



INDIAN SCHOOL SOHAR

GUIDELINES FOR ADMISSION

1. An application form for the admission of their ward has to be duly filled by the parents, who will be responsible to the Head of School for the pupil's conduct, punctuality, regular attendance, progress in school and payment of fees.
2. Please note that admission procedure for 2019-20 will be done online. For details, please visit our school website "[www.indianschoolsohar.com/admission/online admission](http://www.indianschoolsohar.com/admission/online%20admission)".
3. Printout of the application form (3 pages) should be submitted to the school office on any working day between 8.00 am to 10.00 am along with the following:-
 - i) Photocopy of all the documents uploaded (Bring original documents for verification).
 - ii) 2 recent coloured passport size photograph of the child.
 - iii) Registration fee RO 5.00.
4. **Incomplete forms will not be accepted.**
5. Please read the guidelines given and fill the form carefully. All the entries must be correct and match with the details given in the passport.
6. After verification of the documents, test notification mail will be sent.
7. A pupil must be three and a half years (as on April 1st of the Academic year) before he/she is admitted to the lower KG.
8. The pupil must be present on the allotted test date.
9. If due to any emergency, the pupil is not able to attend the admission test then, it should be informed to the school authorities.
10. The information should be sent to our email ID – "admission@indianschoolsohar.com" or a written application must be submitted with pupil's name, admission registration no, class in which admission is sought, date of examination and the reason, at the reception. **Telephone calls will not be entertained.**
11. In case of no information, admission form will be rejected & parents will have to again register a new online admission form.
12. A pupil may be given a written test in all subjects at the time of admission. The decision of the school authorities regarding the admission will be final.
13. The pupil must bring the following materials on the allotted date of the admission test:
 - a. Admit card – compulsory for all.
 - b. For LKG, UKG, class I to IV – HB pencils, eraser and color pencils.
 - c. For class V onwards – Blue pen, pencil and eraser.
14. The result of the admission test will be displayed on the school notice board at the reception after three working days.
15. For admission test syllabus & other details, please check the school website www.indianschoolsohar.com/admission.
16. **Pupils coming from CBSE schools must produce a Transfer Certificate. For pupils other than CBSE School, Transfer Certificate should be countersigned from the authority controlling the school.**
17. **Admission is subjected to the availability of the seat.**