



Shaheen Public School® Moza Looter

Affiliated with Punjab Education Foundation (Govt. Punjab)

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Admission Policy

1. Introduction:

Shaheen Public School Moza Looter, affiliated with the Punjab Education Foundation (PEF) and registered with the School Education Department, Government of Punjab, is committed to providing free quality education and textbooks once a year. The medium of instruction is English, making it the only English medium school in the area. This policy outlines the admission requirements, procedures, and regulations to ensure a transparent and fair admission process.

2. Admission Requirements:

To apply for admission at Shaheen Public School, the following documents must be submitted:

- Passport-Sized Photographs, (Recent photographs of the student)
- NADRA Issued Form-B, (Proof of the student's identity and age)
- Copies of Father's and Mother's CNIC, (For verification purposes)
- Active Contact Numbers:

Parents must provide an active WhatsApp number and mobile number for calls. Additionally, they must provide an emergency contact number.

3. No Admission Fee:

There is no admission fee required for enrollment.

4. Uniform Requirement:

Students must complete their uniform within one week of admission confirmation. The school uniform is chocolate-colored pants and a white shirt for boys, and chocolate-colored shalwar, white qameez, and chocolate-colored dupatta for girls.

5. Admission Procedure:

- Admission Test:

Prospective students must undergo an admission test. The school will decide the admission class based on the test results.

- Admission Timelines:

Admissions are open twice a year: from April to March and from August 15th to August 31st, after the summer vacation.

Due to limited seats, no admissions will be entertained after these dates without the Managing Director's special permission.

6. Physical Verification:

PEF conducts monthly student physical verification in affiliated schools. It is mandatory for students to be present during physical verification. Continuous absence during this verification process will result in the student being dropped from the school without prior notification.

7. Re-Admission Policy:

Re-admission is only permitted under the following circumstances:

- Migration: If the student was previously dropped due to migration.
- Hifz-e-Quran: If the student was engaged in religious studies for Hifz-e-Quran.
- Long Illness: If the student was absent due to prolonged illness, supported by medical documents.

Students dropped due to continuous absence or on the recommendation of the Disciplinary Committee may be re-admitted under the following condition:

- Parents (both father and mother) must provide a personal guarantee on E-Stamp, committing to the student's regular attendance and adherence to school policies.

8. General Regulations:

- Compulsory NADRA Issued Form-B:

No admission will be entertained without the submission of a NADRA Issued Form-B.

- Contact Information:

Parents are required to maintain updated contact information with the school, including an active WhatsApp number, a mobile number for calls, and an emergency contact.

- Uniform Compliance:

All students must comply with the school uniform policy and complete their uniforms within one week of admission confirmation.

By adhering to this admission policy, Shaheen Public School Moza Looter ensures that all students are provided with equal opportunities to access free, quality education in a disciplined and structured environment.