

# Application Form |

Please read the Guidelines for Applicants, which can be found at the back of the application form.

When complete please email the application form to: [saradavidyapith2018@gmail.com](mailto:saradavidyapith2018@gmail.com)

and post to: Admissions Team, Sarada Vidyapith, Basantapur, Ward No 17, Arambagh, Hooghly, West Bengal, PIN – 712601.

Telephone: 7063851550

## 1. PLEASE INDICATE THE ACADEMIC LEVEL YOU WISH YOUR CHILD TO JOIN

- Playgroup  
  Nursery  
  Lower KG  
  Upper KG  
  Class I  
  Class II  
  Class III  
  Class IV  
  Class V  
 Class VI

## 2. CHILD'S DETAILS (PLEASE COMPLETE IN BLOCK CAPITALS WHERE HANDWRITTEN)

First Name:

Middle Name (if applicable):

Surname:

Gender: Female  / Male

Date of Birth:

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  /   /

Nationality:

Aadhar No (optional):

Native Language:

Second Language Option:  Bengali /  Hindi

Address:

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 \_\_\_\_\_

PIN:

Email:

Tel. No:

Blood Group (if known):

Does the child have any physical disability?  Yes /  No  
 If yes, please complete **Section 6**.

Any other information about your child that you feel important to share with the school (Does your child have any major medical condition? If yes, please specify.):

Paste a recent coloured  
 passport size photograph  
 of the  
 child/candidate  
 (45mm x 35mm)

### 3. ACADEMIC HISTORY

Complete this section, if applying for entry to Class II or higher level.

Please list all subjects taken and write in chronological order. Continue on a separate sheet if necessary. Please provide copies of mark-sheets/certificates/transcripts for the most recently completed assessments.

Please note we always contact Headteachers for a report on a candidate's work and conduct. As an act of courtesy, please inform your child's Headteacher that you are applying for admission to our school for your child.

Level	Dates attended	Name and address of school	Subjects	Result

**4. PARENTS / GUARDIAN'S DETAILS****Parent 1**

Title:	First Name:	Surname:
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Email:	Tel. No:
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Address (if different from child's):

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PIN

Relationship with the child:	Occupation:
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Signature:	Date:
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**Parent 2**

Title:	First Name:	Surname:
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Email:	Tel. No:
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Address (if different from child's):

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PIN

Relationship with the child:	Occupation:
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Signature:	Date:
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**Guardian (if different from parents)**

Title:	First Name:	Surname:
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Email:	Tel. No:
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Address (if different from child's):

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PIN

Relationship with the child:	Occupation:
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Signature:	Date:
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Parent 1

Paste a recent coloured  
passport size photograph  
of Parent 1

(45mm x 35mm)

Parent 2

Paste a recent coloured  
passport size photograph  
of Parent 2

(45mm x 35mm)

Guardian

Paste a recent coloured  
passport size photograph  
of the Guardian (if  
different from parents)

(45mm x 35mm)

## 5. PERSONAL STATEMENT BY PARENTS OR GUARDIAN(S)

Please provide a personal statement that sets out your reasons for undertaking admission for your child in our school.

## 6. DISABILITY / SPECIAL NEEDS

This section of the application form will **not** be used for selection purposes.

Please specify from the list below if your child has any disability/impairments and/or medical conditions, which may in some way affect his/her studies or may require special facilities or treatment.

- A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- A mental health condition, such as depression, schizophrenia or anxiety disorder
- A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
- Deaf or a serious hearing impairment
- Blind or a serious visual impairment uncorrected by glasses
- A disability, impairment or medical condition that is not listed above

## 7. DECLARATION

I/we declare that the information on this form is complete and correct.

I/we understand and agree that incorrect presentation or omission of facts will justify the denial of admission, the cancellation of admission, or expulsion.

I/we understand that any offer of a place is subject to my/our acceptance of the school's terms and conditions.

I/we accept that if I/we do not fully comply with these requirements Sarada Vidyapith reserves the right to cancel my/our application.

I/we agree that Sarada Vidyapith may record and process the information contained in this form.

