subject to availability, a seat will be offered. Admission conformation has to be done within 3 working days along with the necessary documents, and the fee payment as discussed with HM (Pending documents to be submitted latest by 30th June 2022)
- ❖ Admission will be considered provisional till all the required documents are submitted.
- ❖ No political parties are entertained for the admission process.
- ❖ Admissions are granted at the sole discretion of the Admissions Committee.

**Step 7: Parent Orientation Program:**

- ❖ A parent orientation program is scheduled before the beginning of the new academic session. This program will acquaint the parents with the Vision, Mission & Ethos of the school and our teaching, learning, philosophy.