



THE PREP SCHOOL

A Project of Siddeeqeen Educational Network



ADMISSION POLICY

Elementary Level (Jr)

ENTRANCE TEST

(Academic Session: 2024 – 25)

In The Prep Schools (Elementary Level), admissions are offered by observing the policy delineated here:

1. The learning capacity of children for their admission to Junior Elementary Level (Grade: 1, Grade: 2, Grade: 3) is appraised by conducting an **Entrance Test**. The test is designed to evaluate their knowledge about basics of languages and fundamentals of numerals.
2. For admission, the worthwhile performance of the students in academics is assessed from the compatible **syllabus** of their last class /grade.

For instance, a student intending to get admission to Grade: 3, is to prepare himself from the syllabus of Grade: 2 for the Entry Test.

3. In Entry Test the academic performance of the students is evaluated in the following **subjects**:

Class to which admission is sought	Subjects (Allocated Marks)		
Grade: 1	English (20)	Maths (15)	Urdu (15)
Grade: 2	English (20)	Maths (20)	Urdu (10)
Grade: 3	English (20)	Maths (20)	Urdu (10)

4. **No fee** at all is charged for appearing in the Entrance Test.
5. Eligibility with reference to **age limit** of students/candidates for getting admission is demarcated.

Admission to	Age Limit	
	Minimum	Maximum
	by the 1 st of March 2024	
Grade: 1	5 ½ years	6 ½ years
Grade: 2	6 ½ years	7 ½ years
Grade: 3	7 ½ years	8 ½ years

6. **Age relaxation** for six months on either side (minimum/maximum) may be given with the proviso that the admission committee recommends the candidate for appearing in the Entry Test particularly after observing his/her physical growth.

Such cases are attended by the committee member on all working days (Monday to Thursday & Saturday) during 12:30 to 02:00 pm.

7. No candidate is allowed to appear in the Entry Test for **different classes/grades** in the same year.
8. The students already **on the roll** of The Prep School are not allowed, whatever the reason may be, to appear in the Entry Test for any class/grade.
9. Any student who discontinued his/her studies from this School on account of parents' transfer or likewise some other genuine reason, may appear in the Entry Test to **rejoin** the school.
10. The students are advised to appear for Entrance Test in the **very campus** of the School which is to be joined subsequently, after qualifying for admission. By and large, it becomes difficult to entertain the request for migration from one campus to the other due to fixed number of seats for each section of the class/grade.
11. In order to focus the amelioration in learning process of every student of the class, the School forms the students' batches to a reasonable limit – 28 students per section. However, for new entrants, the exact **accommodation capacity** (precise calculation of the seats available) in each grade is subject to the result of annual examination.
12. It is categorically specified that any student, whose sum of obtained marks is **less than 50%** of the allocated marks, will not be eligible for admission though the seat remains vacant.
13. In the prime interest of the students and this educational institution, the School administration strictly observes the merit, which is eventually ascertained from the **results of Entrance Test**. Hence, any effort for getting admission by deviating from the merit is not encouraged.
14. The list of **successful candidates/selected students** is displayed on The Prep Schools website. Over and above, the marked answer papers / response sheets attempted by the students may also be handed over to their parents in the subsequent week.

FEE STRUCTURE ... ACADEMIC SESSION 2024–25

Admission Fee	Rs. 13,000/-	To be paid once at the time of admission
Tuition Fee	Rs. 7,700/- (per month)	To be paid bimonthly (two months fee)

Payment Schedule		
Head of Payment	Amount Rs.	Last Date for Remittance of Dues
Admission Fee (Rs. 13,000/-) + Fee of two months (March, April 2024 ... Rs 7,700 ×2)	28,400/-	04 April 2024
Fee of two months (May & June 2024)	15,400/-	06 June 2024
Fee of two months (July & August 2024)	15,400/-	08 August 2024
Fee of two months (September & October 2024)	15,400/-	10 October 2024
Fee of two months (November & December 2024)	15,400/-	10 December 2024
Fee of two months (January & February 2025)	15,400/-	13 January 2025

In order to facilitate the orphan students, whose father passes away during their study years at this School, to continue their studies in the very School, scholarships are offered to them in form of FULL FEE CONCESSION.

