



ADMISSION FORM

NOONMATI PUBLIC HIGHER SECONDARY SCHOOL

Choonshali, Noonmati, Guwahati-20, Assam

CBSE BOARD

AFFILIATION NO : 230101 / SCHOOL CODE : 30080

Paste Student's
Photo Here

STUDENT'S NAME: _____

NPS ID: _____ **ADMISSION TAKEN IN** _____

STUDENT'S DETAILS

Male:

Female:

A) Date of Birth : _____ B) Blood Group : _____

C) Nationality : _____ D) Religion : _____

E) Identification Marks : _____ F) Mother Tongue : _____

G) Local / Permanent Add. : _____

PARENTS/ GAURDIANS DETAILS

A) Father's Name : _____

Education Qualification : _____ Contact No(s) : _____

Profession : _____ Annual Income : _____

B) Mother's Name : _____

Education Qualification : _____ Contact No(s) : _____

Profession : _____ Annual Income : _____

TRANSPORTATION

Bus Service Required for the Student? **YES** **NO**

If **YES**, then PICK UP POINT _____ & DROP POINT _____

If NO, then Mention name of the person dropping & picking up student to/ from school :-

Name : _____ Contact No(s) : _____

Local Add : _____ Relationship with Student: _____

EMERGENCY CONTACTS DETAILS: (Emergency contacts other than Parents/ Gaurdians)

Name : _____ Contact No(s) : _____

Local Add : _____ Relationship with Student: _____

GENERAL RULES AND CODE OF CONDUCT FOR STUDENTS:

- 1) School Fees must be paid by 12th of every month to avoid late fine of Rs. 5/- per day (Calculated on a daily basis from 13th day of the month, for which fees is to be paid, till the day the fees is paid)
- 2) Non Payment of school fees for more than 90 days consecutively will result in names being struck off from the School Register. In such case Re-Admission is mandatory at the discretion of the school management
- 3) School Fees has to be paid in cash only. Cheque / Demand Draft are not accepted.
- 4) Parents must confirm the need of School Bus Service at the time of admission. In the event of discontinuing the bus service and subsequently seeking to renew the bus service, bus fees for the discontinued period will have to be paid.
- 5) Parents are requested to check the Student's Diary of their wards daily in order to monitor their Academic & Behavioral Progress.
- 6) All students must come in proper school uniform and the house uniform will be worn by students on Saturdays & the day notified.
- 7) Students must be punctual for all classes and extracurricular activities.
- 8) When moving from one class to another, students must invariably move in a queue and be silent and not to disturb other classrooms.
- 9) Every student must possess the school diary and carry it to school every day. Students must bring the prescribed text books and note books to class, as per daily routine. No books other than the text books should be brought to school. Students are responsible for their Books, Pens, Tiffin Boxes, School Bags and these personal items must be marked with the student's full name.
- 10) The school gate will be closed exactly at 8.50 am every day. Late comers will have to report to the Discipline Teacher before being allowed to attend the class. No student will be allowed to leave the school before normal closing time, unless in case of sudden illness / accidents or family emergencies. The parents / guardians must come personally to collect the child or send a letter of authority duly signed in case of their ward has to leave with persons other than the parents.
- 11) This is an English medium school, speaking in English in the school and school premises is compulsory. Any violation of this rule will be dealt with firmly.
- 12) Students will board and get off at fixed bus stops. Parents are not permitted to change the bus stop without permission.
- 13) Students found misbehaving in the bus will be suspended from traveling in the bus.
- 14) In the event of there being no one to receive the child at the bus stop on the return journey, the child will be brought back to school and parents will be informed and the parents will have to collect the child from the school authorities.
- 15) Whilst the school stresses the importance of maintaining punctuality and regularity of the students, they should ensure that they are Punctual, Regular and Disciplined.

