

The Admission Process

The new academic session begins in early April every year.

Ayanambakkam branch offers classes from grade PKG (Pre-KG) to Grade 8 for CBSE students and Grade PKG (Pre-KG) to A Level (Grade 12) for Cambridge students.

Admissions are offered on the basis of availability of seats. Aptitude/proficiency test is mandatory for the students. Admissions in IGCSE, AS/A Level is based on the board exam results and availability of subjects depends on the grades scored in the subjects chosen. The school allows students of IGCSE, AS and A Level to take subjects across the three streams: Humanities, Commerce and Science. However, students are allowed to make their own group of subjects with wide range of subjects available.

PROCEDURE FOR REGISTRATION

An application for registration is the first stage of the admissions process. A registration fee must be sent along with the application so that the student's name may be registered for the year and class for which admission is sought. The fee is neither refundable nor adjustable and it is valid only for the specified academic year. Registration of a student is not a guarantee of her admission.

REQUIREMENTS AT THE TIME OF REGISTRATION

One recent passport size photograph of the student has to be attached.

The completed Registration card must be submitted with an attested photocopy of the student's Birth Certificate and the Registration Fee.

The Birth Certificate should be issued by the Registrar of Births and Deaths of the area in which the student was born. Affidavits, certificates from the hospital, or certificates from any other person are not accepted. The Birth Certificate should not be dated more than one year after the date of birth.

APTITUDE/PROFICIENCY ASSESSMENT

Every student registered for admission into classes VI and above is expected to appear for an Aptitude/Proficiency Assessment. Offers of admission are given on the basis of the results of these Assessments and depend on the number of vacancies in each class. Some preference is given to children of transferable Government officials and serving Armed Forces personnel. Preference is also given to those whose real brothers and sisters are at present studying in the School.

Any requests for other preferential treatment are not entertained. Only in very rare and exceptional cases, the Board of Governors reserves the right to exercise its discretion in the matter of admissions.

The student is also required to pass a medical fitness test.

DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

The following documents are required as a part of the Admissions procedure for every student applying for admission:

(1) Original Birth Certificate

The original birth certificate must be brought to the School at the time of admission. This is returned after verification. Misrepresentation or falsification of date of birth will result in cancellation of admission forthwith.

(2) Transfer Certificate, Character Certificate

A valid Transfer Certificate from the School last attended, issued by the Principal immediately prior to the student prior to joining School as well as a Character Certificate, are essential requirements and must be submitted on the day that the child joins School. In addition, the student is required to present the last Report Card indicating promotion to the next class, as well as proof of attendance for the previous year. Until the Transfer Certificate and other documents are received by TSA, the child's admission is considered as provisional.

(3) Medical Certificate

All new entrants are required to produce a medical certificate for school records. Presence of very critical or contagious disease may cause disapproval of admission.

(4) Photographs

Three recent passport size photographs are required to be submitted by each new student.

(5) Migration Certificate

This is required for admission to Class XI in the case of students from Boards other than the CAIE.

.ADDITIONAL REQUIREMENTS FOR CLASS XI REGISTRATION

An appropriate Late Fee is charged for those who approach the School for registration after the student's Class X Board Examination results have been declared.

Attested copies of the Class X Board results and a Character Certificate from the Principal of the applicant's present school should be sent as soon as the Board results are declared.

The original Mark Sheet and Character Certificate may please be brought to the School at the time of admission; these are returned after verification.

Disclaimer

"The Information given above, outlining various procedures, aims, objectives and facilities of the School, is not a detailed document of rules and regulations etc. The Schram Academy, Ayanambakkam, reserves the right to delete/alter/revise/change the contents at any time without giving any prior notice."