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| File Name | Admission Procedure - The SOBHA Academy |
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1. Introduction

This document outlines the procedure to be followed for the admission of students to The SOBHA Academy (TSA). It supports the implementation of the TSA Admission Policy and ensures that all actions taken during the admission cycle are transparent, fair, verifiable, and fully aligned with institutional values and expectations.

Admission is a selective process based solely on merit, eligibility, availability of seats, and strict compliance with the policy criteria. No individual has the right to claim admission by recommendation, affiliation, or exception.

2. Purpose

This procedure aims to:

- Define the step-by-step process for the fair and consistent selection of students.
- Ensure that all applicants meet the policy-defined eligibility criteria.
- Protect the school from non-compliance, fraud, or undue influence.
- Reinforce the responsibility of applicants to provide accurate and complete information.

3. Procedure Details

3.1 Admission Announcement

- Public notifications are issued by TSA at the beginning of each admission cycle.
- Notifications clearly state the panchayat eligibility, documentation requirements, and deadlines.
- Applications are accepted only during the announced window; no late applications are processed.

3.2 Application Collection and Submission

- Application forms are distributed free of cost.
- Forms must be submitted physically at the school by a parent or guardian.
- Sobha staff may apply for their children only if all standard eligibility criteria are fully met, including:
 - Residence in Vadakkencherry, Kizhakkenchery, or Kannambra
 - Financial need
 - Parental conduct (PCC)
 - Medical fitness

- Applications from the Young Mothers Programme must be submitted through their assigned programme manager.

3.3 Initial Document Verification

- The Admissions Team verifies the following mandatory documents:
- Voter's List (panchayat confirmation)
- Aadhar card / SSLC certificate / ration card / passport / driving license
- Proof of income, debt, and financial hardship
- Police Clearance Certificate (PCC) for both parents
- Applications with missing, inconsistent, or falsified documents are immediately disqualified.

3.4 Field Assessment and Home Survey

- The Social Empowerment Department (SED) conducts in-person visits to each applicant's home.
- A structured Deprivation and Aspiration Index tool is used to assess:
- Family income, employment, and liabilities
- Housing conditions and lifestyle indicators
- Family's outlook toward education and discipline
- Survey findings are scored, documented, and reviewed by the Admissions

Team.

3.5 Medical and Behavioural Screening

- Shortlisted students are referred to Sobha Health Care for a basic medical evaluation.
- A review of physical and mental fitness is carried out with support from the Guidance & Motivation Department.
- The school reserves the right to disqualify any applicant whose condition requires intervention beyond TSA's institutional capacity.

3.6 Shortlisting and Evaluation

- A master shortlist is prepared based on:
- Full eligibility compliance
- Deprivation Index scoring
- Medical and conduct clearance
- If a student is applying for a class other than LKG, the student must:
- Achieve the minimum required score in the school's internal admission test
- Meet all policy criteria, including panchayat residence
- No consideration is given to recommendations, employment affiliations, or past connection to the institution.

3.7 Final Selection and Draw of Lots (If Required)

- If eligible applications exceed the number of seats:
- A public draw of lots is conducted transparently.
- A waiting list of 5 families is maintained and valid for one academic year only.
- Selection decisions are final and cannot be contested, appealed, or revisited.

3.8 Admission Confirmation

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- Selected families are issued official confirmation letters by the Principal's
- Admission is confirmed only upon:
- Submission of final documents
- Signing of the parent-school undertaking form
- Attendance at the orientation session

3.9 Grounds for Cancellation of Admission

Admission may be cancelled at any stage due to:

- Discovery of false or incomplete information
- Misrepresentation of financial status, residency, or conduct
- Parental misconduct, including alcoholism or behaviour violating school values
- Withdrawal of cooperation with the school
- Non-submission of required documentation by the deadline

4. Compliance and Review

This procedure is to be implemented in full compliance with the TSA Admission Policy.

- The Principal and School Board of Admissions reserve final authority in all matters related to admissions.
- No external body, individual, or representation will be entertained.
- This procedure will be reviewed every two years, or earlier if needed, and may be updated upon approval by the Trust Board.

5. Document Control

| VERSION | DATE | DESCRIPTION OF CHANGE | APPROVED BY |
|---------|------------|-----------------------|-------------|
| 1.0 | 12/05/2025 | Initial Formalisation | Trust Board |