

**ADMISSION POLICY**

**SCHOOL VISION**

To inspire and empower children to think independently, integrate, excel and contribute to the progress of humanity.



**SCHOOL MISSION:**

To synthesize old world values with a futuristic approach, creating a perfect alignment of the body, mind and soul, producing thinkers and balanced achievers, who are sensitive to various social, ethical and environmental issues.

**ADMISSION OPEN**

To ensure that the school adopts an admission process that is: Open and equitable to all irrespective of the literacy level / financial status of the parent in keeping with the student-teacher ratio of the school set at 25:2 in Foundational years and 25:1 in Primary, 30:1 Middle & Secondary school based on merit and helps sustain the academic strengths of the school providing for a holistic education by accepting students who possess outstanding extracurricular skills and abilities.

The school promotes Inclusion by welcoming all children. The school admits pupils irrespective of their gender, race, disability or special educational needs, provided that there are good prospects of meeting their needs without unduly prejudicing the education and welfare of other pupils. School has come up with an effective model of Inclusion Education which not only benefit students with difficulties, but also create an environment in which every student, including those who do not have difficulty has the opportunity to flourish.

**AUTHORITY:**

The policy is drafted by the Office of Admissions with inputs from school administrators including, Supervisors and Principal. Any exceptions to the policy can only be recommended by the President.

## **PHILOSOPHY**

A child's education is the single most important consideration for any parent. At Meridian we believe that it is an individual's total educational experience that instills the knowledge, attitudes, beliefs and values that they will carry with them for life. We believe that this set of knowledge, attitudes, beliefs and values, instilled by education, will form the basis of how we approach the future. These are the foundations on which we build and plan our lives. The effects are long-term and the consequences far-reaching. We believe education is the catalyst for personal growth, development and achievement.

Rationale: The Meridian Admissions Policy is open and inclusive. We welcome students from diverse backgrounds with a wide range of talents and abilities. A diverse student body enriches the school community and provides a wealth of experiences and resources. A thorough education includes the development of the qualities of compassion, tolerance, respect for the rights and cultures of all people, the skills for the peaceful resolution of conflict, and the development of environmental responsibility. Schools should prepare young people to provide leadership to meet the global challenges of the 21st century. We foster an atmosphere of academic excellence and encourage intellectual inquiry and critical thinking. We welcome applicants from our national diverse community. Applications for admission are accepted and reviewed on a rolling basis. A clear procedure allows parents to take decision based on a firm understanding of our admission procedure.

Becoming a part of Meridian is simple enough with our admission procedure. A personal visit and tour of our facilities prior to registration can acquaint with Meridian and is highly recommended. A student may be admitted during a school year, [based on time/month of admission], at the discretion of the Principal, in tandem with school's review process and according to availability.

The school's website is equally informative in sharing details on our admission policy and pre requisites while seeking admission. An overview, admission procedure, fee policy, etc., can be easily accessed from the school website.

Overview : <https://meridianschool.in/>

## **Two-step Process:**

- Step 1: Submission of application [online and offline] along with relevant documents and enrolment form.
- Step 2: Review process of the application is conducted by the Principal, in association with education professionals, as appropriate. The school prefers that students interact with peers of their own level of academic maturity and intellectual development. As a general rule, a student's age group is considered for admission and grade placement. This includes all students born within a designated calendar year, not within a scholastic year. Additionally, for purpose of academic skills assessment, students are required to complete suitability test/interaction with coordinators which can be arranged through the school office. The academic levels is gauged as well as the student's ability to analyse and apply information.

The choice of first and second language, is guided by the language policy of Meridian School.

## **DESIRABLE PROFILE OF STUDENTS FOR ADMISSION**

In order to assess the suitability for admission, each student's application is carefully studied. We look for students:

- who are open-minded, motivated and determined.
- who demonstrate a keen interest in co-curricular activities such as sports, visual and performing arts.
- whose academic performance is average to excellent.
- who demonstrates good conduct and is respectful to others.

## **ADMISSION COMMITTEE AND DECISION-MAKING PROCESS**

The Admissions Committee comprises the Principal, Senior School Head/Middle School Head/ Primary Years Head/Foundational Years Head and one PRE/Admissions Coordinator. Appropriate, additional members of staff will also be consulted as needed. Each member reviews the application files in turn and comments/recommendations are circulated.

