Green Valley School Admission Policy

Academic Year: 2026–27

Green Valley School is committed to a fair, transparent, and parent-friendly admission process. Admissions are offered to eligible students based on the availability of seats and completion of the required admission formalities.

1. Admission Basis

Admissions are offered on a **first-come, first-served basis**, subject to eligibility criteria, document verification, seat availability, and completion of the school's admission formalities.

Submission of an enquiry or application form does not guarantee admission. A seat is considered confirmed only after the school issues confirmation and the required fees are paid within the given timeline.

2. Eligibility and Age Norms

Students must meet the prescribed age requirement for the class for which admission is sought. Age eligibility will be determined according to the applicable government, board, and school guidelines for the academic year.

Parents must submit a valid birth certificate or other officially accepted proof of date of birth.

3. Available Classes

Admissions are open for **[Nursery / Junior KG / Senior KG / Class 1 / Class 2 / add applicable classes]**, subject to seat availability.

For admission to higher classes, the student must have successfully completed the previous class at a recognized school, where applicable.

4. Application Procedure

Parents must complete the online admission application form and submit all required information accurately. The school may contact the parent or guardian if clarification or additional documents are required.

Parents may schedule a school visit to understand the learning environment. A school visit is optional and does not form part of the admission selection process.

5. No Interview Policy

Green Valley School does not conduct interviews for students or parents as part of the admission process.

Applications are reviewed on the basis of eligibility, submitted documents, seat availability, and the school's admission guidelines.

6. Document Verification

The school will verify the information and documents submitted with the application. Admission confirmation is subject to successful document verification.

Any incorrect, incomplete, misleading, or falsified information may result in cancellation of the application or admission.

7. Documents Required

Parents may be asked to submit the following documents, as applicable:

- Child's birth certificate or official date-of-birth proof.
- Recent passport-size photograph of the child.
- Parent or guardian identity proof.
- Address proof.
- Latest report card or academic record for higher classes.
- Transfer Certificate / School Leaving Certificate for transfer admissions, where applicable.
- Medical or health records, if requested.
- Any additional documents required by the school.

Birth certificates, proof of residence, photographs, academic reports, and transfer certificates are common documents requested for school applications; requirements often differ for pre-primary and higher-class admissions.

8. Admission Confirmation

On successful verification and subject to seat availability, the admissions office will communicate the admission decision to the parent or guardian through the registered email address or mobile number.

Parents must complete the required enrollment forms and pay the applicable admission, registration, and tuition fees within the specified time to confirm the allotted seat.

9. Fees and Refunds

Fee details, payment timelines, and applicable charges will be communicated by the Admissions Office. Fees paid are subject to the school's Fee and Refund Policy.

Parents are requested to review the fee structure and refund terms carefully before making any payment.

10. Transfer Admissions

Transfer admissions may be considered for available seats. Parents must submit the previous school's report card and Transfer Certificate / School Leaving Certificate, where applicable.

Additional migration or academic documents may be required for students transferring from another board, state, or country.

11. Contact Admissions

For help with eligibility, documents, application submission, or available classes, please contact the Admissions Office.