

Please affix a recent photograph of the child.
Size- 2.5cm x 3.5 cm



NOIDA

Sr. No.: _____
AY: _____ - _____
Gr. No.: _____

ADMISSION FORM

Miss/ Master	First Name	Middle Name	Last Name
Date of Birth DD ___/MM ___/YY _____	Date of Birth in words		Nationality
Eligible for admission to <input type="checkbox"/> Grade I <input type="checkbox"/> Grade II <input type="checkbox"/> Grade III <input type="checkbox"/> Grade IV <input type="checkbox"/> Grade V <input type="checkbox"/> Grade VI <input type="checkbox"/> ICSE <input type="checkbox"/> IGCSE <input type="checkbox"/> CBSE <input type="checkbox"/> Grade VII <input type="checkbox"/> Grade VIII <input type="checkbox"/> Grade IX <input type="checkbox"/> Grade X <input type="checkbox"/> Grade XI <input type="checkbox"/> Grade XII			
Current Residential Address:			
City:	Pin Code:	Residence No.:	
Languages spoken at home:			
Name of the previous school attended:			
Any special learning needs (Please state in detail. This information will help us in assisting your child)			
Is case of an adopted child, kindly attach a certified copy of the adoption certificate: <input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable			

Preferred Mode Of Communication

<input type="checkbox"/> Email	Mother/Father/Guardian	<input type="checkbox"/> SMS	Mother/Father/Guardian
<input type="checkbox"/> Mail	Mother/Father/Guardian	<input type="checkbox"/> Telephone	Mother/Father/Guardian

Family Information

Mother's Name:			<div style="border: 1px solid black; padding: 10px; text-align: center;"> Please affix a recent photograph. Size - 2.5cm x 3.5cm </div>
Qualification(s):	Occupation:		
Name of the Organisation/Employer:			
Designation:	Mob No:		
Address (Business/Office):			
Bus/Off No:	Email:	Signature:	

Father's Name:			<div style="border: 1px solid black; padding: 10px; text-align: center;"> Please affix a recent photograph. Size - 2.5cm x 3.5cm </div>
Qualification(s):	Occupation:		
Name of the Organisation/Employer:			
Designation:	Mob No:		
Address (Business/Office):			
Bus/Off No:	Email:	Signature:	

Family Information (Continued)...

Guardian's Name (if applicable):		<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> Please affix a recent photograph. Size - 2.5cm x 3.5cm </div>
Qualification(s):	Occupation:	
Name of the Organisation/Employer:		
Designation:	Mob No:	
Address (Business/Office):		
Bus/Off No:	Email:	Signature:

Relationship between parents:

<input type="checkbox"/> Married	<input type="checkbox"/> Separated	<input type="checkbox"/> Divorced
If separated, legal custody of the child is with:		
<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Guardian
Sibling Information:		
My son/daughter is/was currently enrolled at _____		Grade _____
My son/daughter is/was currently enrolled at _____		Grade _____

What influenced you to make Billabong High International School the final choice for your child/children?

<input type="checkbox"/> KHEL vision and philosophy	<input type="checkbox"/> Curriculum
<input type="checkbox"/> Support program for children	<input type="checkbox"/> School Infrastructure
<input type="checkbox"/> Location of school	<input type="checkbox"/> Student - Teacher ratio
<input type="checkbox"/> Parent/Friend recommendation	<input type="checkbox"/> Approach/Attitude of school staff
<input type="checkbox"/> Approach of the admission officer	<input type="checkbox"/> Extended learning opportunity (Special days, Field trips and other events)

Any others: _____

Checklist of documents to be submitted with the Admission Form. Tick (✓) as applicable

Sr. No.	Particulars	Yes	No	Not Applicable	Remarks
1	1 photograph each of the child, parents and guardian (to be pasted on the form)				
2	1 certified copy of the birth certificate				
3	1 certified copy of the report card of previous school/s (if applicable)				
4	1 certified photocopy of the address proof				
5	1 certified copy of the child's passport and one of each parent (in case of Foreign Nationality/Non Resident Indian)				
6	Certified copy of Aadhar Card				
7	Original School Leaving Certificate				
8	2 Photographs of the child				

