

RULES & REGULATIONS

Submission of Application Form

For LKG

- Duly filled in application form should be submitted to the school office.

For Class UKG to XII

- Original School Leaving Certificate should be submitted before commencement of classes in June 2026.
- Along with the Application form, proof of schooling such as photocopy of I Term & II Term Exam result, copy of Birth Certificate and a copy of address proof must be submitted.
- Without these documents the form will not be accepted.

Interaction / Admission Test

For LKG

- The date of INTERACTION will be intimated. The child should be accompanied by both the parents/guardian.

For Class UKG to XII

- The entrance tests will be in English, Maths and II Language (*Tamil / Hindi*)
- If the student gets through the test, he/she will be called for an interaction with the Principal.

Eligibility for Admission – 2026

Kindergarten

- To be eligible for admission, the candidate must fulfil the age limit specified below:
- For Pre-KG, the child must be 3 years by 1st June 2026
- For LKG, the child must be 4 years by 1st June 2026
- For UKG, the child must be 5 years by 1st June 2026

Admission Criteria

- Admission is based on First-come-First-Serve basis and on the basis of the performance in the Admission tests.
- Admission shall primarily depend on the availability of seats.

Payment of Fees & Other Details

- A list of fees to be paid will be given to the parents. Fees should be paid on the same day of admission.
- All fees to be paid on the 10th of every Term/Month.
- After paying the fees, the ADMISSION FORM has to be filled in.
- Failure to pay the fees on due date shall automatically cancel the admission.
- Parents have to confirm whether seats are available or not.

Mode of Payment

- G.Pay / Cash / Card / Debit card / Demand Draft

Cancellation of Admission

- In case of cancellation of admission by the parent for some reason or the other, the fees paid cannot be refunded.

School Transport

- Transport will be provided only on the basis of availability of seats.

Office Hours

- Fees shall be accepted from 10.00 a.m. to 5.30 p.m. on all weekdays.
- School Office shall remain closed on Public Holidays.

Please submit the below mentioned documents:

1	Birth Certificate - Xerox	5	3 Passport size and 2 Stamp size photos
2	Address Proof - Xerox	6	Transfer Certificate - Original
3	Community Certificate Xerox	7	Mark Sheet - Xerox
4	Aadhar Card - Xerox	8	Parent's Aadhar card - Xerox

I declare that the particulars given by me are correct to the best of my knowledge and that I will abide by the rules and regulations of the school. I am aware that admission obtained on false information or by suppression of facts will be cancelled at anytime.

Station:

Date:

Signature of Parent or Guardian

Admission related enquiry Please contact

The Secretary to Principal (8870001210)

For further assistance by phone to schedule an appointment
contact details as follows:

ALAGAR PUBLIC SCHOOL CBSE
(A Unit of Charitable Foundation)

4/423, Muthammal Colony Extension, Tuticorin 628 002.

Ph: 0461-2347300, 2347301, 8870001210, 8870001209

Email: alagarschool@gmail.com Website: alagarschool.in