



Admission Policy

1. Purpose:

This policy outlines the procedures and criteria for student admissions to **Swadesh Smart-Ed Academy**. The aim is to evaluate students fairly, understand their educational background, and place them in appropriate academic settings, ensuring their success in our state syllabus curriculum, supported by Next Education India Private Limited.

The policy is designed to maintain a systematic approach to admissions, keeping in mind fairness, transparency, and compliance with the standards set by the **Alfalah Educational Trust and Society**.

2. Admission Criteria:

Age Requirements:

Grade	Age Criteria
Nursery	3 years by May 31st of the academic year
Lower Kindergarten (LKG)	4 years by May 31st of the academic year
Upper Kindergarten (UKG)	5 years by May 31st of the academic year
Grade 1	6 years by May 31st of the academic year
Grade 2	7 years by May 31st of the academic year
Grade 3	8 years by May 31st of the academic year
Grade 4	9 years by May 31st of the academic year
Grade 5	10 years by May 31st of the academic year
Grade 6	11 years by May 31st of the academic year
Grade 7	12 years by May 31st of the academic year

Swadesh Smart-Ed Academy ensures age-appropriate placement by setting specific age criteria for each grade. These criteria ensure that students are placed in a class that aligns with their cognitive and social development. The age requirements are as follows:



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Previous Academic Background:

For students applying to Grade 1 and above, submission of previous academic records is mandatory. These records include progress reports, standardized test results, and any other relevant academic documentation. This information helps the admissions team evaluate the student's academic standing and ensures placement in the appropriate grade level.

3. Admission Process:

Step 1: Submission of Application:

Parents are required to complete and submit the official admission application form, either through the school's office or via the school's online software (NLP). The form must be accompanied by:

- A copy of the child's birth certificate for age verification.
- Aadhar card of Student and Parents
- Academic records from the previous school (for Grade 1 and above), including progress reports and exam results.
- A transfer certificate
- Two recent passport-sized photographs of the student.
- Any diagnostic test results, which provide additional insight into the child's learning needs.
- Parents must submit all required documents, including academic records, medical reports, and identification proofs, within **2 weeks** of the admission confirmation. Failure to submit these documents within the stipulated time may result in the cancellation of admission.

Step 2: Evaluation and Screening:

1. Diagnostic Test:

For students applying to Grade 1 and above, a diagnostic test will be conducted. This test assesses the student's proficiency in key subjects such as reading, writing, and mathematics. The goal is to evaluate whether the student is at the appropriate level for the grade they are applying for. The test is particularly important for students coming from schools with lower academic standards, as it helps identify any gaps that need to be addressed.

2. Oral Interview:

An interview will be conducted with both the student and their parents. The purpose of the interview is to understand the student's previous academic experience, identify any challenges, and discuss their future academic goals. The interview also allows the school to assess the student's extracurricular interests and any special support they may require.



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Transfer Certificate (TC) Submission Requirement

As per government regulations, all students must submit their **Transfer Certificate (TC)** within **1 month** of admission. Failure to submit the TC within this period will prevent the school from updating the student's records in the government portal. If the TC is not provided within the stipulated time, and the full academic fee has been paid, the school will be forced to remove the student from enrolment, as agreed during the admission process.

4. Admission Decision:

Performance Review:

After the diagnostic test and interview, the admissions committee will review the results. Students who meet the expected academic standards will be admitted to the appropriate grade. If a student demonstrates significant academic gaps, the school will recommend additional support or remedial programs.

Placement Recommendations:

If the student's diagnostic test results show that they are behind academically, the school may recommend placing them in a lower grade to help them catch up. Remedial programs or tutoring may also be suggested to ensure the student is adequately prepared for future academic success.

5. Fee Structure and Payment:

Fee Payment Schedule:

Once the student's admission is confirmed, parents are required to pay the admission fee, which is **non-refundable**. This fee secures the child's place at the school. Additional fees for textbooks, uniforms, and digital learning tools (provided by Next Education India Pvt. Ltd.) are also required.

Refund Policy:

There is a **no-refund policy** for both the application and admission fees. Once an application is submitted or admission is confirmed, the fees will not be refunded, regardless of whether the student enrolls in the school.

