

## **ADMISSIONS POLICY**

### **Aims:**

- To create a seamless admissions process
- Designate a dedicated admissions officer to assist parents throughout the admissions cycle
- Transparency in the admissions process
- Recruit students from diverse background and talents to enhance learning experience
- Maintain an environment conducive to education



### **Entry Requirements:**

- At Excelsior, we do not believe in interviewing children. Excelsior as an education institute believes in providing equal opportunity of quality education to every child.
- Parents are required to fill in the registration form available on payment from the school helpdesk. A unique registration number will be assigned to the student which will be used by the administration for reference throughout the student's education at Excelsior.

#### **Students of Indian Origin**

1. Birth certificate or passport photocopy
2. 3 passport size photograph
3. Transfer certificate and transcripts for higher grades (Grade 1 upwards)

#### **Students of Foreign Origin**

1. Birth certificate or passport photocopy
2. Proof of stay in the country /Visa of the parent and child
3. 3 passport size photograph
4. Transfer certificate and transcripts for higher grades (Grade 1 upwards)



**What happens after Admission?**

Your child will be allocated a classroom, section and a house. Every child is assigned a house where a sense of team spirit and camaraderie is inculcated.

Parents will be called for an orientation and will be informed by e-mail or phone.

The admissions department can also facilitate a meeting with teachers for the parents at this stage.

