



# INDIAN SCHOOL SOHAR

## GUIDELINES FOR ADMISSION

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1. An application for admission must be made on the prescribed form. It has to be duly filled by the parents who will be responsible to the Head of School for the pupil's conduct, punctuality, regular attendance, progress in school and payment of fees.
2. The form will be available at the school office in the second week of January. Form can also be downloaded from the school website ([www.indianschoolsohar.com](http://www.indianschoolsohar.com)). The form has to be submitted with the prescribed fee, at the school office with the required documents within a week.
3. Please read the guideline given and fill the form carefully. All the entries must be correct and must match with the details given in the passport.
4. Parents are requested to submit form, with all the relevant documents atleast five working days prior to the date of the test. **Incomplete forms will not be accepted. Attach a recent passport size photograph of the pupil in the admission form.**
5. Admission test notification will be displayed on the school notice board and school website by the second week of January.
6. A pupil must be three and a half years (as on April 1<sup>st</sup> of the Academic year) before he/she is admitted to the lower KG.
7. The pupil must be present on the allotted entrance test date as mentioned on the admit card.
8. If due to any emergency, the pupil is not able to attend the entrance test then, it should be informed to the school authorities.
9. The information should be sent to our email ID – “[admissiontoiss@gmail.com](mailto:admissiontoiss@gmail.com)” or a written application must be submitted with pupil's name, form no., class, date of examination and the reason, at the reception. Telephone calls will **NOT** be entertained.
10. In case of no information, form will be rejected & parents will have to submit a new form with a set of required documents.
11. In all such cases, new admission test date will be issued on the admit card.
12. A pupil may be given a written test in all subjects at the time of admission. The decision of the school authorities regarding the admission will be final.
13. The pupil must bring the following materials on the allotted date of the entrance test:
  - a. Admit card – compulsory for all.
  - b. For LKG, UKG, class I to IV – HB pencils, eraser and colour pencils.
  - c. For class V onwards – Blue pen, pencil and eraser.
14. The result of the entrance test will be published and displayed on the school notice board at the reception after **three working days**.
15. For admission test syllabus & other details, please check the school website “[www.indianschoolsohar.com](http://www.indianschoolsohar.com)”.
16. **Pupils coming from CBSE schools must produce a Transfer Certificate. For pupils other than CBSE School, Transfer Certificate should be countersigned from the authority controlling the school.**
17. **Admission is subjected to the availability of the seat.**