Admission Fee Payment:

To confirm a student's admission, parents are required to pay the **admission fee**. This fee secures the student's seat for the academic year and must be paid at the time of admission confirmation. The admission fee is **non-refundable** under any circumstances. Only after the payment of the admission fee will the student's enrolment be considered finalized.

Admission Cancellation by Parents

If parents choose to cancel the admission after confirming it and paying the admission fee, the **admission fee** will not be refunded.



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Fee Confirmation and Terms

At the time of admission, parents will be provided with a detailed fee structure and payment schedule. This will include all applicable fees such as tuition, admission, uniform, transportation, and any other charges. The finalized fees for the academic year will also be clearly mentioned in the admission application form. Parents must agree to the payment terms and sign the application form, confirming their acceptance of the fee schedule and terms.

E-Invoice for Fee Payment

After the payment of any school fees, parents will receive an e-invoice as confirmation of the transaction. This invoice will be generated automatically through the school's digital system and sent to the parent's registered Phone number. It is the parent's responsibility to keep a record of all fee payments. If parents do not receive the e-invoice within 48 hours of payment, they should contact the school's administrative office immediately.

6. Free Education Policy:

Swadesh Smart-Ed Academy, in collaboration with Alfalah Group of Companies, Saudi Arabia, offers **free education scholarships** to eligible students based on their family's financial status and academic performance.

1. Eligibility Criteria:

- To apply for free education benefits, parents must submit an **income certificate** that is duly signed by an authorized government office. The income certificate will serve as proof of the family's financial situation
- The student's **academic performance** will also be considered. Based on the student's marks and grade level, free education will be awarded as a scholarship from Alfalah Group of Companies.

2. Conditions for Free Education:

- Although the student may receive free tuition under this scholarship, they will still be required to pay certain fees, including the **Application fees, Uniform fees, and Transportation fees** (if applicable).
- These fees must be paid in full, even if the student is eligible for the free education scholarship.

3. Scholarship Duration and Review:

- The free education scholarship will be reviewed annually. Continuation of the scholarship will depend on the student's academic performance and any updates to the family's financial situation.



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7. Transfer Admissions:

- **Mid-year Transfers:**
For students applying in the middle of the academic year, the school requires academic records covering the period spent at their previous school. A diagnostic test will be administered to assess whether the student's academic level aligns with the state syllabus.
- **Transfer from Other Boards:**
Students transferring from other educational boards (such as CBSE or ICSE) will undergo a comprehensive evaluation to ensure they can transition smoothly into the state syllabus. This evaluation will assess any academic gaps and ensure the student is placed in a grade where they can succeed.

8. Communication with Parents:

- **Orientation Program:**
After admission is confirmed, parents and students will attend an orientation session where they will receive an overview of the school's academic curriculum, daily routines, and extracurricular programs. The orientation ensures that parents are well-informed about the school's expectations and policies.
- **Parent Portal Access:**
Parents will be provided with access to the school's online portal, where they can track their child's academic progress, attendance, and homework. This platform, powered by Next Education India Pvt. Ltd., serves as an essential communication tool between the school and parents.

9. Waitlist Policy:

Full Enrolment Notification:

In cases where the desired grade is fully enrolled, the school will notify parents of the full enrolment status. Parents will then have the option to place their child on a waitlist for that grade.

Waitlist Process:

- If parents agree to place their child on the waitlist, they will be required to sign a form acknowledging that the application fee is **non-refundable**.
- The waitlist will be maintained on a first-come, first-served basis, ensuring fairness in the allocation of seats when they become available.

Non-Refundable Fees:

- **Application Fees:** Application fees are **non-refundable** under any circumstances.



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- **Seat Availability Notification:**

When a seat becomes available in a fully enrolled grade, the school will notify parents in the order they were placed on the waitlist. Parents will have a specific period to confirm their enrolment by paying the remaining fees.

- **Inquiries about Waitlist Status:**

Parents can contact the school at any time to inquire about their child's position on the waitlist. The school will provide regular updates to ensure transparency in the waitlist process.

10. Sibling Preference:

In order to promote family unity and simplify logistics for parents, Swadesh Smart-Ed Academy gives **priority** to siblings of currently enrolled students during the admission process. However, siblings must still meet the academic and age criteria for their respective grades.

11. Equal Opportunity Policy:

Swadesh Smart-Ed Academy is committed to providing equal educational opportunities to all students. The school does not discriminate on the basis of race, religion, gender, or national origin. All students will be evaluated fairly based on their academic merit and eligibility.