I/we accept that in spite of normal precautions taken by the school, if any mishap, accident or injury occurs during the period of my/our child's stay in the school, I/we will not hold the institution or any member of the staff wholly or partly responsible for it.

I/we accept that whilst my/our child is travelling to or from the school using the school bus, or during educational tours, excursions or in campus, I/we will not hold the institution or any member of the staff wholly or partly responsible for it.

I/we agree that if I/we wish to withdraw my/our child from the school, I/we will notify the school (i.e. Sarada Vidyapith) one month in advance by submitting a completed and signed Withdrawal Form at the school office.

Signature of Parent 1:	Date:
Signature of Parent 2:	Date:
Signature of Guardian (if different from parents):	Date:

If you are completing the application form electronically, please type your full name into the signature space.

### APPLICATION CHECKLIST

Please check that you have included the following documents for your application:

- Completed and signed Application for admission Form
- Personal Statement by parent/guardian (complete Section 5 of the Application for admission Form)
- Photocopy of the Birth Certificate of the child (this should be attested by one of the parents or guardians)
- Self-attested photocopy of the Voter Identity Card or Aadhar Card or Passport or any other residential proof of each parents and/or guardians
- Photocopy of the past academic results of the child (required only for admissions to Class II or higher level)
- Transfer Certificate of the child in original (required only for admissions to Class II or higher level)
- Two identical copies of coloured recent passport size photographs (measure 45 millimetres high by 35mm wide) of the child and each parents and/or guardians. Photos must have been taken within the last three months.

### FOR OFFICE USE ONLY (ADMISSION DECISION)

#### Document Checklist:

- Received completed and signed Application Form
- Personal Statement by parent/guardian included
- Received photocopy of the Birth Certificate of the child (this should be attested by one of the parents or guardians)
- Received self-attested photocopy of the Voter Identity Card or Aadhar Card or Passport or any other residential proof of each parents and/or guardians
- Received photocopy of the past academic results of the child (required only for admissions to Class II or higher level)
- Received Transfer Certificate of the child in original (required only for admissions to Class II or higher level)
- Received Two copies of coloured recent passport size photographs of the child and each parents and/or guardians

ACCEPT

ADMISSION DATE:

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REJECT

CONDITIONS:

ADMISSIONS STAFF:

ADMISSIONS STAFF SIGNATURE:

DATE:

## Guidelines for Applicants

Please read this section carefully. We aim to process your application quickly and efficiently. Most delays can be avoided by following the information given below.

The information you give us on your application form will be used in accordance with the School's Data Protection Policy.

### 1. Level

Please indicate the academic level or standard or class at which you wish your child to join our school.

### 2. Personal details

#### Address

This address and email address will be used for all correspondence unless an alternative is provided. Select either Bengali or Hindi as the second language for your child.

### 3. Academic history

Complete this section, if applying for entry of your child to Class II or higher level.

Please list all subjects taken by your child in previous schools or institutions and write in chronological order. Continue on a separate sheet if necessary. Please provide copies of mark-sheets/certificates/transcripts for the most recently completed assessments taken by your child. Please note we always contact Headteachers for a report on a candidate's work and conduct. As an act of courtesy please inform your child's Headteacher that you are applying for admission to our school for your child.

### 4. Parents / guardians details

Please provide details of the parents and/or guardians of the child. Please sign at appropriate places.

### 5. Personal statement

Please provide a personal statement that sets out your reasons for undertaking admission for your child in our school. Enter here any further information you may wish to offer in support of your application. Admissions team will be interested in the reasons for your choice.

### 6. Disability / Special Needs

This section of the application form will not be used for selection purposes.

Use this section to inform us if your child have a disability, which may in some way affect his/her studies or may require special facilities or treatment.

### 7. Declaration

Any offer of a place for your child is made on the understanding that in accepting it you agree to abide by the rules and regulations of the School and by signing this form you are confirming your agreement.

Should your child become a student of the School, this notice shall be the term of any contract between you and the School. Any offer of a place made to your child by the

School is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

### 8. Application checklist

Use this section to check you are including necessary documents to make your application

#### Photograph guidance

Photos must measure 45 millimetres (mm) high by 35mm wide. The image - from the crown of the head to the chin - must be between 29mm and 34mm high.

