

Admission & Fees - General Rules & Guidelines

General Rules & Guidelines

Admission

- New admissions will be made subject to availability of seats.
- Students will be given admission only through proper channels. No special reference or recommendation will be entertained or considered.
- The school management reserves the right to admit or retain students in the school.

Fees

- Fees have to be paid on time and a receipt is mandatory.
- Fees once paid are not transferable / adjustable or refundable under any circumstances. If Admission is cancelled in the midterm, no due Leaving Certificate will be issued.

Attendance & Leave

- All students are expected to attend on all school days and for the full day.
- No leave of absence is granted except application from parents or guardians is submitted in advance.
- All students are expected to report for the class at the scheduled time.
- Students reporting after the scheduled time will be marked late. Three late remarks will lead to imposition of penalty and will affect the final grade of the student.
- A minimum of 75% of the total attendance of the academic session would be necessary to appear for the final examination and promotion. Shortage of attendance up to 15% may be condoned in case of genuine illness provided an application alongside an authentic medical certificate is submitted.
- If a student fails to appear for any test, examination, practical, project work, he /she will be considered as failed in that test, examination, practical, project work. No retest / re exam will be conducted. If the absence is due to serious illness, then an application for such leave supported with a medical report should be submitted to the Academic Manager and an average of the student's performance will be calculated.
- Parent should make a request for leave in advance only when they are convinced of its absolute necessity.
- The Hope Academy reserves the right to refuse permission for any leave if it is for a prolonged period of time or if it occurs at an inappropriate time of the school year.

- During class hours no student is allowed to leave the zoom classroom without the permission of the teacher or until the class is over.
- Every student should enter the zoom classroom with their own name as their username and with their videos on. Anyone with a non-recognizable name and with the video turned off will be removed from the classroom.

Homework

Parents are requested to ensure that homework is done regularly by the students. By 'Homework' the school refers to the academic follow-up that takes place at home and not necessarily just written work. At the Primary School level, student's time out of school should be their own time in which they pursue their own interests, hobbies and play. Often students are tired from the intensive teaching they have had during the day. Therefore, Hope Academy does not set excessive homework. However, at the Secondary level students are expected to submit their completed homework / worksheets on scheduled dates itself.