12. Record Keeping and Compliance:

All admissions-related documentation, including application forms, diagnostic test results, and parent communications, will be digitized and securely stored in the school's systems. These records will be reviewed regularly to ensure compliance with the standards set by Alfalah Educational Trust and Society.

The school will also conduct internal audits to ensure that the admission procedures are being followed properly and that all data is stored in a secure, organized manner.

13. Medical Records Submission

Parents must submit their child's medical records at the time of admission. These records should include vaccination details, information about any chronic medical conditions, and emergency contact information. The purpose of collecting medical records is to ensure the safety and well-being of all students. If the child has any allergies, chronic conditions (e.g., asthma, diabetes), or is on regular medication, it must be disclosed to the school administration. Failure to provide medical records within **1 month** of admission may delay the finalization of the enrollment.

14. Attendance Requirement for New Admissions

All newly admitted students are expected to maintain a minimum of **75% attendance** in their first academic term. Regular attendance is crucial for academic success and ensures students are well-integrated into the school environment. Exceptions can be made in cases of illness or emergencies, provided there is proper documentation. Failure to meet the attendance requirement without valid



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reasons may result in a review of the student's enrolment, and the school reserves the right to take necessary action, including temporary suspension or cancellation of admission.

15. Behavioural Expectations for New Admissions

All students are expected to adhere to the school's code of conduct, which includes respecting peers, teachers, and school property. For new students, Any serious violations, including bullying, vandalism, or repeated disruptive behaviour, will be grounds for a review by the disciplinary committee. The school reserves the right to cancel the student's admission during this probation period if the behaviour does not improve after warnings.

16. Parental Engagement Requirement

The school believes that active parental involvement is crucial to a student's academic success. As part of the admission agreement, parents are required to attend at least **five parent-teacher meetings** per academic year. These meetings provide an opportunity to discuss the student's progress, address any concerns, and plan for future academic and behavioural goals. Failure to participate in these meetings may result in delays in providing necessary support to the student and could impact the student's learning outcomes.

17. Inclusive Education Policy

Swadesh Smart-Ed Academy is committed to providing a supportive and inclusive learning environment. We accommodate students with special educational needs (SEN) through individualized education plans (IEPs), learning support assistants, and specialized resources. Parents must inform the school of any special needs at the time of admission so that appropriate resources and support can be arranged. Failure to disclose special needs may result in delays in providing the necessary support for the student. The school will work closely with parents and specialists to ensure the student's success.

18. Digital Admission Process

The entire admission process will be conducted exclusively through the school's designated software. No manual interventions or exceptions will be allowed during the admission process. The school will not entertain any requests for Favors or adjustments to the standard admission procedure. All parents are required to comply with the admission policy and cooperate with the school's digital process.

19. Admission Policy Transparency

The entire admission process is designed to be **transparent**. All policies, including fee structures, deadlines, and selection criteria, will be communicated clearly to parents during the admission process. Any misrepresentation of information by the parents during the application process may result in the cancellation of admission.



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20. Code of Conduct Agreement

All parents must sign a **Code of Conduct Agreement** during the admission process. This agreement outlines the expected behaviour of both students and parents and ensures they understand the school's values and expectations. This includes respecting teachers, following school rules, and ensuring regular attendance.

21. Books and Study Materials

1. Provision of Books:

All required textbooks and study materials for the academic year will be provided to students by the school. These materials are carefully selected in collaboration with **Next Education India Private Limited** to align with the curriculum.

2. Book Fee:

The cost of textbooks and study materials will be included in the **annual fee structure** provided to parents during the admission process. This fee is **non-refundable** once the academic year begins, regardless of the student's continued enrolment.

3. Collection of Books:

Books will be distributed to students after the admission process is completed and all required fees, including the book fee, have been paid in full. Parents will be notified in advance regarding the **book distribution date**.

4. Responsibility for Books:

Students are responsible for taking care of the books provided by the school. Any damage or loss of books must be reported immediately, and replacement costs will be borne by the parents.

22. Policy Amendments

Swadesh Smart-Ed Academy reserves the right to amend or update the admission policy as required. Any changes to the policy will be communicated to parents through official channels, and the updated policy will be applicable from the date of notification. Parents are expected to comply with any new terms or adjustments made to the policy.



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