



GENERAL GUIDELINES FOR ADMISSION

Kindly fill all the details carefully.

- * All sections of this Admission Form must be completed in full to be processed.
- * Submission of the Admission Form is a request for admission and does not guarantee admission.
- * Mention the correct Date of Birth as per Date of Birth Certificate issued by the Municipal Corporation. No change in Date of Birth shall be allowed later on.
- * Full Name of the student, Date of Birth, Permanent Address & Name of the Parents(First, Middle and Last) entered in the form should match the supportive documents.
- * Mention Emergency Contact Details (other than parents).
- * Please identify one Parent as Preferred contact for receiving all School communication by SMS, E-mail notifications or telephonic communication. (Not applicable for SingleParent / Guardian).
- * Printed copy of the Registration Form must be signed by both the Parents/Single parent(legally Divorced or having adoption rights)/ legal Guardian. Please refer to the specific instructions for Parents Separated/Divorced/Single/Guardian.
- * Required document(s) to be attached along with the Admission Form.
- * There will be interview or interaction with the children and parents before taking admission.
- * SMS and Emails will be sent to the preferred parent only.

General Instructions To All Parents For Filling In The Registration /Admission Form

- The Registration/Admission Form requires the details and **signature of both** biological or adoptive parents of the applicant.
- You can identify one parent as the "Preferred Contact" for receiving all school communication by e-mail, or telephone notifications (sms or phone calls). In such a case, the "Preferred Contact" will receive school communication as per the contact details provided in the Admission Form.
- The Registration/Admission Form may also be filled by a single parent/legal guardian having sole custody and care of the child (supported by legally valid documentation), as per the instructions provided in **Specific Instructions For Separated/Divorced Parents Or Single Guardian.**
- In case of any of the change in marital status and/or change of communication details, it is the sole responsibility of parents to inform the school immediately of such change through a joint application signed by both parents with appropriate document reflecting such change. (See section on separation or divorce).
- In case of death of a parent, the surviving parent is required to submit the death certificate to the school.
- The school shall have the sole discretion to seek any further details/documents (if any) as required.
- In case of any change in the details provided, which in turn requires a change in the records of CBSE, the responsibility of School is limited to forwarding the application as per school process. The school does not guarantee/assure acceptance/update of records of the requested change by CBSE. In case of rejection, parents/ guardians may directly address their grievance with CBSE.

Specific Instructions for Parents Separated/Divorced/Single/Guardian

➤ Who can fill in the Admission Form?

- In case of joint custody, **both parents must sign** the Registration/Admission Form.
- In case of sole custody, Registration/Admission Form must be filled by the parent having legal custody of the child. (Please note: information regarding the parent without custodial rights is also required and may be filled by the parent with custodial rights filling the form or directly by the parent without custodial rights).
- A guardian may fill and sign the Registration/Admission Form in case the parents are deceased or are unable to complete the forms and care of the child has been placed in care of a guardian by law or otherwise. Please ensure that the guardian's role and relationship is specified and supported by documentation where applicable

➤ Documents to be submitted with the Admission Form

- Certified true copies of legal documents confirming legal status as single parent, or legally separated/ divorced must be submitted with the Admission Form. (In cases of divorce, parent(s) must submit certified copies of final orders of divorce at the time of registration)

➤ Who can receive school communication (and other authorization instructions to the school)

- Providing a safe and nurturing learning environment is a priority at TPS and the safety and well-being of the child comes first. All instructions on information sharing/communication from school and parent visitation, pick-up/drop off and other issues must be provided in writing and supported by most current or final court orders. The School will acknowledge custody rights of the child only based on court orders. Any instruction requesting the restriction of interaction of one parent with the child or with the school will be accepted if its supported by a valid court order granting or restricting such rights. In case of pending divorce cases, written consent of both parents will be required for anything to do with the child. In case of request for striking out the name of either parent from the record of the School, appropriate court order(s) must be presented to the School granting permission for removal of name of such parent or stating that such parent has relinquished all rights and/or claims over the child.
- **In the event of legal separation or divorce after admission**
 - If Registration Form/Admission Form is signed by both the parents and subsequently separation/divorce occurs post admission, then till appropriate court order granting sole custody to one parent to the exclusion of any one parent is provided, the school will continue to communicate with both or with the parent with physical custody of the child, depending on the circumstances and the safety and well-being of the child. Until custody rights are established by court orders, signatures/permission of both parents will be required on documents or communication that requires the consent of both parents (such as notice of withdrawal or request for transfer certificates).
- **Visitation rights**
 - School is not a venue to exercise visitation rights, unless otherwise directed by court. The school is a place for learning in safe and secure environment and therefore the child's wishes and best interest will be given prime consideration. Separated parents may please make a note not to involve the school in any marital dispute or with child's custody or withdrawal from school.
- **Remarriage**
 - In case of remarriage, the school records are not automatically updated unless: -
 - a joint application is made by the parents on record requesting for the inclusion of the new spouse and with clear instructions on communications, pick-up/drop offs, PTMs and other school events etc.; or
 - an attested copy of a registered legal joint adoption deed is submitted confirming the adoption and request for name change (if any); or
 - if such application is supported with either court orders.
- **Updating school records**
 - Parents are solely responsible for updating the school records and ensuring that the updated records are accurate and functioning. The school will not be responsible for its inability to reach a parent or if a parent does not receive any school communication due to inaccurate or outdated contact details. The school will not be liable for any consequences resulting from situations.

Admission Procedure:

1. Hard copy of the Admission Form along with the supporting, self-attested copies of all the relevant documents as specified and the corresponding original documents must be submitted at the School reception for verification.
2. Admission will be confirmed only on completion of each of the following-
 - i. The Admission Form must be submitted with documents stated in the Form. In case you are unable to submit a required document, the school will accept the incomplete Admission Form against a written undertaking that the required documents will be provided within 3 working days.
 - ii. Final admission is subject to physical verification of the original documents.
 - iii. All information must be complete and accurate. In case any false, incomplete or misleading information is provided, The School (TPS) reserves the right not to process the Admission Form; and reserves the right to withdraw any offer of admission made or granted.
 - iv. Admission will be granted subject to payment of fees, completing the prescribed admission procedure and acceptance of all rules, policies and code of conduct applicable to TPS students and parents/guardians.
 - v. The Admission Form must be signed by both the parents/parent having legal custody of the child/guardianship along with the original documents.
 - vi. Submission of the Medical Details of the child is mandatory.
 - vii. Submission of signed copy of the School Policies is mandatory.