Lotus Petal Senior Secondary School

Admission Policy

1. **Objective: The Broad objective of this policy is as follows:**

   a. To ensure that the school provides admission to all sections of children from underprivileged backgrounds.

   b. To have a fair and transparent process of admission that is easy for parents and students.

2. **Purpose of this policy**

   This policy documents the guidelines, information, and procedures for all stakeholders for the execution of the admission process. The policy ensures a proper admission procedure with respect to each application received for admission without discrimination on grounds of disability, gender, religion or belief.

3. **Eligibility Criteria**

   3.1 Applicant's Age – As given in the table below

Grade	Age As on 31st March- Minimum age, Maximum age)
Nursery	3 + years – up to 4 years
LKG	4 + years – up to 5 years
UKG	5 + years – up to 6 years
Grade 1	6 + years – up to 7 years
Grade 2	7 + years – up to 8 years
Grade 3	8 + years – up to 9 years
Grade 4	9 + years – up to 10 years
Grade 5	10 + years – up to 11 years
Grade 6	11 + years – up to 12 years
Grade 7	12 + years – up to 13 years
Grade 8	13 + years – up to 14 years
Grade 9	14 + years – up to 15 years
Grade 10*	15 + years – up to 16 years
Grade 11	16 + years – up to 17 years
Grade 12*	17 + years – up to 18 years

   * No direct admissions in Grade 10&12

Lotus Petal Senior Secondary School

3.2   **Family Annual Income**

Underprivileged - Financially weaker section, socially backward (not covered under OBC/SC/ST Category), Uneducated parents (studied up to 12th or below**)**	**Rs. 5 lakhs** per annum or below
Economically Weaker Section (not covered under any of OBC/SC/ST categories)	**Rs.1.8 lakhs per annum** *25% of seats reserved for the entry class in this category
*****Others**: including the reserved category of OBC/SC/ST-	**Rs. 5 Lakhs** per annum or below

*This includes a single parent who is educated [may be a graduate], but annual earnings are below **5 Lakhs***

** Family Income includes the total earnings of the Father & Mother/ Guardian [or as applicable]*

4. **List of Documents Required for Admission**

Parents/Guardians are required to submit the following documents at the time of admission.

A. Mandatory Documents

1	Income Proof • Income Certificate of parent[s] **duly issued/approved by an SDM-level officer or equivalent competent authority**
2.	Bank Account Details: Any one of the following: • Bank account statement of parent[s] for the **last one year**, or • Bank passbook copy, or • Bank statement summary / first page of bank statement **Exception:** In a rare case, if the parent is unable to open a bank account, a **salary confirmation letter from the employer** stating the monthly salary may be submitted. *(Format to be provided by the school.)*
3.	Proof of Identity • Birth Certificate of the applicant student- issued by the Govt/Birth certificate issuing authority

Lotus Petal Senior Secondary School

4.	**Aadhaar Card copies of** • Father • Mother • Guardian (if applicable) • Applicant student
5.	**Photographs (Passport Size, White Background)** • Applicant student – **4 photographs** • Mother – **1 photograph** • Father – **1 photograph** • Guardian (if applicable) – **1 photograph**
6.	**Address Proof** *Local Residence Address Proof (Any one)* • Current rent agreement (if living on rent), **or** • Utility bill in the name of the parent **Exception:** In rare cases, a **letter from the landlord** confirming the family's residence at the given address and duration of stay may be accepted.
7.	**Permanent Residence Address Proof** • Valid document in the **name of the parent**
8.	**Academic Records** • Report Card of the previous school (mandatory for **Class 3 and above**) • **Transfer Certificate [TC]** for classes 4 and above or a letter from the school [in case of non-affiliated school] that says that the applicant was a student of that school for the duration mentioned. • TC is mandatory for classes 9 and above

9.	**Health Report**
	• Health certificate including:
	    o Immunisation details
	    o Blood group information
	
	Issued by:
	• Government Hospital / Primary Health Care Centre / Recognised Private Hospital
	• Certified by a **qualified medical doctor registered with**:
	
	    o MCI (Medical Council of India) /
	    o NMC (National Medical Commission) /
	    o SMC (State Medical Council)

Lotus Petal Senior Secondary School

B. Optional / Case-Based Documents [if applicable]

11	1. Latest copy of Income Tax Return (ITR) *(May be requested on a case-by-case basis)* 2. Transfer Certificate (TC) from previous school (for classes 1 -3, Optional) 3. Affidavit [only when there is a discrepancy in the name as mentioned on the birth certificate and Aadhar card] 4. APAAR ID -Applicable for students migrating from other **CBSE** schools 5. Community Certificate *(if applicable)* • For OBC / SC / ST applicants • Issued by a local revenue authority **not below the rank of**: Tehsildar / Sarpanch / BDO (or equivalent)

5. Seat Reservation

Available seats are reserved as follows at the entry level – Nursery class.

S. No	Category	% of reservation
1	Ward of EWS* / War widows / Kashmiri Migrants	25%
2	Wards of Army / Defence / Police personnel	1%
3	Wards of Alumni** [Annexure 1]	1%
4	Wards of Staff *** [Annexure 2]	1%
5	Management Quota	1%
6	General Category	71%

EWS is a subcategory of people belonging to the Economy Based Un-Reserved Category, having an annual family income less than ₹5 lakh. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application and who do not belong to any category such as SC/ST/OBC across India. A candidate who does not fall under SC/ST/OBC and fulfils the EWS economic criteria are to be part of the EWS category.

Note: If there is any vacancy in any category, the same shall be filled from other categories, if available.