

ADMISSION PROCEDURE



ST. XAVIER'S INTERNATIONAL SCHOOL

ADMISSION PROCEDURE OF S.X.I.S C.B.S.E

1. Date and Day of Admission : _____ / _____ / _____
DD / MM / YYYY
2. While coming for the interview please bring with you the following :-
 - (a) Examples of the applicant's school work in the form of exercise books, portfolios etc.
 - (b) Applicants seeking admission in Primary Classes (up to Grade 3) should bring at least one book which they are currently reading inside or outside school.
3. Primary school candidates will be examined by the Primary Section Co-ordinator or any other authorized Mentor. This is an Oral interaction and the child may also be asked to perform some simple activities.
4. Students will be admitted into Grade 10 only on a Transfer Case of Parents and from a similar C.B.S.E. affiliated school. Such admissions will be based on reports from their existing school and a interview following a written test.
5. On being offered admission, parents are required to complete the admission formalities within the time prescribed and pay the admission fee (if the student is not joining immediately) along with the security deposit to secure a seat. Student will be allowed to attend classes after the full payment of admission fees. Parents further need to fill and submit various form and declaration that would be given along with the admission acceptance letter.
6. A Transfer Certificate should be necessarily submitted at the admission office from the earlier school of the student before the regular attendance of School :
 - (a) Countersigned by District Education Officer (For Std. : VI to IX) for Change of Board.
 - (b) Countersigned by Principal (for Std. - I to V) for Change of Board.
 - (c) Countersigned by Principal (For all classes) in case of no Change of Board.
7. It is mandatory to submit the following at the time of registration for admission :
 - (a) Admission form
 - (b) Student's Photograph - 4 copies
 - (c) Father's Photograph - 2 copies
 - (d) Mother's Photograph - 2 copies
 - (e) Registered Birth Certificate (For classes Nursery to Prep.)
 - (f) Marks Sheet of Last Examination of current school.
 - (g) Character Certificate of Current School.
 - (h) Medical Certificate
 - (i) Indemnity Bond
 - (j) ECS Mandate Form
 - (k) Migration Certificate (for Admission in XI only)
8. In case of lack of documents, provisional admission will be taken. Admission stands cancelled, in case; the required documents are not submitted within the month of May.
9. Interviews :

The interviews is as pleasant and non intimidating as with can make it. It is normally conducted by the Head of Admissions, School Director, and the Principal, with Residence Co-ordinator (if applicable). We are interested in knowing about the child's / student's educational development, use of language, social skills, academic inquisitiveness and extra - curricular interest. The aim of the interview is to find about what the student knows, understands and enjoys.

Wish you all the best for your future success.

For Further Details : www.xavierinternationalschool.org Email: xaviersschoolbis@gmail.com

MEDICAL FORM



**ST. XAVIER'S
INTERNATIONAL SCHOOL**

Contact: 9583411888, 9583422888

MEDICAL FORM

(THIS FORM NEEDS TO BE FILLED IN BY A REGISTERED MEDICAL PRACTITIONER ONLY WITH SEAL REGISTRATION NUMBER)

Child's Name _____

Birth Date _____

Father's Name _____

Mother's Name _____

Address _____

Address _____

Contact No: _____

Contact No: _____

Height _____ Weight _____

Blood Group _____

Vision _____

Hearing _____

Skin _____

Hair (I/c) _____

Limiting Conditions _____

Additional Finding or Comments _____

DECLARATION BY PHYSICIAN

This is to certify that the child _____ Daughter / Son of _____ is medically fit and healthy to attend normal School.

OR

This is to certify the child _____ Daughter / Son of _____ required special care in the area of _____ . He / She needs special attention regarding _____ in school.

Physician's Signature _____

Date _____

STUDENT DATA

ADMISSION 20.....

FORM NO.

DATE OF ISSUE

REGISTRATION NO.

USE ONLY CAPITAL LETTERS

PLEASE DO NOT LEAVE ANY COLUMN BLANK. USE N.A. WHEREVER NECESSARY.

