



## ADMISSION POLICY

(Reviewed on April 2022)

The admission team welcomes all enquiries for enrolment and are happy to help parents with any queries, facilitate a tour of the campus or guide them to show the different practices happens at school.

### **Registration:**

Parents visit the School Front Office for Admission. Front Office Counselors will attend the enquiry by explaining all the necessary details like School Timings, Schedule of the day and the fee particulars of the concerned grade.

### **School Tour:**

We encourage parents considering enrolment at VIVA to visit the campus while school is in session in order to tour our facilities and experience the school atmosphere first hand.

During the visit they will have a chance to meet the Head of School and the teachers and the admissions staff will show them around the campus. School tours are scheduled daily

between 10 am to 5:00p.m. However, this needs to be scheduled via an appointment through the school front desk.

### **Facilities at VIVA:**

- 1) School provides Boarding and Semi Boarding facilities.
- 2) Students are admitted on **First Come, First served basis** depending on the vacancies.
- 3) Parents can interact with the **Principal, Director and the Program Heads (Coordinators)** for any furthermore information/queries if they require.
- 4) Applicants for Years 3-12 undergo an age appropriate assessment/ interaction which include Languages, Mathematics and non-verbal skills. These interactions do not require any prior content based preparation. Assessment will be conducted to give feedback to the parents so that school and the parent can work for the betterment of the child.
- 5) If the student standards are not appropriate to the grade level for which they he/she seeks the admission into, conditional admission will be granted by taking the **Undertaking Form** from the Parent which says that the parent is aware of the child's Academic standards before taking admission in our School and will cooperate with the school for the academic improvement of the child.
- 6) For confirming the admission, parent needs to fill the **Admission Form and sign.**
- 7) All the required documents need to be submitted during Admission.

### **List of Documents required during Admission:**

- 1) Date of Birth Certificate Xerox - 1
- 2) Aadhar Copy Xerox -1(Student, Father & Mother)
- 3) Transfer Certificate Original

- 4) Progress card of previous grade.
- 5) Passport size photographs of Student and parent.
- 8) Parents are made aware of the fee payment procedures.
- 9) Enrolment Age criteria sets as follows:

	Age as on before 31 <sup>st</sup> March
PP1	3+
PP2	4+
Grade 1	5+
Grade 2	6+
Grade 3	7+
Grade 4	8+
Grade 5	9+
Grade 6	10+
Grade 7	11+
Grade 8	12+
Grade 9	13+
Grade 10	14+
Grade 11	15+
Grade 12	16+

- 10) School provides Transport Facility to all the surrounding places. Students can avail this transport Facility.
- 11) GPS Tracking access will be given to the parents to track the Bus.
- 12) One, who is opting for Boarding facility has to fill and sign the (Parent and Student) Hostel Declaration Form.
- 13) The Parent and the student is made aware of the school's code of conduct.

### **CONCLUSION:**

We aim to enhance the quality of education for diverse learners by providing an appropriate and inclusive education to all the students which is effective, friendly, welcoming, healthy, protective and gender sensitive for all learners.