FOR OFFICE USE

Submission date of form : _____ Fee Receipt Number : _____

Admission for level : _____ Checked and processed by : _____

Date of Fee Receipt : _____

Signature of Administrator/Coordinator : _____

ACCEPTANCE OF APPLICATION AND ADMISSION

Signature of Principal: _____ Date: _____

Admitted to Class _____		Fee Receipt No _____		dated _____		issued.	
Details of amount received:		Admission Fee _____		_____		_____	
		Composite Fee _____		_____		_____	
		Any Other Fee _____		_____		Signature _____	
		Total _____		_____		_____	

Name has been entered in the Class Attendance Register: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Certified that all the entries have been made in the Scholar's Register and the dues have been received.	
Signature of Office Suptd. _____	Date _____

Admission considered by the school is in accordance with the provisions of the Board and approved.	
Signature of Principal / Official Seal _____	Date _____

SCHOOL POLICIES AND UNDERTAKING TO BE SIGNED BY PARENTS/GUARDIAN

Billabong High International School has framed various policies in conformity with prevailing laws and practices to safeguard the interest of the school, its students and parents. Parents are advised to read the Billabong High International School policies in this document carefully and sign the Undertaking.

I. INCLUSION POLICY

- Billabong High International School follows INCLUSION as a practice of providing 'special support and related services' to a student with 'special needs' in the regular classroom. We strive to make inclusive educational endeavor work in the best possible way.
- 'Inclusion' means that all students are entitled to equal opportunities provided by the school. The Counsellor/Academic Co-ordinator in cooperation with the class teacher are involved in early identification and informal assessment of learning/behavioural difficulties. The Counsellor/Academic Co-ordinator may recommend formal assessment by a professional (school authorities may recommend) which needs to be submitted at the earliest possible date.
- Based on observations and reports, the Counsellor/Academic Co-ordinator recommends whether the student would benefit from being included in the classroom with/without a shadow teacher. The recommendation is made on the basis of whether the inclusion would require the specialized and personal care of a teacher. In such a case it alters the balance of the teacher: student ratio for the remaining students in class.
- If the need for a shadow teacher is required then the parents need to provide the shadow teacher within a month of it being recommended by the school authorities. In the event of the parent being unable to do so, the parent would be sent 3 notices (across a week), post which the student would not be allowed to come to school until the time a shadow teacher has been appointed. The cost of the shadow teacher will be borne by the parents and is independent of the school fees. In the absence of the shadow teacher a substitute needs to be provided by the parent. The student's attendance during the absence of the shadow teacher depends on the severity of the case and its effect on the smooth functioning of the classroom. The in-house Counsellor/Academic Co-ordinator will communicate the decision to the parents.
- The parent/guardian needs to meet the Counsellor/Academic Co-ordinator as and when required to discuss the student's progress. At the end of the year the Counsellor/Academic Co-ordinator will analyze the student's performance. If the student has been unable to cope, the decision would be communicated to the parent/guardian. The student would then be advised to move to a level better suited to his/her capabilities. In case of behavioral issues where it is felt that the student's behavior is detrimental to other students in class, the Academic Co-ordinator in consultation with the Counsellor and the Principal would take a decision regarding the student (the student will be allowed to attend school or not).

II. PUBLICITY

Photographic and video images of Billabong High International School students and parents may be used for:

- Internal releases like classroom displays/school newsletters and communications/school events/the school web site and other school publications.
- External releases like advertisements/hoardings/brochures/informational videos/press/TV or any other marketing material (sports, academic and other achievements).

III. TRANSPORTATION

Private transport

- a. We request parents using private transport to cooperate with the management to avoid traffic snarls/congestion outside school.
- b. We recommend parents to form car pools to avoid traffic congestion.
- c. Ensure that the main gates of the school/neighbouring buildings are not blocked; nor can cars be brought into the school compound.
- d. Any driver violating the above rules will be prohibited from taking up school services.

Transport Run/Contracted by the School

- a. The school is authorised to organise transport owned/contracted for students to be transported to/from school to another destination for an outdoor event or activity.
- b. If the student avails the services of transport owned/contracted by the school, the student shall abide and follow all the rules and regulations as prescribed by the school/contractor,
- c. The parent releases, absolves, indemnifies and holds blameless the school management, team, directors, volunteers, associates, organisers, representatives from any injury, loss or theft to the student due to the use of such transport.
- d. The school is only a mediator between the transport contractor and the parent and is not responsible for the transport contractor in any manner.

