

ADMISSION: PROCEDURE & RULES

[for all campuses]

As there are a limited number of vacancies it may not be possible to admit all those who satisfy the prescribed conditions. **Admissions in CBS will be on the basis of merit, without prejudice to the Principal's right to refuse admission without assigning any reason.**

- i. **Class Nursery to Nine:** strictly in accordance to the criteria and procedures as laid down in the prospectus.
- ii. **Class XI (Wherever applicable):** Admission to Class XI is **NOT** automatic. All students are required to apply for admission on the prescribed format. **All admissions to class XI are provisional until the results of the class X (ICSE) Board Examinations are declared.**
 - **Science Stream:** A merit list of all existing CBS students is prepared on the basis of their performance in English, Maths, Physics & Chemistry, in both class IX & X. Only the first 60 (Sixty) students featuring in this Merit list (*subject to their obtaining a minimum of 75% aggregate*) will be considered for admission in the Science stream.
 - **Commerce & Humanities Stream:** The remaining students will be considered for admission, as per their choice, in either the Commerce stream or the Humanities stream.

Combination of Subjects Available for ISC (Year 12)

SCIENCE		COMMERCE		HUMANITIES	
1	English (<i>Compulsory</i>)	1	English (<i>Compulsory</i>)	1	English (<i>Compulsory</i>)
2	Physics (<i>Compulsory</i>)	2	Accounts (<i>Compulsory</i>)	2	Political Science (<i>Compulsory</i>)
3	Chemistry (<i>Compulsory</i>)	3	Commerce (<i>Compulsory</i>)	3	History (<i>Compulsory</i>)
4	Any ONE: Mathematics Legal Studies	4	Any ONE: Mathematics Business Studies Legal Studies	4	Any ONE: Mathematics Sociology Legal Studies
5	Any ONE: Biology Computer Science Economics Physical Education	5	Any ONE: Computer Science Economics Physical Education		Any ONE: Computer Science Economics Physical Education
Owing to limited seats being available, Candidates applying for Computer Science will have to appear for an Entrance Test (irrespective of the marks they obtain in Computer Applications in the ICSE Examination). Selection will be purely on Merit Basis.					
For those opting for 2nd Language:					
6	Any ONE: Hindi Bengali	6	Any ONE: Hindi Bengali	6	Any ONE: Hindi Bengali
	SUPW (<i>Compulsory</i>)		SUPW (<i>Compulsory</i>)		SUPW (<i>Compulsory</i>)

❖ **Change of elective subject and/or 2nd language for class XI** is permitted till the 15th of June only. No change in subjects is permitted thereafter.

- iii. **Direct admission in class X or XII is NOT permitted.**

- iv. **Transfer Cases:** Students coming into the city on transfer are considered for Admission, subject to availability of seat and in adherence to the criteria and procedures of Admission, as laid down in the prospectus.
- v. **Inter Campus/Branch transfer of CBS Students within Kolkata is NOT permissible. However, students coming from CBS Campuses located in other cities (Asansol or Bolpur) may be considered for admission as per procedure and subject to availability of seats.**
- vi. The School reserves the right to decline admission /withdraw the enrolment of a student should specific or additional learning needs become apparent that were known but not disclosed at the time of admission. This will be done if the School believes that this is in the best interests of the student and/or the School is not in a position to meet the needs of the student.
- vii. The School has a right to request behaviour logs and attendance records from previous schools alongside a school reference, if this is deemed to be necessary at the time of admission.

WITHDRAWAL/ ISSUE OF TRANSFER CERTIFICATE: PROCEDURE & RULES: [*for all campuses*]

1. Application for withdrawal of students/ issue of Transfer certificate should be submitted to the Principal & Secretary at the end of the academic year (on or before the 30th of March), to obtain the Transfer Certificate (TC) without payment of fee for the first quarter of the next Academic Year.
2. Transfer Certificate (TC) will be issued within 7 working days of the submission of the application for withdrawal, provided:
 - i) Application for issue of TC is signed by both the parents and submitted as per rules.
 - ii) All dues/ fee/ fines, etc are cleared.
 - iii) Library books are returned
3. Withdrawal of Students/ Issue of TC within the academic year is subject to the following conditions:
 - Withdrawal any time between April to September - payment of full fee for two quarters.
 - Withdrawal any time between October to March - payment of full fee for all four quarters.



Pupils with Disabilities

Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be proactive in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.