



APPLICATION FORM

ADMISSION NO:

PLEASE READ THE RULES & REGULATIONS BEFORE FILLING

ILMA ENGLISH MEDIUM SCHOOL

Reg. No. : IV 115 / 2019 - C.B.S.E. CURRICULUM
Baruipur, Uttar Khodar Bazar, Kolkata-144

 **8585024724 / 9231510342**

Affix Latest
Photograph
(Stamp size)

CHILD INFO

Name of the Child : _____ Gender: Male Female
Date of Birth : DD / MM / YYYY Place of Birth: _____ Age at present: _____
Mother tongue : _____ Nationality: _____

FAMILY INFO

Father's Name : _____ Occupation : _____
E-mail ID : _____ Cell No: _____ Office : _____
Mother's Name : _____ Occupation : _____
E-mail ID : _____ Cell No: _____ Residence : _____
Address - Permanent : _____
Address - Correspondence : _____
Siblings Name : _____ Age: _____ School: _____
Name : _____ Age: _____ School: _____
Name : _____ Age: _____ School: _____

DOCTOR'S INFO

Name of the Family Doctor : _____ Address: _____
E-mail ID : _____ Cell No: _____ Landline No: _____

ADMISSION INFO

Name of Previous School : _____
Address : _____
Medium of Instruction : _____ Class last studied & passed: _____ Academic Year: _____ TC enclosed: Yes No
Class in which to be admitted: _____ Choice of 1st Language: _____ Choice of 2nd Language: _____
Date: _____ Place: _____
Name of Parent/Guardian : _____ Full Signature
Parent/Guardian: _____

OFFICE USE ONLY

Admit Miss/ Master/ Baby : _____
To Class: _____ Academic Year: 20__ 20__ Date: _____ Principal: _____
Student's Name Entered In The Register Vide Adm. No. _____
Form Verified and entered by: _____ Signature: _____
Bursary: _____ Approved By: _____





INFORMATION SHEET (Pre-Primary)

Dear Parents,
You are requested to fill up this sheet carefully and give us accurate information. It will enable us to understand and help your child better.

Birth History

Normal Premature a) Weight at birth Kg. b) Weight at present Kg. c) Height cms.

Development History

a) Walked at the age of: Years Months b) Spoke at the age of: Years Months

Medical Information

a) Does the child have any disability? Yes No b) Does the child have any special needs? Yes No

c) If yes, please give details:

d) Any serious illness that the child has had so far: Yes No

e) Any serious Allergies that the Child has been diagnosed with: When:

Precautions suggested, if any:

e) When was the child last vaccinated?:

f) Blood group: g) Eye sight: h) Whether: Right Handed Left Handed Ambidextrous

j) Does your child have any learning disorder:

Toilet Habits

a) How does the child indicate the need to urinate?:

b) Does the child soil himself/ herself? Yes No c) If so when? (frightened, scolded, etc.)

Idiosyncrasies (Behavioral Characteristics)

a) Does the child bite his / her nails? Yes No b) Does the child suck his / her thumb? Yes No

c) Any other Characteristics?:

Small Nap

a) Does the child take a small nap? If so, when :

Family Background

a) Do both the parents spend some quality time with the child?:

b) If both parents are employed, who looks after the child in their absence? :

c) Are you a single parent Yes No Who takes care of the child in your absence?:

d) How does the child get along with his/her brothers and sisters?

Discipline

a) Is he/she a very quiet or noisy child? b) Is the child an easy child to manage at home? Yes No

c) If not, how does he/she trouble you?

d) Is the child punished at home? Yes No e) If so, for what?

f) Who usually punishes him/her g) How is the child punished?

h) Does the child like to help around the house? Yes No i) With what tasks?

Your Child's Special Talent

We would be glad to know about your child's special talent. Please put tick (✓) mark in the appropriate column below:

- DRAWING MUSIC STORY-TELLING OUTDOOR GAMES RECITATION OF HOLY QURAN
RECITATION OF RHYMES READING VIDEO GAMES INDOOR GAMES OTHERS

Note: The special talent or creativity of the child will be encouraged within the limits of Islamic principles.