There will be NO CONCESSION at all in School fee on the basis of kinship.

THE PREP SCHOOL

A Project of Siddeeqeen Educational Network

'A' Block Campus

Building # 76 - A,
Opp. Khana Farhang e Iran,
Iran Road (Arshi Masjid Road),
'A' Block, Satellite Town,
Rawalpindi.
Ph # (051) 4933472
Email: tps.a.sps@gmail.com

'B' Block Campus

Building # 5-B,
Near Raazi Hospital /
Benazir Hospital Flyover, Murree Road
'B' Block, Satellite Town,
Rawalpindi.
Ph # (051) 8469633

'D' Block Campus

Building # D - 481
Backside of the Boys Wing of SPS,
Near Masjid Zia ul Aloom,
off 6th Road, 'D' Block, Satellite Town,
Rawalpindi.
Ph # (051) 4840028-29
Email: tps.d.sps@gmail.com

'F' Block Campus

Building # F - 726,
Near Chishtia Masjid,
Millia School Road,
'F' Block, Satellite Town,
Rawalpindi.
Ph # (051) 4843333, 4843322
Email: tps.f.sps@gmail.com

Millia Park Campus

Building # F-1044, F-
Block, Satellite town,
Rawalpindi
Ph # (051) 4801129
Email: siddeeqeen.en@gmail.com

6th Road Campus

Building # D - 84
6th Road, Satellite Town,
Rawalpindi.
Ph # (051) 4419477
Email: siddeeqeen.en@gmail.com

Airport Housing Society

Building # 107,
Main Road, Sector 1,
Airport Housing Society,
Rawalpindi.
Ph # (051) 8468539
Email: tps.ahs.sps@gmail.com

Airport Housing Society

Street # 5-A,
Sector 2,
Airport Housing Society,
Rawalpindi.
Ph # (051) 5709953
Email: siddeeqeen.en@gmail.com

Asghar Mall Campus

Building # BB-894/1,
Near T.B. Hospital /
Dosehra Ground,
Asghar Mall Road,
Rawalpindi.
Ph # (051) 5534880,
Email: tps.am.sps@gmail.com

Chakiala Campus

Building # CB 41,
FG Quaid e Azam College Road /
Wilayat Khan Road,
Chakiala Scheme,
Rawalpindi.
Ph # (051) 8444776

Gulraiz Campus

Building # 313,
Main Double Road,
Gulraiz-Phase 3,
Rawalpindi.
Ph # (051) 5509406

Jinnah Gardens

Building # 1,
Street # 3, Double Road,
Near Gate 1 (Naval Anchorage Road),
Jinnah Gardens Phase 1,
Islamabad.
Ph # (051) 4494555

Khayaban-e-Sir Syed

Building # 56/A,
Sector 2, Main Double Road,
Near Sheikh Ameen Masjid,
Khayaban e Sir Syed,
Rawalpindi.
Ph # (051) 4830414, 4834737
Email: tps.kss.sps@gmail.com

Korang Town

Building # 38,
Main Double Road,
Korang Town,
Islamabad.
Ph #051-8731979

Peshawar Rd-JJP Rd

Near: Road Master Bus terminal,
Peer Wadahi Mor,
Rawalpindi.
Ph# (051)5468050, 5465863

Police Foundation

Building # 715,
Block 'B', Double Road,
Near Quba Masjid,
Police Foundation (O-9),
Islamabad.
Ph # (051) 5194527
Email: tps.pf.sps@gmail.com

PWD Housing Society

Building # 340,
Adject to Markazi Masjid
PWD Boulevard (Main Double Road),
PWD Housing Society,
Islamabad.
Ph # (051) 5194701, 5194702
Email: tps.pwd.sps@gmail.com

PWD Housing Society

Building # 10- D,
PWD Boulevard (Main Double Road),
PWD Housing Society,
Islamabad.
Ph # (051) 2712816-17

Soan Garden

Building # 25,
Opp. to Punjab Cash & Carry,
Shalimar Road,
E Block, Soan Garden,
Islamabad.
Ph # (051) 8772758,
Email: tps.sg.sps@gmail.com