








PROVIDING BETTER FUTURE

ADMISSION POLICY

 Sehberg School System 69, Main Double Road, G-11/2, Islamabad
 0321 5114425- Mr. Iqbal Jehangir
 0321-9541858- Ms. Nuzhat Sohail
 0512363522
 sehbergschool@gmail.com

RULES PERTAINING TO ADMISSIONS

1. No learner will be refused the admission on the grounds of race, culture or religious belief.
2. All learners admitted to school will take part in the total school programme, academic, sporting, social and cultural.

Selection will be based on the following criteria:

- Learners must demonstrate a definite school-readiness before acceptance to the SSS can be contemplated.
- Admission to respective standards/grades, will be based on age criteria by SSS in accordance with Oxford, unless exceptional circumstances exist, which necessitate the admission of the learner in his/her best interest.
- The available number of places in a particular class (given the maximum class size determined from time to time in accordance with the school's commitment to providing a quality education).
- Whether the amount of support or special needs that a learner might require (based on the school's assessment results) can be met.

Procedure

1. The admission form must be completed in all respects and returned to the school office along with:
 - Two recent passport size photographs of the child.
 - Attested photocopies of National ID card for both the parents and guardian (Pakistani Nationals).
 - Copies of your child's last school report.
 - School leaving certificate
 - Copy of B- form of the child
2. The Sehberg School System academic year commences in August each year and divided into 2 terms,

First Term	Fall Session	August- December
Second Term	Spring Session	January – June

3. A full credit reference check is undertaken and the previous school may contact (if required).
4. The application is screened for eligibility in terms of criteria (above) by the Admittance Committee.
5. The learner and the parent(s) guardian(s) are interviewed.
6. Where an application is successful, the parent(s) guardian(s) will be asked to sign the Code of Conduct Agreement.

7. Where an application is unsuccessful, the Admittance Committee will inform the parent(s) guardian(s). Verbal reasons for such refusal will be given on request. The selection process is confidential, and parents undertake to accept the decision reached by the SSS.

1. The fees are payable on monthly basis and submitted directly to school's finance department
2. Tuition Fee for Summer Vacation will be paid in the following months:

In the month of	For the month of
April	April + June
May	May + July

3. Tuition fee challan are normally issued in the last week of every month i.e. 25th onwards with a "DUE DATE" of the first week of next month i.e. 3rd or 4th... After the expiry of " DUE DATE" the challan can be deposited with the "late fee" fine i.e.Rs.20 which is charged on a daily basis till the expiry of the "VALIDITY DATE" which is normally 15 days from the expiry of the "DUE DATE"

4. Students whose fees remain payable after expiry Due/Validity dates are issued periodic reminders and ultimately the "FINAL" reminder, where after the student will not be allowed to attend his/her regular class. School will manage for his/her academic requirements accordingly. However their attendance will be marked as absent.

On receipt of paid fee bill, parents are given:

- Admission Order (original)
- Book list
- Uniform details
- Syllabus, School Calendar and Schedule of Public Holidays.
- Homework policy
- Monthly test schedule
- Term Exam details including date sheet

Note:

- Application forms are available at the school office and online at website of Sehberg www.sehbergschoolsystem.com
- In case of any urgent/important information related to event, holiday, security, change in program is immediately updated on our facebook page www.facebook.com/sehbergschoolsystem

RULES PERTAINING TO WITHDRAWAL

If parents wish to withdraw their child from the school, one month prior notice in writing must be given to the school. However, no notice is required if a student is withdrawn one month from the date of completion of the final examination, for the complete academic session..

For “School Leaving Certificate”, the criteria mentioned below must be fulfilled,

- 1 month prior notice from parent/guardian.
- School dues need to be cleared till the date.
- One complete academic year is must. In other case only letter with school logo will be issued.