RULES & REGULATIONS FOR ADMISSION

Parents/guardians desirous of applying for admission of their children/wards are requested to note the following rules, regulations, terms and conditions in respect of registration, admission and withdrawal.

- Parents/guardians shall first register their application for admission. The duly filled in application forms shall be submitted at our office along with Birth Certificate, Transfer Certificate, 2 Stamp Size, 3 Passport Size Photographs and Registration Fee.
- The applicants who are registered as above, would be called for an interview or test. Registration does not guarantee admission. Admission will be given on the basis of the availability of seats in the class applied. After receipt of intimation regarding above admission, the fee is to be paid immediately at the fee counter.
- One application form is applicable to one child only. Admissions are open for children 22 month plus. For the purpose of calculation, a child's age as on 30th June would be considered. (Playgroup 22 month, Nursery 2 years 6 months, PP1-3 years, PP2 - 4 years, Class I- 5 years and so on.)
- The school reserves the absolute right, at its discretion, to withdraw the admission of any child for reasons such as a) On the grounds of discipline or serious breach of conduct, b) Failure to pay the school dues, c) Failure to observe the rules and regulations of the school.
- The school would take utmost care in regards to the safety of children. However, the school is not liable for any damage or accident due to unforeseen reasons whatsoever.
- To provide all round development of the children, co curricular, extra-curricular and many recreational activities are made compulsory.
- The annual fee has to be paid once in a year at the beginning of the academic year.
- Fees once paid is non-refundable.
- The conveyance fee (optional) to be paid in the beginning of the academic year.
- Conveyance facility provided by the school is optional. It will be given only subject to availability and convenience of the route.
- In case of long leave or absence, all fee are payable for the duration of absence.
- In case of prolonged sickness and absence, Medical Certificate issued by a Certified Doctor should be submitted.
- Carrying mobile phone or any communication device to the school is strictly prohibited. It may result in suspension or cancellation of admission of the Student.
- Wearing expensive Jewellery, Watches and Accessories to the school is not allowed. The School will not be responsible for any loss or damage to your belongings.
- All the above rules & regulations are subject to change without any prior notice.
- All legal disputes have to be settled in Kolkata Jurisdiction only.

UNDERTAKING BY THE PARENT/GUARDIAN

I/We have carefully gone through the conditions laid down in the Rules and Regulations for admission before submitting the Application of my child/ward and I/We hereby agree to abide by the same.

- I/We hereby agree that the School Management reserves the right to change at any time, the structure of School fees and any Rules and Regulations concerning the School regarding admission and withdrawal of students.
- If my child/ward is selected for admission, I shall be solely responsible for the regular and timely payment of School fee and other dues as fixed and requested by the School, failing which the admission will be cancelled after the extended date for fee payment.
- I/We further agree that any action taken by the School on any matter concerning my child/ward will be final and binding on me.
- I/We hereby give an undertaking that, if my child or our ward is admitted, I/We agree to withdraw my child/ward from the School if the Head Mistress/Principal finds the child's presence to be detrimental to the interests of the School or his/her progress in studies does not come up to the minimum qualifying marks / grades.
- If my child / ward is admitted, I undertake to have his/her home studies duly supervised and I/We will ensure that he/she leads a normal, healthy moral life as per the norms of the society and Islamic principles.
- I/We hereby give an undertaking that if the conveyance point, timing or route, is not suitable for my child/ward, I will withdraw from the conveyance facility and send the child/ward on my own.
- If I/We withdraw my child/ward during the academic session, I am aware that as per the rules I will have to pay the School fees for the whole year, irrespective of the date of withdrawal and I hereby undertake to do so.
- If I/We discontinue my child/ward from School without any intimation, I will not stake any claim on the fees including Conveyance and Security Deposit.
- I/We hereby certify that the information given in the Admission Form is complete, true and to the best of my/our knowledge and belief.
- I/We understand that misrepresentation or omission of facts will justify the Denial/Cancellation of Admission.
- As the school syllabus is based on Islamic values and activities I/we have not any kind of objection regarding my child's involvement on those studies or activities.

Signed on this _____ day of _____ month _____ year

Date: _____

Place: _____

Full Signature of Parent / Guardian

Name: _____