Following the test and review by the admission team and other members, the student applicant may receive a call/email for a final interview if the school decides to offer him/her a place based on the vacancy of seats. The parents need to accompany the students for the interview and a meeting with the admission committee. Following the interview and meeting, a final decision to grant admission is taken. The final decision on all applications rests with the Principal.

Once the decision on admission has been made, the Enrolment application is signed which further assigns fee for the student enrolment. The parents need to pay fee assign to them within the specified timeline to block the seat. On receiving the payment, the signed copy of the application is now shifted to the school enrolment file and the admission procedure is deemed to be complete.

### **ORIENTATION MEETING:**

This would be scheduled any time before the child's first day at school. Both parents, as well as the child, are required to come for the meeting with the class teacher

### **Documents to be submitted while applying for admission:**

1. Attested True Copy of the Birth Certificate & Aadhar card
2. Original Transfer Certificate in case child has attended another school & Copy of achievement record of the previous year of study
3. Proof of residence of parent
4. Medical Certificate from a Qualified Registered Practitioner detailing ailment or particular health condition if any
5. Record of vaccination / immunization
6. 2 copies of passport size photographs and 3 copies of stamp size photograph

### **PROVISIONS FOR SPECIAL NEEDS**

Students who have special needs or show a gap in their academic performance are gauged for the level of intervention that would be required to make their learning journey a meaningful one. The support needed for the student with the curriculum interventions and infrastructural adjustments should be possible for the school to provide.

### **AGE CRITERIA**

The cut-off month for the age criteria is April / June 30th for each academic year. The children will be in their age-appropriate grade.

Enrolment Age criteria:

Nursery	: 3 yrs	Grade III	: 8 yrs	Grade VIII	: 13 yrs
PP – I	: 4 yrs	Grade IV	: 9 yrs	Grade IX	: 14 yrs
PP -II	: 5 yrs	Grade V	: 10 yrs	Grade X	: 15 yrs
Grade I	: 6 yrs	Grade VI	: 11 yrs	Grade XI	: 16 yrs
Grade II	: 7 yrs	Grade VII	: 12 yrs	Grade XII	: 17 yrs

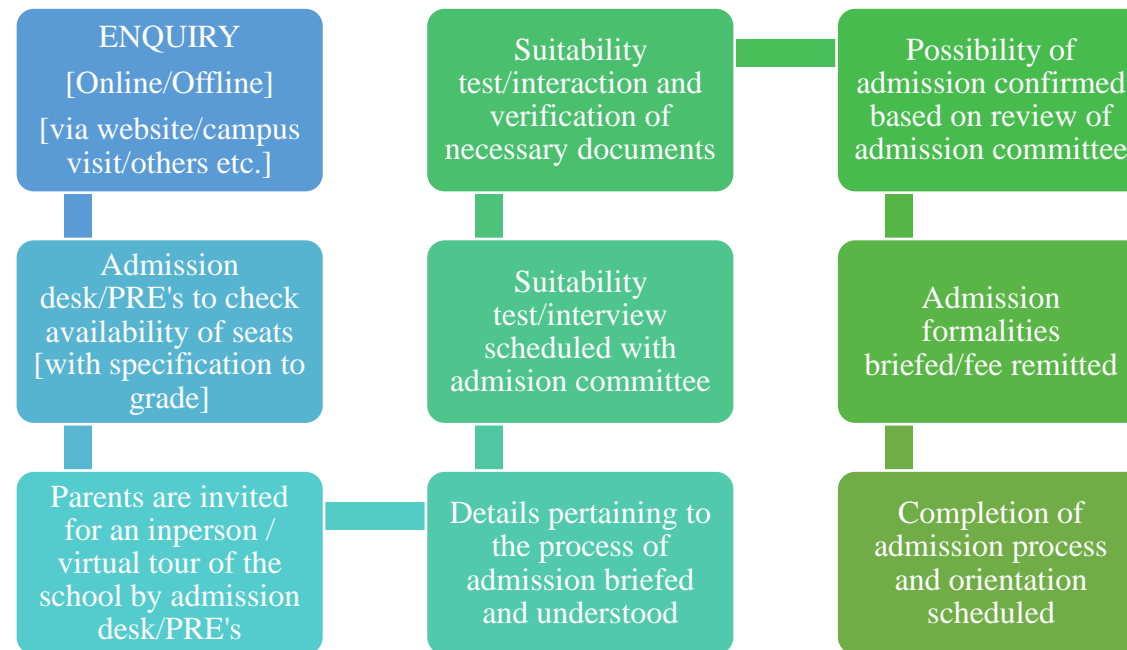
### Wait Pools:

