

Admission Procedure of GN World School

This is a co-educational institution. The policy of “first come first served” is followed. The School is open for students without any discrimination. Admission is granted purely on merit basis, recommendation and pressure tactics of any kind disqualifies the candidates.

A. Registration:

1. The form should be obtained from the school office only. No photocopy of the form will be accepted. No exchange of forms is permitted.
2. The duly filled forms should be submitted to school office within 3 days of obtaining the forms, with the following documents.
 - a. Recent photograph of the ward should be affixed on the form.
 - b. An attested copy of the date of birth certificate from the Municipality or certificate from the hospital issued at the time of birth.

Neither Affidavit nor kundali of date of birth is acceptable.

B. Admission:

1. Students are admitted to Nursery class on completion of 3 plus years as on 1st April of the year of admission.
2. For the higher classes add one year for each class.

C. Interaction:

1. The interaction date and time are intimated at the time of submitting the duly filled forms. During the interaction no academic tests are held. Interaction is held for the understanding of the child and guardians.
2. No pupil will be admitted without a transfer certificate from the last School attended and in no case shall a scholar be permitted to attend a class pending formal admission.

3. If pupil comes from an unrecognized school his admission can be had, only after his transfer certificate is counter-signed by the inspector of School.
4. The transfer certificate (T.C.) of a pupil coming from a school outside Uttar Pradesh State must be counter signed by the education authorities of the district, in which the school is situated.
5. A pupil joining School for the first time must produce satisfactory evidence of his date of birth as described under registration.
6. In case of late admission of a pupil, the fee from the beginning of the first term shall be charged, unless otherwise permitted by the principal.
7. Special attention must be paid to entering correctly the name and date of birth of the child. Subsequent changes in the date of birth or name will not be permitted.
8. Photocopy of the immunization certificate be attached with the admission form.
9. Admission is finalized after an interaction of the prescribed fees which, once paid, are not refundable.
10. Once the admission is finalised, the parents can proceed for payment of fees.
11. The fees once paid are not refundable.

D. Withdrawal procedure

1. Application for withdrawal of pupil must be signed by both the parents.
2. A transfer certificate (T.C) will not be issued until all the dues are cleared.
3. A fee of Rs.500/-will be charged for a transfer certificate, will be issued only after of notice for withdrawal is submitted (as mentioned in (i))
4. A months' notice in writing is required, before a pupil can be withdrawn. No, notice is accepted during the school vacation and in case of a withdrawal at this time; the fees must be paid up to the end of the quarter.

E. School Rules

1. Students must carry his/her almanac to school every day. It must have his/her photograph and identification information and signed by parents.
2. Students should be neatly dressed. The school uniform is to be worn on all working days. Strict action will be taken against students who do not adhere to the uniform norms of the school.
3. Prescribed color and style of uniform is only permitted.

4. Shirts should be properly tucked in.
5. Boys should cut their hair at regular intervals. No spikes or streaks are permitted. Girls should plait their hair if it is below their shoulder, short hair, should be neatly cut and pinned.
6. Students are expected to respect the property of others. This includes respect for school property. Damage done even by accident, should be reported at once to the class teacher or the principal. Any damage done will be made good by the one who causes it.
7. The school will not be responsible for the goods lost. It is advisable not to bring valuable articles like expensive watches, pens, mobiles, i-pods, cameras, pen drives, CDs to school.
8. Students are not to wear any jewellery to school (e.g. Chains, rings, bangles) Girls may wear only one pair of earrings or studs.
9. Students who come to school in the care of servants should never leave before the servant arrives. In case of delay, they should report to the school office.
10. Student should be polite wherever they go. Bullying and use of foul language is a punishable offence.
11. The school reserves the right to suspend or take disciplinary action against a student whose diligence/behaviour/respect to teachers and seniors is not as per school norms.
12. As far as possible, once a child has come to school, he/she should not be taken home on half day leave. No short leave will be granted under any circumstances on the weekly test days. In case the student writes the test, and then leaves, he/she will be marked absent for the day.
13. Students should get their report cards signed by their parents/guardians within five days of the receipt of the report card and return them to the class teacher, if lost, fine will be imposed.
14. Students are expected to maintain discipline while travelling in the school bus. If found misbehaving, the bus facility will be withdrawn with immediate effect.
15. The observance of rules of discipline of the school and good behaviour is an essential condition to a student's continuance in the school. In case a student violates the school rules or indulges in any form of indiscipline, strict action shall be taken against the student.

F.The School Fee Rules

1. The School fees including the transport fees are payable quarterly in advance by 20th of the first month of the quarter, i.e. April, July, October and January. A late fee of Rs.10/- per day will be levied for the late payment of the fees.
2. Parents should ensure that the admission number, class/section and the name of the students are duly entered on the reverse of the cheques in order to avoid inconvenience.
3. The School fees and Transport fees are subjected to revision at the discretion of the Management.

4. Fees once paid are not refundable.
5. The fees must be paid for the months during which pupil's name has been carried on in the register, even if the pupil has been absent during these months.
6. The fees for the term must be paid in full, even if the pupil leaves before the term is over.
7. No reduction of fee is due in account of mid-summer and winter holidays or the other vacations or temporary absence.
8. The children whose school fees fall into arrears over three months are liable to be debarred from formative and summative assessments and attending the school, until the fees are paid in full along with readmission fees, neither the reports nor transfer certificate will be issued ,till all accounts are fully settled.
9. Provision to make payments of the school and transport fees for the whole year in the first quarter also exists. For details contact the school office.
10. No student shall be allowed to sit for any of the examinations or assessment unless all dues of the school are paid up-to-date.