

ADMISSION SOPs FOR NEWLY ADMITTED STUDENTS

STEP 1: ENQUIRY SUBMISSION

KINGSTON COLLEGE AIMS TO PROVIDE ITS POTENTIAL PARENTS WITH EASY ENQUIRY SUBMISSION. INTERESTED PARENTS CAN USE MULTIPLE SOURCES TO LODGE THEIR ADMISSION ENQUIRY.

STEP 2: SCHOOL VISIT

THIS STEP INCLUDES THE FOLLOWING ACTIVITIES
 1. GUIDED TOUR
 2. COOMUNICATION WITH PARENTS REGARDING FEE STRUCTURE AND PROGRAMS OFFERED

STEP 3: MEETING WITH VP

AT THIS STAGE, PARENTS ARE GIVEN THE CHANCE TO MEET THE VICE PRINCIPAL AND ASK QUESTIONS RELATED TO THE ACADEMIC FACILITIES AT SCHOOL.

STEP 4: REGISTRATION

AT THIS STAGE, ADMISSION OFFICER STARTS REGISTRATION PROCESS BY ASKING THE PARENTS TO;
 1. FILL OUT THE REGISTRATION FORM
 2. PAY REGISTRATION FEE .
 ACCOUNTS OFFICE ISSUES ENROLLMENT NUMBER AFTER FEE PAYMENT.

STEP 5: ADMISSION TEST

AFTER COMPLETING THE REGISTRATION PROCESS, PARENTS ARE REQUESTED TO BRING IN THE STUDENTS FOR ADMISSION TEST. CONFIRMATION FOR ADMISSION IN THE INTENDED GRADE DEPENDS ON STUDENT'S RESULT IN THIS TEST.

STEP 6: ADMISSION CONFIRMATION

THE ADMISSION CONFIRMATION IS MADE ONCE THE ADMISSION & SECURITY FEE PAYMENT HAS BEEN MADE. STUDENT DOCUMENTS ARE ALSO COLLECTED AT THIS STAGE

STEP 7: INFORMAL MEETING WITH PRINCIPAL & VICE PRINCIPAL

ONCE THE ADMISSION IS CONFIRMED, PARENTS ALONG WITH THE STUDENTS ARE INVITED TO SCHOOL AND HAVE A MEETING WITH THE PRINCIPAL AND VICE PRINCIPAL.

STEP 8: PROVISION OF STUDY PACKS & UNIFORM

THE NEXT STEP IN ADMISSION PROCESS IS GETTING THE STUDY PACKS AND SCHOOL UNIFORMS WHICH ARE PROVIDED BY THE SCHOOL ITSELF. ACCOUNTS OFFICE ENSURES THE TIMELY PROVISION OF THESE RESOURCES TO ALL THE STUDENTS.

STEP 9: SCHOOL JOINING

AFTER THE PARENTS HAVE ACQUIRED THE STUDY PACK AND UNIFORM FOR THEIR CHILD, THE STUDENT IS ADVISED TO JOIN THE RESPECTIVE CLASS/GRADE. TUITION FEE CHALLAN IS ISSUED ONCE THE STUDENT HAS JOINED THE SCHOOL.

STEP 10: ORIENTATION SESSION

THE SCHOOL, ANNUALLY ORGANIZES A FORMAL ORIENTATION SESSION TO MAKE OUR PARENTAL BODY AWARE OF SCHOOL'S ACADEMIC POLICIES AND PROCEDURES.

STEP 11: INDIVIDUAL MEETING

INDIVIDUAL PARENT TEACHER MEETINGS ARE ORGANIZED ON PARENT'S REQUEST. SCHOOL MANAGEMENT APPROVES THE REQUEST KEEPING IN MIND THE NEEDS OF THE STUDENT.