



U S ACADEMY & INSTITUTE

PLAYWAY to CLASS XII, Affiliated to CBSE, New Delhi

ADMISSION PROCESS

Admission Procedure

Submission of application Form is not a guarantee of admission.

Nursery

Eligibility: - Minimum age 3+ years as on April 1st of the session applied for

Registration at School.

- School advertises the opening for registration in the first or second week of November.
- Prospectus and application form will be available on all working days (Monday-Saturday) from 14th November to 14th December January between (09:30 am to 2:30 pm.)

Documents to be submitted/attached with application form

- Copy of Birth Certificate issued by the Municipal Authority/Tehsil as the case may be attested by the Parent.
- Copy of adhaar card of child and both parents attested by the parent.
- Two passport size recent photographs each of child, and parents
- **Copy of Immunization Certificate.**
- **Copy of Medical certificate**

Submission of forms (Nursery)

- Last date of Registration vide duly filled and completed form in the school office is 14th December . (Incomplete forms will not be accepted)
- An application form is liable to be rejected in case if it is:-
- a) Incomplete b) Wrong information is furnished c) Non submission of any documents as required. Only one form per candidate will be accepted.

ADMISSION TO CLASS LKG TO VIII (Based on the availability of seats)

- Original copy of Transfer Certificate
- Report card of the last attended class / last attended school duly signed by the Principal
- Character Certificate signed by the Principal of previous school.
- Category Certificate (caste, minority or any other document as applicable to the child).
- Copy of adhaar card of child and both parents attested by the parent.
- Two passport size recent photographs each of child, and parents

ADMISSION TO CLASS IX (Based on the availability of seats)



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- Report card of the last attended class.
- Original copy of Transfer Certificate
- CBSE Registration Slip (if applied after the student is registered for Board Exams)
- Character Certificate signed by the Principal of previous school.
- Copy of adhaar card of child and both parents attested by the parent.
- Category Certificate (caste, minority or any other document as applicable to the child).
- Two passport size recent photographs each of child, and parents
- **Please refer to Standard Operating Procedure (SOP) for admission of classes IX**
- <http://cbse.nic.in/newsite/attach/Circular%20admission%20to%20IX%20%20or%20%20XI%20%20on%20sccon%20of%20Change%20of%20School.pdf>

ADMISSION TO CLASS XI (On the basis of availability of seats and merit in Board Exams)

- **Admission for XI will be given on provisional basis**
- **Admission will be confirmed only after submission of Board Result Card and Passing Certificate issued by the Boards. (CBSE or State Board)**

Subject combination available

Non-Medical (PCM)	Medical (PCB)	Commerce	Humanities English
• English • Physics • Chemistry • Mathematics	• English • Physics • Chemistry • Biology	• English • Accountancy • Business Studies • Economics	• English • History • Political Science • Economics

Optional Subjects: - Computer Science/physical Education /Mathematics

Skill Subject :-Information Technology/ Food Nutrition and Dietetics/ Yoga/ Cost Accounting/Financial Markets Management.

Documents required during admission: -

- Original copy of Transfer Certificate
- Character Certificate signed by the Principal of previous school.
- Copy of adhaar card of child and both parents attested by the parent.
- Two passport size recent photographs each of child, and parents
- Class X Mark sheet (after the Board result are declared).
- Preboard /Half Yearly result card.
- Category Certificate (caste, minority or any other document as applicable to the child).
- Board Registration Slip



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TRANSPORT FACILITIES

TRANSPORT

Parents desiring to avail of the school bus for their children should confirm the bus route from the school office. The bus route will not be changed. Bus fare is subject to change.

Note : Fees once paid will not be refunded.

The School does not take responsibility for any private transport/Private vehicles not encouraged.

Bus Rules

- All the students should follow instructions of monitors, nominated staff, the driver and conductor of the buses.
- Staff/Monitor should check the entry of a new person in his/ her bus.
- Any quarrel/fights and disputes, should be reported to the concerned authority of the school, the bus in-charge, co-ordinators, transport in-charge, Principal at the earliest. In disciplined behaviour in the school bus will make the students ineligible to use the school transport.
- In case of any mishap in the bus, please inform the school office immediately. (9838704111)
- Misbehavior in the bus, violence in school individually or in a group and damage to property is considered a major disciplinary violation; reports of violence in any form in or out of the school shall result in the rustication of the pupil concerned.
- No student will stand on the footboard while the bus is in motion.
- Travel in the bus is permitted only after the permission of the concerned authority.
- Students are advised not to get on / off the bus while it is moving, or at the traffic signals/crossings, etc.
- Bullying, use of foul language and carrying objectionable material are punishable offences.
- Advance information in writing must be sent in case the child comes to the school in the morning but does not intend to use it to go back home on a particular day.
- Students will not be allowed to get down at any stop other than the one opted in the beginning of the session on any particular day.