

## ADMISSION AND WITHDRAWAL

1. **Admission:** Registration of students for admission will be done at the beginning of the academic session for classes for which vacancies exist. Firm dates will be promulgated by the school. Mere registration in the school does not guarantee admission.
2. **Category for Admission:** For the purpose of admission in NCS', the children will be placed in the following categories, as amended by NES from time to time:-
  - i. Category- I : Children of serving Naval Personnel
  - ii. Category- II : Children of serving Army / IAF personnel on deputation to Navy and serving Indian Coast Guard (ICG) personnel and NCS Staff
  - iii. Category- III : \*Children of retired Naval Personnel
  - iv. Category- IV : \*Children of serving and retired Army, IAF and retired ICG Personnel
  - v. Category- V : Children of Defence Civilian Personnel
  - vi. Category- VI : Others

\*Children of all ex-naval personnel given the status of Ex- Serviceman (ESM) will be eligible under Cat III. Personnel who do not qualify for this category will be accorded Category VII – Others. All admissions shall be as per the Categories mentioned above and would be subject to the availability of seats in the concerned class. The decision of the School Management regarding admissions shall be final.

3. **Age limit:**
  - a. Standard I: The child must have attained a minimum age of 5 years and maximum of 7 years on 31<sup>st</sup> March of the year in which admission is sought.
  - b. Other Classes: The minimum and maximum age for admission to all other succeeding classes will be calculated based on the age limits prescribed for standard I.
  - c. Maximum Age limit: An upper age limit for admission in a class is fixed as the minimum age limit plus two years. No child would be eligible for admission in a class if age is more than this maximum age prescribed. The maximum age would be relaxed by two years for differently-abled children.
4. **Documents to be produced at the time of admission:**
  - a. Birth Certificate: The acceptable proof of age should be the Original Certificate of Birth issued by competent authority viz., Municipality, Notified Area committee, etc. of the place of birth of a child for Class I.
  - b. Aadhar card copy.
  - c. Classes II – XI
    - (i) Transfer Certificate NCS to NCS signed by Director of school  
Non NCS (coming from another region or another board) Transfer Certificate is to be counter signed by the respective District Education Officer.
    - (ii) Progress Report card of the previous class attended.
    - (iii) CBSE Registration (IX & XI)

REGISTRATION FEES IS NON-REFUNDABLE. REGISTRATION DOES NOT  
GUARANTEE AN ADMISSION.

## 5. **Withdrawal:**

- a. Withdrawal by Parents: Parents desirous of withdrawing the child from the school are to apply on the prescribed form for issue of Transfer Certificate. A specimen copy of the application form for issue of Transfer Certificate and refund of Caution Deposit is placed at the end of the diary (Pg. 109).
- (b) Withdrawal on Poor Academic Performance (Classes IX and X): Failure in the final examination for an academic session may be condoned by permitting the student to repeat the class in which he/she fails. If the student fails for the second time, he/she will be ordered to be withdrawn from the school.
- (c) Withdrawal on Disciplinary Grounds: In the interest of the school, the Headmistress, with prior approval of the Chairman, SMC, may order withdrawal of a student from the school, should the student's conduct, behaviour or influence, in the opinion of the Headmistress, be detrimental to good order and general discipline.
- (d) Withdrawal due to Non Payment of Fees: Non Payment of fees, two months after the due date for payment will make a student liable for removal from the rolls. Re-admission may be made subject to clearance of all dues and availability of seat in the class.