

ADMISSION

1. Admission of children of serving Air Force personnel is to be made at any time during the academic session, subject to the stipulation laid down by CBSE for classes IX-XII. The following procedure is to be followed:-

(a) Serving IAF Personnel are to be given registration forms and admission as and when they arrive for Admission.

(b) Vacancies available for admission of civilians to various classes after catering for seats for serving personnel and mid-session postings are to be put up to Chairman SMC for approval by 15th Jan.

(c) SRO Entry, Notices, Newspaper notification if required be issued subsequently.

(d) Registration Forms are to be issued from 15th Feb-15 Mar.

(e) Admission Committee headed by the Principal/HM comprising atleast two teachers each be made for Pre-primary, Primary, Secondary, Senior Secondary classes. The committee has to prepare a list after vetting of applications and put up for signatures of Principal and ED. •29 Mar.

(f) The following is to be ensured for draw of lots:-

(i) Intimation to Parents for "draw of lots" to be sent through school website, SMS, Notification in newspaper if required.

(ii) Signature of Witnessing Parents is to be taken on the day of "Draw of Lots".

(iii) All precautions of putting the slips in the box and for draw of lots is to be followed.

(iv) Minutes of the Meeting of "Draw of Lots" is to be recorded and put up to ED for signature. (g) The registration form should specify that "registration does not confirm the right to admission"..

2 Admission of Army, Navy, Para-Military Forces and civilian children to Air Force Schools is not to be done at the cost of Air Force children. They are to be admitted subject to vacancies after admitting all Air Force children, catering for mid-session admissions on transfers.

3. Children of Foreign Nationals/NRIs may be admitted only after seeking the prior written concurrence of the Executive Vice-Chairman, after due scrutiny and recommendation of the Secretary CSMC.

4. Admission Priority The admission priorities are to be strictly followed as per the sequence given in the following sub-Paras and sub-sub-Paras. In case of number of children being more than the vacancy, draw of lots should be carried out strictly in the order of Priority and as per the sequence listed below and the following the procedure listed at the para 1(f) above. For example admission to a child belonging to sub-para (b) (iii) will only be considered for draw of lots after considering admission to all cases given in Para (a) , Para (b) (i) & Para (b) (ii) . Under no circumstances a child with low priority is to be given preference over a child with low priority is to be given preference over a child with higher priority in the priority order list.

(a) Priority-I : Children of serving and deceased (whilst on active service) IAF Officers , Airmen and NCs(E)

(b) Priority-II :

- (I) Children of serving Air Force School staff (whose spouse is not a serving Air Force Officer, Airman or NE (E))
- (II) Children of serving Armed forces personal posted to MES at that AF Station.
- (III) Children of serving DSC personnel posted to Air Force units.
- (IV) Children of serving civilian staff of Air Force units paid out of Defence Services Estimates.
- (V) Children of serving NPF employees.
- (VI) Children of serving civilian MES personnel.

(c) Priority-III:

- (I) Children of Air Force Officers, Airmen and NCs (E) who have superannuated from service and children of serving Army personnel.
- (II) Children of Air Force Officers, Airmen and NCs(E) who have left service of Premature Separation from Service (PSS) or on completion of period of Regular Engagement (RE), before the age of superannuation.

(d) Priority-IV

- (I) Biological/legal grand-children of serving and retired (both superannuated as well as those who have gone out on PSS/ completion of RE) Air Force Officers, Airmen and NCs (E).
- (II) Children of serving Navy, Military Forces personnel, GREF and TA.

(e) Priority-V: All other children , including children of foreign nationals/ NRIs

5 Age Limit: The minimum/ maximum age limit of the child as on 01 Apr of the academic year in which admission is sought is as mentioned below-

- (a) Nursery 3+
- (b) LKG 4+
- (c) UKG 5+
- (d) Class I 6+

6. Minimum/maximum age at the time of admission to other classes will accordingly be calculated as per the above stipulation. Child born on 01 April would be deemed as having attained the requisite age. No age waiver will be granted. The maximum age limit can be relaxed by two years in case of Differently abled children.