Attach a recent
passport size
colour photograph
of the candidate

NAME

FIRST

MIDDLE

LAST

DATE OF BIRTH

DD

MM

YYY

DATE OF BIRTH

SEX

(IN WORDS)

MALE FEMALE

AGE AS ON 31.03.20.....

YEARS MONTHS DAYS

NATIONALITY

MOTHER TONGUE

CASTE (CERTIFICATE TO BE SUBMITTED)

GEN OBC SC ST OTHER

ADMISSION SOUGHT IN CLASS

PREVIOUS SCHOOLS BOARD

CBSE ICSE STATE BOARD, PLEASE SPECIFY, _____

PREVIOUS CLASS ATTENDED

PREVIOUS SCHOOLS NAME & ADDRESS

CITY

STATE

PIN CODE

CURRENT SCHOOL CONTACT NO:

(WITH S.T.D. CODE)

RECORD OF LAST ACADEMIC RESULTS :

I.	CLASS	SUBJECTS	% MARKS	GRADE
		ENGLISH		
		HINDI (SECOND LANGUAGE)		
		E.V.S./SCIENCE		
		MATHEMATICS		
		GENERAL KNOWLEDGE		
		ART & CRAFTS		
		COMPUTER SCIENCE		
		MORAL SCIENCE		

II. AGGREGATE % IN CLASS _____

III. RANK (IF ANY) IN CLASS _____

IV. RECORD OF OUTSTANDING EXTRA - CURRICULAR ACTIVITIES

SL. NO	CLASS	ACTIVITY PARTICIPATED	LEVEL REPRESENTED	ACHIEVMENT
1.			CLASS/SCHOOL/DISTRICT/STATE	
2.			CLASS/SCHOOL/DISTRICT/STATE	
3.			CLASS/SCHOOL/DISTRICT/STATE	

SPECIAL SKILL AND AREAS OF INTEREST _____

PARENT DATA

FATHER

MOTHER

NAME	_____	_____
RESIDENTIAL ADDRESS	_____	_____
CITY	_____ PIN CODE _____	CITY _____ PIN CODE _____
CONTACT NO	_____	_____
MOBILE NO.	_____	_____
E-MAIL	_____	_____
WORK DETAILS		
QUALIFICATION	_____	_____
PROFESSION	_____	_____
ORGANISATION	_____	_____
DESIGNATION	_____	_____
OFFICE ADDRESS	_____	_____
	_____	_____
CONTACT NO	_____	_____
FAX	_____	_____
NO. OF CHILDREN (DAUGHTER/S)	_____	(SON/S) _____

DETAILS OF SIBLINGS (REAL BROTHERS/SISTERS) WHO ARE STUDYING OR HAVE APPLIED AT ST. XAVIER'S INTERNATIONAL SCHOOL

SIBLING 1

SIBLING 2

NAME	_____	_____
CLASS	_____	_____
ADMISSION / REGISTRATION NO.	<input type="checkbox"/>	<input type="checkbox"/>
DO YOU NEED TRANSPORT	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, MENTION TWO PREFERENCES FOR THE DESIRED BUS STOP.		
PREFERENCE 1	<input type="text"/>	PREFERENCE 2 <input type="text"/>

AREA OF INTEREST WHERE PARENTAL CONTRIBUTION COULD ENRICH THE SCHOOL

- | | | |
|---|--|---|
| <input type="checkbox"/> MUSIC / DANCE / DRAMA | <input type="checkbox"/> SOCIAL SKILLS | <input type="checkbox"/> PAINTING / SCULPTURE |
| <input type="checkbox"/> ACADEMICS | <input type="checkbox"/> PUBLIC SPEAKING | <input type="checkbox"/> COMMUNICATION SKILL |
| <input type="checkbox"/> BUS / OUTING SUPERVISION | <input type="checkbox"/> MEDICAL | <input type="checkbox"/> CAREER COUNSELLING |
| <input type="checkbox"/> SPORTS | <input type="checkbox"/> MEDIA / PR | <input type="checkbox"/> COMMUNITY PROGRAMME |
| <input type="checkbox"/> OTHERS | | |