

Admission Policy for Pre-School and Primary School

Introduction At SSNS IPC School, we are committed to providing a high-quality education that fosters the intellectual, social, and emotional development of each individual. Our admission policy is designed to ensure a fair, transparent, and inclusive process for all applicants. We welcome children of all backgrounds and abilities to join our vibrant school community.

Admission Criteria

❖ **Age Requirements:**

- **Pre-School:** Learner must be between ages 18 months to 5 years old by 2081 BS of the admission year.
- **Primary School:** Learner must be age 6+ years by 2081 BS of the admission year to enter Grade 1. Subsequent grades follow the standard age progression.

❖ **Application Process:**

- **Application Form:** Parents/Guardians must complete the official application form available on the school website or from the school office.
- **Supporting Documents:** The following documents must be submitted along with the application form:
 - Copy of the child's birth certificate or passport.
 - Proof of residence (e.g., utility bill, lease agreement).
 - Immunization records.
 - Previous school records (if applicable).
- **Application Fee:** A non-refundable application form of NPR 500/- is required upon application submission.

❖ **Evaluation and Assessment:**

- **Pre-School:** Learners may be invited for a play-based assessment to observe their social, emotional, and developmental readiness for school.
- **Primary School:** Learners applying for Grade 1 and above may be required to undergo an academic assessment and an interview to determine their readiness and placement.

❖ **Admission Priorities:**

- Siblings of current learners.
- Children of school staff.
- Scholarship applications must be submitted during the admission period.
- The remaining spaces will be offered based on the date of application and assessment results.

❖ **Special Educational Needs:**

- SSNS IPC School is committed to supporting children with special educational needs. Parents/Guardians are encouraged to provide detailed information about their child's needs to help the school assess the necessary resources and support.
- ❖ **Notification of Admission:**
 - Parents/Guardians will be notified of the admission decision via email or phone within 3 days or a week of the assessment/interview.
 - Upon acceptance, parents/guardians must confirm the admission and pay the required deposit/fees within two weeks to secure the place.
- ❖ **Waiting List:**
 - If a class is full, applicants may be placed on a waiting list. Parents/Guardians will be informed if a place becomes available.

Tuition and Fees

- The school office can obtain detailed information regarding tuition fees, payment schedules, and financial policies.

Equal Opportunity Statement SSNS IPC School is an equal opportunity institution. We celebrate and embrace diversity in our learner's learning journey, ensuring that the admission process is inclusive and equitable for each individual. We value learners of all races, colours, religions, national origins, genders, disabilities, and other characteristics protected by law. Our admission process is designed to be inclusive and equitable, ensuring every applicant has an equal opportunity to join our school community.