



ANSAR ENGLISH SCHOOL PERUMPILAVU

STANDARD OPERATING PROCEDURE – ADMISSION

Ref No: AES/ADM/SOP/01

Process Name : Admission

Process Objectives:

The purpose of this Standard Operating Procedure (SOP) is to establish guidelines and procedures for the admission process within Ansar English School Perumpilavu ensuring fairness, transparency, and adherence to regulatory requirements.

Scope of the Process:

This SOP applies to all admission activities conducted within Ansar English School Perumpilavu for students seeking admission to various grades.

Process Owner : Ms Nameera K V

Process members :

A. Principal/Head of School:

- Overall responsibility for the admission process.
- Approval of admission criteria and procedures.

B. Vice Principal:

- Planning and implementing admission procedure.
- Co-ordinating admission process
- Delegating responsibilities related to admission.

C. Admission officer:

- Coordination and oversight of the admission process.
- Evaluation of applications and selection of candidates.
- Documentation of admission applications.
- Collaborating with the stake holders to improve admissions.

D. Administrative Staff:

- Handling inquiries from prospective students and parents.
- Assistance with application processing and documentation.

E. Teaching Staff:

7. For admission to KG and Montessori, an interaction of the candidate with a team of KG / Montessori teachers in the presence of both the parents is organized to record the level of physical, emotional and cognitive development of the child.
8. For admission to class 1, a skill test will be administered to determine the level of verbal and numeracy skills attained.
9. Children with special learning needs, abilities and challenges will be evaluated on a case-to-case basis and admission is granted if the child could be integrated with the mainstream, based on the school's available resources.

Admission Procedure

- Admission process for classes Pre-KG to 9 begins in the month of December.
- Parents can apply for admission of their wards in the form supplied from school office along with the prospectus or through the link in the school website, www.ansarschool.in
- Parents are given a tour of the school if desired by them after taking prior appointment.
- Should the parents wish to proceed with the admission, they need to detach the form from the prospectus and submit to the school office after filling in. Incomplete forms will not be accepted.
- Admission test will be done in the month of January, February & April.
- All registered parents will be informed about the date, time and other details of admission test through email.
- Admission test result will be declared in 2-days time. The result will be published in school website.
- Shortlisted students will be called for an interview with the admission team the details of which will be informed through email or phone call.
- The following documents are to be submitted at the time of admission:
 1. Original Birth Certificate along with a photocopy. The original certificate will be returned to the parent after verification.
 2. Three recent (Not more than 6 months) passport size photographs.
 3. T.C issued by the previous school and a Conduct Certificate (in the case of students for admission to Plus One (XI) from affiliated/ recognized schools).

UKG	4 years 6 months by 1 st June	5 years 6 months by 1 st June
I	5 years 6 months by 1 st June	6 years 6 months by 1 st June
II	6 years 6 months by 1 st June	7 years 6 months by 1 st June
III	7 years 6 months by 1 st June	8 years 6 months by 1 st June
IV	8 years 6 months by 1 st June	9 years 6 months by 1 st June
V	9 years 6 months by 1 st June	10 years 6 months by 1 st June
VI	10 years 6 months by 1 st June	11 years 6 months by 1 st June
VII	11 years 6 months by 1 st June	12 years 6 months by 1 st June
VIII	12 years 6 months by 1 st June	13 years 6 months by 1 st June
IX	13 years 6 months by 1 st June	14 years 6 months by 1 st June
X	14 years 6 months by 1 st June	15 years 6 months by 1 st June
XI	15 years 6 months by 1 st June	16 years 6 months by 1 st June
XII	16 years 6 months by 1 st June	17 years 6 months by 1 st June

2. performance in the proficiency test.
3. General conduct and behaviour /discipline.

Review And Implementation of Admission Policy

Principal, Vice Principal, Junior Principals and Heads of Departments to review the Admission Criteria in consultation with subject teachers once in two years.

Measurable indicators for process effectiveness

1. Google form responses
2. Proficiency test results
3. Admission statistics

Associated documents and records

1. Application forms
2. Prospectus
3. Proficiency test results
4. Interview schedule
5. Individual student files
6. Attendance sheets