



THE DN WISDOM TREE
GLOBAL SCHOOL

ENTRY LEVEL ADMISSION POLICY

1. Announcement is made over the school notice board (visible to public) announcing the total number of seats and details of date/dates of form distribution and rules and regulations there in. The notice informs parents about documents required on submission of forms.

A. Documents required are: -

- i. Aadhar Card of Parents/Guardian (Attested Photocopy)
- ii. Aadhar Card of Student (Attested Photocopy)
- iii. Birth Certificate of Student (Attested Photocopy)
- iv. Immunization Record (Attested Photocopy)
- v. 10 Passport Size Photographs of Student attested by the parent.
- vi. 2 Passport Size Photographs of Parents (Self Attested).
- vii. Documents for RTE Admittants-

Voter Id Card of Parent/Ration Card of Parent /Birth Certificate of child(If available)

2. Office maintains a log of forms distributed.

3. Date/dates are given to parents during form submission telling them about the process of informal discussion that will take place between the parents and the school admission committee representatives and the interaction between the Grade Mentor

/Head-Mistress/Special Educator/Counsellor and the child seeking admission.

4.The Admission committee consists of the following members:

- a. The Principal of the Institution
- b. Head-Mistress (Pre-Primary)
- c. Grade Mentor (Nursery)
- d. Special Educator
- e. School Counsellor

5.After scrutiny of the forms received the school notice board declares the list of parents and their children who have been given dates for non-formal discussion.

6. The Parameters of selection of the students are declared on the School Notice Board.

7. After the interactions and the non-formal discussions the final list of students who may be admitted to our school is then declared as per the date of the first announcement.