- When the number of eligible applicants exceeds the availability of spaces for a particular grade in an academic year, admission applications may be placed in a wait pool until a space becomes available.
- Students with siblings already studying at Meridian are given priority status within the wait pool.
- When placing an application in a wait pool, we try to provide the candidate with a realistic assessment of the chances and possible timing for admittance

### POLICY REVIEW COMMITTEE

The Admission Policy is a working document that will be reviewed annually. The Policy Review Committee will comprise the Founders, Governing Body, Principal and other administrative heads and will be refined as per the NCF and recommendations of educational boards. Programme coordinators will ensure its implementation through planning meetings, classroom visits and appraisals. It is shared with all stakeholders.

#### GENERAL FLOW



# ENQUIRY FORM



## ENQUIRY FORM

ACADEMIC YEAR \_\_\_\_\_



Name of the student \_\_\_\_\_

Age \_\_\_\_\_ Primary Contact No: \_\_\_\_\_

Gender  Male  Female Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Class to which admission is sought \_\_\_\_\_

Name of the previous or current school \_\_\_\_\_

School and Class last attended (if any) \_\_\_\_\_

Previous Curriculum  CBSE  IB  ICSE  CAIE  Other \_\_\_\_\_

Reason for leaving the previous School \_\_\_\_\_

### PARENT DETAILS

Mother / Guardian

Father / Guardian

Name \_\_\_\_\_ Name \_\_\_\_\_

Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

Phone number \_\_\_\_\_ Phone number \_\_\_\_\_

Email ID \_\_\_\_\_ Email ID \_\_\_\_\_

Parent signature \_\_\_\_\_

### SOURCE OF ENQUIRY

Online  Print  Alumni  Referral  Walk-in

Thank you for taking time to complete our Enquiry form


# ADMISSION FORM

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**MERIDIAN SCHOOL**  
 Connecting the Mind and Heart

Education is the bridge that connects the curious mind with the compassionate heart.

**ADMISSION FORM**      ACADEMIC YEAR \_\_\_\_\_

  
**MERIDIAN SCHOOL**  
 Connecting the Mind and Heart

**ADMISSION NUMBER:** \_\_\_\_\_

Name of the Candidate \_\_\_\_\_

Age \_\_\_\_\_ Gender  Male  Female

Date of Birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Caste \_\_\_\_\_ Religion \_\_\_\_\_

Nationality \_\_\_\_\_ Mother Tongue \_\_\_\_\_

Aadhaar card number \_\_\_\_\_

**PARENT DETAILS**

Mother / Guardian \_\_\_\_\_ Father / Guardian \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

Official address \_\_\_\_\_ Official address \_\_\_\_\_

Home address \_\_\_\_\_ Home address \_\_\_\_\_

Phone number \_\_\_\_\_ Phone number \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Marital Status  Single  Married  Divorced

The true purpose of education is to harmonize the intellect and the emotions.

**ADMISSION FORM**

Class to which admission is sought \_\_\_\_\_  
 Name of the previous or current school \_\_\_\_\_  
 Class last attended (if any) \_\_\_\_\_

**Tick one of the options available for Second Language**  
 PP II to Grade 5  Hindi  Telugu  
 Grade 6 to Grade 10  Hindi  Telugu  French

**Tick one of the options available for Third Language**  
 Class I to Grade 10  Hindi  Telugu  
 Class 11 to Class XII  French

**Telugu will be your third language if Hindi is chosen as the second language and vice versa**

**Personal identification marks**  
 Blood Group \_\_\_\_\_  
 Primary Contact Name \_\_\_\_\_  
 Primary Contact Number \_\_\_\_\_  
 Emergency Contact Name \_\_\_\_\_  
 Emergency Contact Number \_\_\_\_\_  
 Relation to the Student \_\_\_\_\_

**Sibling details**

NAME	SCHOOL	CLASS

**Alumni contact:**  
 Is the candidate referred by school Alumni, if yes, name and years of study in Meridian \_\_\_\_\_

Education is not just filling the mind but nourishing the heart and the soul.

**PARENT DECLARATION**

I promise to abide by the existing rules and regulations of the school and those that may be changed in the future. I will go through the school website and alumni and update myself regarding school rules and fee particulars. The decision of the Management is final in all aspects. I have willingly signed the information sheet regarding admission, fee particulars and refund policy.