7. Proof of Age. Any of the following documents are to be accepted in original as proof of age-

- (a) Birth certificate issued by Military/Civil Hospitals as well as by Municipalities/Village Panchayats..
- (b) In case of Defence personnel, personal Occurrence Report extract duly signed by Unit Adjutant is also required.

8. Change in Date of Birth. Once recorded in the School register, change in date of birth is to be accepted only with a certificate from Registrar of Births/Deaths and original newspaper clipping

notifying such change. Defence personnel will also have to produce a POR extract, signed by unit Adjt regarding the change of date of birth.

9. Change in Father's/Mother's Name- No change in name of father/mother is to be accepted in case of adoption or re-marriage of either parent if the person originally named as father/mother in School records is still alive. In such cases, notarized written consent of such separated originally named father/mother is to be submitted to the School. However, in case of adoption from Children's Home or in case of death of either parent, School will accept change of parents' name on production of adoption/death certificate.

10. Admission on Transfer Certificate. Students coming on transfer with TC from an Air Force School, as well as students with TCs from non-Air Force Schools, seeking admission to class II and above, will not have to undergo any admission test. Air Force School TCs should be countersigned by the ED of the School.

11. Admission to Class XI. Selection of students to the Mathematics and Science Group in class XI is to be determined solely on the basis of merit in the grades secured in class X. In this regard, the admission guidelines with respect to admission in class XI (Science, Commerce and Humanities) as laid down by KVS or SMC are to be followed. All admission criteria for class XI are to be approved by Chairman SMC.

12. Admission to Class I and below- Admission to classes LKG, UKG and Class-1 does not require a TC and is not to be based on any test requiring prior academic attainment of the student. These should be strictly on the basis of the admission priorities given in Para 4 above. In case of more candidates, SMC is to admit children on lottery basis for each Priority, with all the children of Priority-I being admitted before proceeding to consider children of Priority II and so on. Once a child (of any category) has been given admission in an AF school, under no circumstances whatsoever he/she will be issued a TC, until applied for by the parent. In the event, wherein due to requirement of down gradation of the number of sections due to room/infrastructure constraints, the same is to be done only at ab-initio education stage i.e. LKG or Class-I as the case may be.

13. Admission without Transfer Certificate up to Class V- Direct admission, i.e. Admission without a TC may be made as a special case only up to Class V. If a student who has not previously attended any recognised School applies for admission to any class up to class V, his/her parent/guardian will be required to give a full history of his/her previous education and submit an affidavit to the effect that his/her ward has not attended any recognised School till then. She/he is to also submit an affidavit regarding the exact date of birth of his ward, should produce a birth certificate from the Municipal Corporation where his child was born and a POR extract duly signed by Unit Adjt, in case of Defence personnel.

14. Admission to a Higher Class. A student from a recognised School or a Kendriya Vidyalaya or Air Force School is not to be admitted to a class higher than the one in which he was studying at his former School, except in the case of those who have passed the annual examination and have been promoted to the next higher class from the academic session commencing from 01 April.

15. Children of serving Air Force personnel will always be admitted in an Air Force School irrespective of class strength at any time of the year. However, Schools are advised to maintain an ideal class strength as mentioned below:-

(a) LKG-UKG -35

(b) Class I -40

(c) Class II to V -40

(d) Class VI & above -40

Note: Transfer cases of air warriors to be admitted over and above class strength

16. Admissions will be made as per the sequence mentioned at Para 4 above starting with Priority-I candidates. In no case shall any other category students be admitted to any class before all Priority-I candidates have been admitted.

17. Admission Quota: Executive Vice Chairman, Secretary CSMC & Chairman SMC Chairman SMC may, at his discretion, admit two students per section, irrespective of Priority. over and above the authorised strength. In addition, Executive Vice Chairman and respective Secretary CSMC will each have an admission quota of one child in each section of every class of each Air Force School, which will be over and above the authorised strength. The EVC and Secy CSMC quota is to be filled only after confirmation of nil requirement from Executive Vice Chairman and respective Secretary CSMC each year.