DISCIPLINE:

- 16) The school lays great emphasis on the behaviour of the students both in school and outside. Discourtesy to peers and teachers, use of slang language, unruly behaviour, vandalism in school premises or school bus, will not be excused. Such students will be warned to mend their ways and their parents / guardians will be informed. If there is no improvement in the behavioural pattern after the warning and counselling, he / she will be considered as a threat to the general conducive of the school and will be given Transfer Certificate.

Signature of Father / Guardian

Signature of Mother / Guardian

- 17) Valuable items and money should not be brought to school unless necessary. Money should not be borrowed or lent or articles exchanged between pupils. Students will not be allowed to purchase anything from the vendors which are outside School premises in the breaks.
- 18) Mobile phones & other electronic devices, unless permitted are not appropriate in school & must not be brought in. They will be confiscated where they are found. Lost & un claimed articles should be handed over to the school office immediately. All students are expected to carry out instructions of the Captain, House Captain & Class Captain.

WE EXPECT PARENTS, CARETAKERS AND VISITORS TO:

- 1) Respect the caring ethos of our school.
- 2) Understand that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- 3) Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.

In order to maintain a peaceful & conducive school environment the school will not tolerate parents, caretakers and visitors exhibiting the following:

- 5) Disruptive behaviour which interferes or threatens to interfere with the conduct of a class, functioning of the office or at any other area of the school ground including team matches.
- 6) Using loud or offensive language, swearing, cursing, using profane language or displaying temper.
- 7) Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parents / carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- 8) Damaging or destroying school property.
- 9) Abusive or threatening e-mail or text / voicemail / phone messages or other written communication.
- 10) Approaching someone else's child in order to discuss or chastise them because of the actions of his child towards their own child. (Such an approach to a child will be seen to be an assault on that child and may have legal consequences).
- 11) Smoking and consumption of alcohol or spitting while being on school property.
- 12) Should any of the above behaviour occur on school premises the school may feel it is necessary to contact the appropriate authorities and if necessary even ban the offending adult from entering the school grounds.
- 13) Any concern you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Head Teacher or Management so that they can be dealt with firmly, appropriately and effectively of all concerned.
- 14) We trust that parents and carers will assist the school with implementation of this policy & we thank you for your continuing support to the school.

NOTE

GUARDIANS MUST TAKE A NOTE OF THE INSTRUCTIONS IN THE SCHOOL DIARY AND MONITOR THEIR WARDS DAY TO DAY PROGRESS AND ENSURE THAT THEIR WARDS DO NOT VIOLATE ANY SCHOOL RULES

Signature of Father / Guardian

Signature of Mother / Guardian

DECLARATION BY PARENTS

We solemnly undertake and declare that:

1. We have gone through the General Rules, Code of Conduct for students as well as for parents mentioned above, in the Prospectus / school diary and will abide by them and will accept any disciplinary action including issuing of Transfer Certificate in the event of breach of any of them
2. The decision of the school managing committee / administration will be the final decision..
3. Shall accept cancellation of my ward's admission in case of wrong / incorrect information furnished,
4. We will extend our full co-operation to the school authorities.
5. School fees shall be paid according to the schedule of the fees payment. I understand and agree that the school can levy fine on delay in payment of fees.
6. The school authority has every right to take disciplinary action if my son / daughter / ward and myself indulge in indiscipline activities.

The information provided is complete and true to the best of my knowledge.

Signature of Father / Guardian

Signature of Mother / Guardian

Date

REQUIRED DOCUMENTS FOR RE-ADMISSION:

1. Photocopy & Original of Final Report Card of Last Attended School - 1 Copy
2. Passport size photograph of the student - 3 Copies
3. Photocopy & Original of ID PROOF of both parents/ Gaurdians (*Any of these:- Passport/ Driving license/ Pan Card/ Voter ID Card/ any Govt valid ID*)
5. Photocopy & Original of Parent's Residential Address (*Any of these:-Phone Bill / Electricity Bill / Rent & Lease Agreement*)

FOR ADMINISTRATOR'S OFFICE USE ONLY

Date of application Issued : _____

Admission taken on : _____

Signature of Administrator

Signature of Principal