



THE PREP SCHOOL

A Project of Siddeeqeen Educational Network



ADMISSION POLICY

Elementary Level (Jr)
(Academic Session: 2023-24)

ADMISSION POLICY

ENTRANCE TEST

(Academic Session: 2023 – 24)

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) 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: 2, is to prepare himself from the syllabus of Grade: 1 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)

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 2023	
Grade: 1	5 ½ years	6 ½ years
Grade: 2	6 ½ years	7 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 11:00 am to 01:30 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 – 26 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.

TO DO LIST

The parents who intend to get their child(ren) admitted to The Prep School, are requested to follow the prescribed procedure for the submission of **Online Application Form** for Entry Test.

1. Requisite **particulars** of the student/candidate (Name of the Student, Father's Name, CNIC No. of the student, Campus & Class/Grade to which admission is required, Contact Nos.) are to be entered with good care.

www.theprepschool.com.pk

2. On completing the process of data entry, the computer generated **Permission Slip** (Roll No. for Entry Test) is to be got printed.

Registration Period for Entry Test	01 February 2023 (Wednesday) to 21 February 2023 (Tuesday)
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3. A photocopy of **FRC** (Family Registration Certificate) or **CRC** (Children Registration Certificate/ commonly known as B-Form) issued by NADRA, is to be annexed with the cited Permission Slip.
4. One recent colour **photograph** of the student is also to be stapled with the same Permission Slip.
5. The **SFD** (Students Facilitation Desk), set up separately in each campus of the School, **can be approached** in case some erroneous data is entered or any intricate problem is faced to get the Permission Slip downloaded.

Service at Students Facilitation Desk during the Entry Test Registration Phase	
Monday to Thursday & Saturday	08:00 am to 02:00 pm

6. The Permission Slip is to be kept in safe custody as it is **required** at the time of
 - Appearing in the Test
 - Receiving the Admission Form
7. It is pertinently advised that the uploaded **Preparation Kit**, which contains the following, may be observed meticulously to get the child relatively well-prepared for the upcoming Entry Test:
 - Outline of Syllabus for the Test
 - Model Papers of the respective Class/Grade

8. Aspiring candidates are provided an opportunity to join the **Online Interactive Sessions** as guideline for the Entrance Test. The gratis virtual classes will be arranged (23 to 25 February 2023) in the evening session.
9. **On the scheduled test day**, the student **must bring** with him/her the items mentioned in the check list.

Scheduled Days for the Conduction of Entry Test	
Grade : 1	27 February 2023 (Monday) 03:00 to 05:15 pm
Grade : 2	28 February 2023 (Tuesday) 03:00 to 05:15 pm

Check List	
	Online system generated Permission Slip (Roll No. Slip for Entry Test)
	One photocopy of FRC (Family Registration Certificate) or CRC (Children Registration Certificate/ commonly known as B-Form) issued by NADRA ... to be enclosed with Permission Slip
	One recent colour photograph of the student/candidate ... to be attached with the Permission Slip
	Clipboard (Examination-board)
	Stationery (Pencils, Eraser/Rubber)

10. The **Result** of the Entrance Test will be uploaded on The Prep School website in the evening of **07 March 2023 (Tuesday)**.
11. The marked Response Sheets/Answer Papers attempted by the candidates will be WhatsApped to the respective students in the subsequent week of the result declaration.
12. Parents of the selected students will have to visit the respective campus of The Prep School to collect the **Admission Form(s)** of their child(ren) any time from 08 to 10 March 2023 (Wednesday to Juma) during school office hours.
13. The Admission Form, complete in all respects, is to be filed by the last date. **On furnishing the Admission Form**, School Enrollment Number is allotted by the Front Office of the School.

Submission of Admission Form
08 – 11 March 2023 (Wednesday to Saturday)

14. In case the said procedure is not followed accordingly within the specified time span, the allocated **seat will be considered as vacant** and the School management reserves the right to offer it to the candidate who stands next in the waiting list.
15. The students, who miss the merit to qualify for admission by one/two marks, **may be considered for admission** if the School finds some seat(s) vacant after the expiry of time period for the submission of admission forms.
16. **Teaching Work** will commence on **Monday, the 13th of March 2023** at 07:15 am ... In sha ALLAH.

FEE STRUCTURE ... ACADEMIC SESSION 2023–24

Admission Fee	Rs. 13,000/-	To be paid once at the time of admission
Tuition Fee	Rs. 7,200/- (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 2023 ... Rs 7,200 ×2)	27,400/-	10 April 2023 (Monday)
Fee of two months (May & June 2023)	14,400/-	12 June 2023 (Monday)
Fee of two months (July & August 2023)	14,400/-	10 August 2023 (Thursday)
Fee of two months (September & October 2023)	14,400/-	10 October 2023 (Tuesday)
Fee of two months (November & December 2023)	14,400/-	11 December 2023 (Monday)
Fee of two months (January & February 2024)	14,400/-	10 January 2024 (Wednesday)

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

Airport Housing Society

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

6th Road Campus

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

Millia Park Campus

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

'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

'B' Block Campus

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

'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

Korang Town

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

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

Jinnah Gardens

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

Gulraiz Campus

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

Chaklala Campus

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

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

Airport Housing Society

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

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

PWD Housing Society

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

PWD Housing Society

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

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

Peshawar Rd-JJP Rd

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