Date \_\_\_\_\_ Parent Signature \_\_\_\_\_

**ENCLOSURES TO BE SUBMITTED**

- Two Passport size photographs
- Photocopy of Birth Certificate
- Original Transfer Certificate
- Copy of the Caste Certificate (SC/ST/OBC/H applicable)
- Photocopy of Aadhaar Card
- Copy of the Minority Certificate
- Report Card of previous class passed
- CRSE Board Class IX Registration card (for admission to Class X and XII)
- Photocopy of Passport and Visa (for Foreign Nationals)

Education is not just filling the mind but nourishing the heart and the soul.

**ADMISSION SLIP**

  
**MERIDIAN SCHOOL**  
 Connecting the Mind and Heart

**For Office use only**  
**ADMISSION NUMBER:** \_\_\_\_\_

Name of the Student \_\_\_\_\_

Admission to grade \_\_\_\_\_ Year of Admission \_\_\_\_\_

Section Allotted \_\_\_\_\_ House Allotted \_\_\_\_\_

Nationality \_\_\_\_\_ Mother Tongue \_\_\_\_\_

Father's / Guardians Name \_\_\_\_\_  
 Mother's / Guardians Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone number \_\_\_\_\_

Phone number \_\_\_\_\_ Telephone number \_\_\_\_\_


Name and Address of the last School attended \_\_\_\_\_

**For Office use only**

**To the class Teacher**  
 Name of the Candidate \_\_\_\_\_  
 Grade \_\_\_\_\_ Section \_\_\_\_\_  
 Admission no \_\_\_\_\_ Date of Admission \_\_\_\_\_

The mind and the heart are two wings of harmony which help us to soar new heights.

**TRANSPORT FORM**

  
**MERIDIAN SCHOOL**  
 Connecting the Mind and Heart

**FORM NUMBER:** \_\_\_\_\_

My ward \_\_\_\_\_ whose admission is sought in Grade \_\_\_\_\_ will be availing the transport facility offered by the school.

**I. Transport Facility**  
**Pick-up & Drop off point**  
 Landmark: \_\_\_\_\_  
 Telephone No. Residence \_\_\_\_\_ Office \_\_\_\_\_  
 Mobile(s): Father \_\_\_\_\_ Mother \_\_\_\_\_  
 Guardian: \_\_\_\_\_  
 Does your child suffer from travel sickness? \_\_\_\_\_  
 If so, any medication advised? Please specify \_\_\_\_\_

**Note: Provision of transport facility & all bus routes shall be at the sole discretion of School authorities.**

Transport in charge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of the Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Connecting the mind and the heart is the creating a beautiful melody.

**TRANSPORT SLIP**      FOR THE USE OF THE TRANSPORT DEPARTMENT

  
**MERIDIAN SCHOOL**  
 Connecting the Mind and Heart

**ADMISSION NUMBER:** \_\_\_\_\_


My ward \_\_\_\_\_ whose admission is sought in Grade \_\_\_\_\_ will be availing the transport facility offered by the school.

**I. Transport Facility**  
**Pick-up & Drop off point**  
 Landmark: \_\_\_\_\_  
 Telephone No. Residence \_\_\_\_\_ Office \_\_\_\_\_  
 Mobile(s): Father \_\_\_\_\_ Mother \_\_\_\_\_  
 Guardian: \_\_\_\_\_  
 Does your child suffer from travel sickness? \_\_\_\_\_  
 If so, any medication advised? Please specify \_\_\_\_\_

**Note: Provision of transport facility & all bus routes shall be at the sole discretion of School authorities.**

Transport in charge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of the Parent: \_\_\_\_\_ Date: \_\_\_\_\_

**TRANSPORT FORM**      TRANSPORT RULES AND REGULATIONS

  
**MERIDIAN SCHOOL**  
 Connecting the Mind and Heart

**Fee Payments and Schedules**  
 1. To avail of the transport facility, it is mandatory to pay the full-term transport fee in advance, along with the tuition fee.  
 2. Fees once paid are non-refundable.  
 3. If a student wishes to discontinue using the transport facility, a written notice must be provided to the transport team and Accounts Office no later than the 15th of the last month of the previous term. Failure to provide timely notice will result in transport fees for the next term.  
 4. Failure to pay fees by the due date will instruct the School to withdraw Transport Services without further notice.