IV. THE CURRICULUM

- The school management reserves the right to implement changes in the curriculum from time to time as required. The management also reserves the rights to retain the workbooks/activity books or any other material used by students in school.

V. FEE AMENDMENT, REFUND AND TRANSFER POLICY

FEES ONCE PAID ARE NEITHER REFUNDABLE NOR TRANSFERABLE UNDER ANY CIRCUMSTANCES.

- Billabong High International School reserves the right to suitably amend the school fees from time to time.
- Late payment of fees will attract a penalty.
- A student who wishes to transfer/relocate from one Billabong High International School to another is NOT GUARANTEED admission. However the student will be given preference over other wait listed students subject to availability of seats and batch timings.
- The student on relocation/transfer would be required to adhere to the rules and the prevailing fee structure of that centre.

VI. ATTENDANCE

- All students are expected to have a minimum of 75% attendance at all grades.
- The school reserves the right to withhold promotion in case the minimum attendance requirement is not fulfilled.

VII. WITHDRAWAL OF STUDENTS/SCHOOL LEAVING CERTIFICATE

- Submit the duly filled TC application format available at the school reception before 15th Feb of the session.
- The school leaving certificate will be issued within 7 working days only after:
- All dues are cleared and Library books/other materials returned.
- All official documents from the school (report cards, certificate, etc.) must be collected by parents/students within 1 year of receiving the school leaving certificate. School authorities will maintain relevant documents in respect of the students admitted, for a period of one year from the date of withdrawal of the student. The school is not responsible for maintaining records from the date of handing over of documents to the parents.

VIII. ILLNESS AND ISOLATION

- Presence of students suffering from communicable ailments may result in an outbreak of an epidemic in the entire school.
- At the first signs of rash/fever/any other serious ailment, the student should be medically examined and sent to school only on the advice of doctor.
- For any illness that persists beyond three days, a medical and fitness certificate has to be submitted. The student will then be examined by a team member before being permitted in the classroom.
- In the interest of everyone concerned, the school reserves all rights to deny permission to the student for attending class.
- In the event of a student feeling ill during school hours, parents will be notified.
- The parent authorizes the medical attendant appointed or nominated by the school to administer over the counter medication for common ailments.

IX. EMERGENCY PERMISSION

- The school shall take emergency measures in case an emergency situation arises out of an accident/violent injury/medical or surgical emergency with the understanding that the parent/guardian of the student shall be notified/informed as soon as possible. The school shall not accept responsibility for making payments or reimbursing any expenses incurred or associated with the medical treatment.

X. OUTDOOR ACTIVITIES

- The school as part of outdoor activities may include field trips, competitions, water activities etc. Such events will be communicated to the parents through appropriate notification.
- In the event of the parent not wanting his/her student to participate in non mandatory activities he/she shall give the request in writing to the school authorities.
- We are India's one of the most trusted brands and your child's emotional and physical safety is our priority.
- However, the parent does not hold the school/school team members responsible for any untoward incident that takes place in the course of such activities and indemnifies the school/school team members of the same.

XI. EDUCATIONAL SUPPORT

- We recognize that each student is unique and brings a specific interest, experience and learning style into the classroom.
- We adopt different strategies to help all students succeed as learners. The teachers jointly with the coordinator and parents identify needs in a student to achieve the expected learning outcomes and accordingly suggest a support programme for the student (course of action). If the school authorities indicate that the student requires the support programme within/beyond school hours, parents shall assist in every possible way.

XII. PROMOTION POLICY

- Billabong High follows a child-friendly and valid Promotion Policy, aligning itself to the specific Board requirements. The BHIS Promotion Policy states:
- The school will be bound by the Provisions, Amendments and Rules laid down under the RTE Act.
 - In case of children with special needs, promotion norms are specific and documented separately as per the board requirement (where applicable).

In case of any extraordinary situation, wherein the child is required to be excused in between or from attending the events, please get a written approval stating the reason, from the Principal to the event.

I hereby confirm that I have read the policies and understood the same. I hereby affirm that I have signed the Undertaking and shall abide by the same. I hereby understand that this undertaking is valid for all the Academic years my child is enrolled with Billabong High International School. I also understand that the school management reserves the right to suitably amend the school rules, regulations, policies, etc from time to time.

Name of Child: _____

Level: _____ **Date:** _____

Mother's Name & Signature: _____

Father's Name & Signature: _____

Guardian's Name & Signature: _____