



The Palm Academy

Main Branch : Karela Bagh, Noorullah Road, Prayagraj
Branch : Labour Chauraha, Kareli, Prayagraj

Rules & Regulations for Admission

1. The Application forms are available at the school office on payment of Rs. 500/-.
2. The duly filled forms have to be submitted at the school office with the following documents.
 - (a) Transfer Certificate from previous school, if any.
 - (b) Original Birth Certificate (if Transfer Certificate is not submitted)
 - (c) Address proof of parents. (Aadhar Card, D.L. etc.)
 - (d) Passport sized photographs- 4 Pcs.
3. The admission to Play Group & Nursery will be on ' first come first served' basis.
4. For admission to other classes, the following procedure will be followed. On submission of the form the name of the child will be registered in the list of applicants. All children thus registered will need to give a written test/interview according to the date given. Only those students who are selected in the test/interview will be given admission. Registration alone does not guarantee admission. The list of selected students will be informed through SMS/Call & names will be announced on the school notice board.
5. Test date for respective class will be informed at time of submission of form. After receipt of confirmation regarding the admission, the admission fee needs to be paid immediately. Only after paying the admission fee and getting TPA number the admission shall deem to be confirmed.
6. If the admission is withdrawn by the parents at any time, after payment of the fees, the fee paid will not be refunded.
7. The school reserves the absolute right to withdraw the admission of any child at any time during the academic year for reasons such as below and in such an event the fees will not be refunded.
 - (a) Repeated indiscipline or serious breach of conduct.
 - (b) Failure to pay the school dues. (Max. 10 days after due date)
 - (c) Failure to observe the rules and regulations of the school.
8. The minimum age of admission to various classes is as below:

Play Group	2 years 6 months
Nursery	3 years 6 months
KG-1	4 years 6 months
KG-2	5 years 6 months
1st Standard onwards	6 years 6 months
9. The Palm Academy is a secular institution open to any qualified student without regard to race, religion, sex, colour, nationality or physical handicap. At the same time basic Islamic tenets and principals will be adhered to in the formation of rules and regulations and management polices.
10. With regard to Deeniyat parents are supposed to complete the previous years course for children admitted to higher classes. School will provide all necessary assistance.



CONVEYANCE AND TRANSPORT

1. The school has provision for transport in the form of school Vans.
2. The facility is optional and is subject to availability of space and convenience of route.
3. The fee varies depending upon the distance and location of pick-up points.



SCHOOL TIMINGS (Unless informed Otherwise)

SUMMER (April to October)

Class	Monday to Thursday	Friday	Saturday
Play Group	8:00 to 10:00 (1st Batch)	Holiday	Same Timing
	11:00 to 1:00 (2nd Batch)	Holiday	Same Timing
	Monday to Saturday	Friday	Sunday
Nursery	8:00 to 11:30	8:00 to 11:30	Holiday
KG 1 & 2	8:00 to 12:30	8:00 to 11:00	Holiday
Class 1 onwards	7:30 to 1:30	7:30 to 11:00	Holiday

WINTER (November to March)

Class	Monday to Thursday	Friday	Saturday
Play Group	9:00 to 11:00 (1st Batch)	Holiday	Same Timing
	11:30 to 1:30 (2nd Batch)	Holiday	Same Timing
	Monday to Saturday	Friday	Sunday
Nursery	8:30 to 12:00	8:30 to 11:30	Holiday
KG 1 & 2	8:30 to 1:00	8:30 to 11:30	Holiday
Class 1 to onwards	8:00 to 2:00	8:00 to 11:30	Holiday

1. No student is allowed to leave the school campus during the school hours without proper information.
2. Parents are not allowed to visit the students during class hours.
3. Parents can meet the headmistress/class teacher between 9:00 a.m. to 10:00 a.m. / Lunch Break with prior appointment.

UNIFORM

Pre-primary (Monday, Thursday, Saturday)



Boys

1. Navy Blue Pant
2. Sky Blue T-shirt
3. Black Shoes & Sky Blue Socks

Girls

1. Navy Blue Frock
2. Pink T-shirt
3. Black Shoes & Pink Socks
4. Navy Blue Scarf



WINTER

Boys

1. Blue Sweater & Cap

Girls

1. Pink Sweater & Cap

Note : Casual Dress on Saturday for Play Group only.

Class-1 onward (Monday, Thursday, Saturday)

Boys

1. Navy Blue pant
2. Blue Check T-shirt
3. Black Shoes & Navy Blue Socks

Girls

1. Navy Blue Frock
2. Pink T-shirt
3. Black Shoes & Navy Blue Socks
4. Navy Blue Scarf
5. Navy Blue Slacks



Wednesday & Friday (House Day)

Boys

1. White Formal Pant
2. House T-shirt
3. White Canvas Shoes & White Socks

Girls

1. House Frock
2. White slacks
3. White Canvas Shoes & White Socks
4. White Scarf

WINTER

1. Navy Blue Sweater & Blazer
2. Navy Blue Cap

1. Navy Blue Sweater & Blazer

Note :

1. The students should wear only the prescribed uniforms on their respective days.
2. The uniforms should be clean and well ironed and the shoes should be well polished.
3. The hair should be kept clean and well groomed.
4. The nails should be cut short.
5. The children should not wear flowers, jewellery, bangles or anklets.