**General Terms**  
 1. The provision and management of the transport facility, including acceptance, operations, maintenance, routing/scheduling, cancellation, or withdrawal, are solely at the discretion of the school management.  
 2. Transport and availability is contingent upon route, seat/seat numbers. The school management's decision on providing Transport Services to a student is final and binding based on availability.  
 3. The School may not provide transport on certain routes based on stability and student demand.  
 4. Buses will follow fixed routes determined by the School. Mid-term route changes or detours are not permitted. However, the school reserves the right to make changes in the best interest of the student, if necessary.  
 5. Parents are solely responsible for picking up their child from the designated bus stop and ensuring the child's safety on the road while enroute.  
 6. If a parent or guardian is not present at the bus stop to receive the child, the child will be returned to the campus. Parents must then pick up the child from the School at their own responsibility and identify proof.  
 7. Any changes to home address or contact numbers must be promptly communicated to the Parent Relationship Team.  
 8. Students and parents must be punctual to the bus stop, arriving at least 10 minutes before the scheduled bus arrival time. The bus will not wait for late arrivals.  
 9. Students are not allowed to board any bus other than the one they are registered for, as per official records.  
 10. If a student misses the bus for any reason, the parent is responsible for making their own pick-up or drop-off arrangements. For inquiries, parents can contact the Transport in-Charge or inform the Parent Relationship Team during School hours.  
 11. Parents should use official contact bus timetables to request stops or make any other requests without the School administrator's knowledge.  
 12. All school discipline rules apply to the School bus, and students are expected to adhere to them.

By availing of the transport facility, you agree to comply with these terms and conditions set forth by Meridian School.

Parent Signature: \_\_\_\_\_

**MEDICAL RECORD**

  
**MERIDIAN SCHOOL**  
 Connecting the Mind and Heart

**FORM NUMBER:** \_\_\_\_\_

Child's Name: \_\_\_\_\_  
 Gender \_\_\_\_\_ Blood group \_\_\_\_\_  
 Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_  
 Contact No: \_\_\_\_\_ Contact No: \_\_\_\_\_


Allergies to any medicine/food \_\_\_\_\_  
 Is your child immunized \_\_\_\_\_

**Please submit the immunization records**  
 Does your child have any special needs? If yes please specify \_\_\_\_\_

**Has your child been tested, if yes, please submit the relevant documents**

In the classroom of life, both the mind and heart are essential notes for harmony.

**MEDIA CONSENT FORM**

  
**MERIDIAN SCHOOL**  
 Connecting the Mind and Heart

Name of Parent/Guardian: \_\_\_\_\_  
 Child's Full Name: \_\_\_\_\_  
 Class/Grade: \_\_\_\_\_

I, the undersigned parent/guardian of the above-mentioned child, hereby grant permission to Meridian School to post photographs and videos of my child on official social media accounts and other online platforms, understanding that these images/videos will be used for the sole purpose of promoting the school, showcasing activities, events, and achievements within the school community.

I acknowledge and agree to the following terms:  
 • Meridian School will exercise caution and discretion when selecting and editing images/videos for publication.  
 • I understand that my child's safety and privacy are a priority for Meridian School, and reasonable measures will be taken to protect their personal information. Meridian School cannot be held responsible for any misuse or unauthorized sharing beyond its control.  
 • I retain the right to withdraw this consent at any time by providing written notice to the school. However, I understand that images/videos already posted before the withdrawal of consent may continue to be used in accordance with this consent form.

Please indicate your consent preference by selecting one of the following options:  
 [ ] I grant permission for Meridian School to post photographs and videos of my child on official social media accounts and other online platforms.  
 [ ] I do not grant permission for Meridian School to post photographs and videos of my child on official social media accounts and other online platforms.

Date: \_\_\_\_\_  
 Signature of Parent/Guardian: \_\_\_\_\_

Mind and heart, must graduate together to achieve wisdom.



