



INDIAN SCHOOL SALALAH

P O BOX. 2305, SALALAH – 211, SULTANATE OF OMAN
Tel: 23235700, 23235701, Fax: 23235376,
Email: iss2305@omantel.net.om, Website: indianschoolsalalah.com

Circular Dated: 16/12/2012

ADMISSION (2013-2014)

1. REGISTRATION FOR NEW ADMISSION

- 1.1** Registration Form for admission to Class L.K.G to Class IX & XI for the academic year 2013-2014 can be collected from the school office on payment of RO 10/- from December 17, 2012 to January 16, 2013 and the Registration Form completed in all respects should be submitted to the school office latest by January 16, 2013.
- 1.2** Registration can also be done after January 16, 2013, by paying a late fee of RO 5/- in addition to the normal registration fee (i.e. Total RO 15/-), **if seats are available.**
- 1.3** For Non-Indians, registrations will be done on availability of seats. They have to produce NOC from their respective Embassy for registration.

2. AGE LIMIT

For admission to L.K.G., a child should have completed 3 ½ years, for U.K.G. 4 ½ years and for Class I, 5½ years as on June 30, 2013. A corresponding minimum age limit is fixed for successive classes.

3. ADMISSION TEST

- 3.1** After submission of the Registration Form, an Admission Test Slip will be issued by the Office Clerk, which is to be handed over to the invigilator on the day of the admission test.
- 3.2** Admission test will be conducted as follows:-

Class	Date	Time	Subject (s)
L.K.G	14/03/2013	8.30 am to 11.00 am	NO TEST – Meeting with Child and Parents.
L.K.G	16/03/2013	8.30 am to 11.00 am	NO TEST – Meeting with Child and Parents.
U.K.G	17/03/2013	8.30 am to 11.30 am	Interactive session with the child
I	18/03/2013	8.30 am to 11.00 am	English (oral & written), Mathematics.
II to VIII	19/03/2013	8.30 am to 12.00 noon (one hour each subject)	1) English, 2) Maths, and 3) Hindi for Indians/Science for Non-Indians
IX	19/03/2013	8.30 am to 12.00 noon (one hour each subject)	1) English, 2) Maths, and 3) Science
XI	03/04/2013	8.30 am to 12.00 noon	English and Maths for Commerce Students English, Maths & Science for Science Students

3.3 Question paper in a subject will be set on the syllabus of the previous class. Duration of the written test for each subject will be 45 minutes for Class I, one hour for Classes II to IX and XI.

3.4 List of candidates selected for admission will be put on the school notice board at 11.00 am as per the following schedule [**Class UKG to IX on 24/03/2013 and LKG on 26/03/2013**]

4. ADMISSION – PROCEDURE & REQUIREMENTS

4.1 On declaration of a candidate being eligible for admission, the parent can collect the **Admission Form** from the Office Clerk by paying RO 2/- only.

4.2 Admission Form completed in all respects, along with the following documents should be submitted to the Office Clerk in the School Main Office with the relevant fees between 8.00 am and 11.00 am.

(a) Original Birth Certificate. [**For Non-Indians**]

(b) **TRANSFER CERTIFICATE:** Transfer Certificate should be issued only under the signatures of the regular Principal /Vice Principal and it should be countersigned by an Officer not below the rank of District Inspector of Schools / Deputy Director of Education / Education Officer of the Education Department of the State / Union Territory concerned. In case of a student migrating from a CBSE affiliated School, the Transfer Certificate may be countersigned by the Regional Officer of the Board or the Assistant Commissioner of KVS or the Deputy Director of the Navodaya Vidyalaya Samiti or an Officer of the Board at the Head Quarters in India and by the First Secretary / Attache / Cultural Attache or an Equivalent Officer of the Embassy / High Commission of India in the concerned country in respect of students studying in an affiliated school of the CBSE situated outside the country. [**Applicable for the admission to Class II to XII only**]

(c) One recent passport size photograph of the child. [**For all classes**]

(d) Photocopy of child's passport and father's passport with its First Page and Visa Page. In case, the child does not have his/her own passport, then the copy of the passport of mother or father where the child's name is endorsed. [**For all classes**]

(e) Copy of the last Progress Report issued by the previous school. [**For all classes except LKG**]

(f) Photocopy of Immunization record of the child.

(g) If any document is found invalid, admission will be cancelled without any explanation.

4.3 The Fee Receipt given by the Office Clerk should be handed over to the Class Teacher of the student at the time of joining the school.

T. R. BROWN
Principal