ADMISSION  
FORM

**INDEMNITY FORM**

**MERIDIAN SCHOOL**  
Connecting the mind and heart.

Name of Parent/Guardian: \_\_\_\_\_  
Child's Full Name: \_\_\_\_\_  
Class/Grade: \_\_\_\_\_

**MERIDIAN SCHOOL INDEMNITY STATEMENT**

I, \_\_\_\_\_ the undersigned, am the legal parent or guardian of \_\_\_\_\_ a student at Meridian School. I understand and acknowledge that accidents can happen on school premises despite the school's best efforts to maintain safety. I hereby agree that Meridian School, its teachers, employees, and representatives shall not be held liable for any injuries, accidents, or damages that my child may sustain while on school premises. I understand that it is my responsibility to ensure that my child follows all school rules, safety guidelines, and instructions provided by the School to minimize the risk of accidents. I also understand that the School takes reasonable measures to provide a safe learning environment. This indemnity statement pardons the School from any claims or demands related to accidents or injuries that may occur on school premises. By signing below, I acknowledge my agreement to this indemnity statement.

Parent's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Connecting the mind and heart, helps students to the world of knowledge and empathy.

**ACCEPTANCE FORM**

**MERIDIAN SCHOOL**  
Connecting the mind and heart.

I promise to abide by the existing rules and regulations of the school and those that may be changed in the future.

1. My ward will abide by the school rules and regulations at all times.
2. I will follow the school instructions regarding grooming and I have procured the information regarding School Uniform and Sports Uniform from the front office of the school.
3. I will ensure that my child is punctual and regular to school.
4. I will ensure that no expensive articles like jewelry, expensive watches, iPod, cell phones or any other gadgets are brought to school. I abide by the school's rules to confiscate, if brought.
5. I will portray courteous behaviour towards all school teaching and non-teaching staff.
6. If the transport facility is opted for I will undertake to wait at the designated pickup/drop point 10 mins before the allotted time.
7. Once my child is enrolled I will abide by the rules and regulations mentioned in the school almanac.

Rules for payment of fee

1. The school fee is paid in 3 Terms before 1st April, 1st August and 1st December. A fine of Rs.250/- per day will be charged for late payment. Transport Fee must be paid in 3 terms before 1st April, 1st August and 1st December. Late fee as mentioned above is also applicable for transport facility. The objective of the school is to provide quality education and this can be achieved only with timely cash flows. The late fee collected is to meet the cost of delayed funds and to instill a sense of financial discipline for the smooth functioning of the school.
2. Fee once paid is non-transferable / non-adjustable /non-refundable under any circumstance.

Knowledge warms the mind but compassion ignites the heart.

**ACCEPTANCE FORM**

**MERIDIAN SCHOOL**  
Connecting the mind and heart.

3. In case any fee payment cheque is dishonoured, a penalty of Rs.1000/- will be levied.
4. Hall tickets for all term examinations will not be issued unless the Term Fee and Transport Fee have been paid. Reports and TCs will be issued only on clearing fee dues. Hall tickets for public examination will be issued only on clearance of all fee dues.
5. For non-payment of fee for a period of 30 days, the child's name shall be struck off the school records. In special cases, once the fee dues are cleared the readmission will be considered with a fee of Rs. 25000/- at the sole discretion of the Management.

**Withdrawals**

To obtain a Transfer Certificate (TC) parents must apply to the Principal, and TCs will be issued within 7 working days upon receiving a transfer certificate from the Librarian, Class Teacher, and Cashier.

TCs will be issued during the academic session if the applicable Term Fee has been paid. For example, if the TC application is made during the first term, the first-term fee should have been paid. If the child attends even one day of the next term, the entire Term Fee for that term must be paid.

Application for TC should be submitted on or before the 1st of March of a given Academic year. Failure to do so will entail payment of Term I fee of the coming academic session.

There will be an exit interview for the students applying for TC and this will be used for the purpose of introspection.

**Cancellation of Admission and Refund Policy**

Registration, Admission fee, and Term Fee payments are non-refundable.

If a cancellation request is received after the session starts, and the student hasn't attended a single day, the 1st term fee won't be refunded. However, if the 2nd and 3rd term fees have been paid, they will be refunded.

If the child attends any day of school, the entire Term Fee won't be refunded. Yes, if advance term fees were paid, they will be refunded. For example, if the child attended 1 day of the 1st term, the 1st term fee is withheld, and the advance fee for the 2nd and 3rd terms is refunded.

For unused transport facility, a 50% refund applies if not utilized even for a single day. However, if the facility is used even once, no refund is given.

I acknowledge and accept the final decision of the Management regarding these rules and regulations.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



View the complete form here

[PDF Files\Admission Application Form.pdf](#)

### References:

- Existing policy of the school.
- The policy of admission as recommended by the State, National council of education.