

Admissions Policy

Huddard International School

Huddard International School is committed to providing a nurturing and academically enriching environment for every child. This policy sets out the procedure, eligibility criteria, and documentation required for admission to the school, and applies in the first instance to admission at the Pre-Primary stage (PG to S.KG) , with the framework for admission into higher grades outlined for future reference.

The school welcomes enquiries from parents at any time of the year, subject to the availability of seats in the relevant grade. Huddard International School aims to ensure diversity while admitting students on the basis of merit and the school's ability to meet each child's needs, so that every child can thrive and progress as a well-rounded individual. Admission is granted strictly in accordance with the eligibility criteria, completeness of documentation, and the decision of the School's Admissions Office and Principal.

1. Special Educational Needs

Parents of children with special educational needs, or physical or mental pastoral challenges, are strongly advised to discuss their child's requirements with the Admissions Office before the admission process begins. This allows the school to understand the level of support required and to confirm whether it can be adequately provided.

Huddard International School will make reasonable efforts to support children with additional needs; however, as the school does not have a dedicated Special Needs Department or specialist staff across all grades, there may be a limit to the support that can be offered in certain cases. Admission decisions in such cases will be made in the best interest of the child, taking into account the school's ability to provide for their needs without impairing the education of other students.

2. Admission Criteria

Admission to Huddard International School is based on merit, and every child is considered on an equal basis. The key criteria considered for admission are as follows:

- The child's age-appropriateness for the grade of entry, as per the eligibility criteria set out in this policy.
- Performance in the interaction/assessment and interview, where applicable to the grade of entry.
- The judgement of the Admission Counselor and Principal regarding the child's readiness to benefit from the educational opportunities at Huddard International School.
- The school's ability to meet the child's needs without impairing the education of other students.
- Availability of seats in the relevant grade at the time of application.

3. Obtaining the Application Form

Parents are required to collect the Application Form from the Admission Counselor at the school office. The form is issued upon payment of a non-refundable fee of Rs. 1,500/- (One thousand five hundred only).

4. Eligibility Criteria (Pre-Primary)

A child's eligibility for admission to the Pre-Primary section is determined strictly by age, reckoned as on 1st April 2026 for the current admission cycle. The applicable age criteria are as follows:

Grade	Age Criteria	Reckoning Date
PG	2 yrs – 3 yrs	As on 1st April 2026
Nursery	3 yrs – 4 yrs	As on 1st April 2026
Junior KG	4 yrs – 5 yrs	As on 1st April 2026
Senior KG	5 yrs – 6 yrs	As on 1st April 2026

5. Admission Procedure for Higher Grades

For admission into Class 1st and above, Huddard International School follows a structured assessment process appropriate to the grade of entry. Detailed criteria for each grade band will be published separately and communicated to parents at the time of enquiry. The framework below is provided as a placeholder pending finalisation:

Grade	Assessment Areas	Additional Requirements
Class 1 st – Class 5 th	To be notified	To be notified
Class 6 th – Class 8 th	To be notified	To be notified
Class 9 th – Class 10 th	To be notified	To be notified
Class 11 th – Class 12 th	To be notified	To be notified

6. Documents Required at the Time of Submission

After the Application Form has been duly filled, parents must submit it to the Admissions Office along with the following documents:

1. Admission form duly filled by the parent.
2. Two passport-size photographs of the child.
3. Aadhaar Card of the child and both parents. (If applied for but not yet received, a copy of the Aadhaar enrolment slip must be submitted.)
4. Date of Birth Certificate issued by the Nagar Nigam or the hospital of birth.
5. Copy of the report card from the previous school (applicable from Nursery onwards).
6. Original Transfer Certificate from the previous school.

Incomplete applications will not be processed until all required documents have been submitted.

7. Application Review

On receipt of the completed application and supporting documents, the Admissions Office will verify the child's eligibility and the completeness of the submission. Where required, parents may be contacted for clarification or an informal interaction before a decision is communicated.

8. Acceptance of a Place & Payment of Fees

On confirmation of admission, parents are required to pay the Admission Fee together with the First Quarter Fee at the School Accounts Office within the timeline communicated in the offer, to secure the child's place.

Item	Amount / Note
Application Form	Rs. 1,500/- (One thousand five hundred only), non-refundable
Admission Fee	As per the fee structure in force at the time of admission
First Quarter Fee	As per the fee structure in force at the time of admission
Mode of Payment	Preferably Bank (associated) with school or At the School Accounts Office, as per prevailing procedure

Note: *Exact fee amounts are as per the fee structure applicable for the academic year of admission and are available from the School Accounts Office.*

Parents transferring fees electronically may use the following account details:

Detail	Information
Account Name	Huddard International School
Bank Name & Branch	[Bank Name], [Branch], Kanpur
Account Number	XXXXXXXXXXXXXX
IFSC Code	XXXX0XXXXXX

Note: *Exact bank account details will be provided by the School Accounts Office at the time of fee payment. The details above are placeholders only.*

Parents must:

- Collect the Fee Booklet from the School Office, for record of all future fee payments.
- Collect the Admission Kit from the School Office, containing essential information and materials for the new academic session.

9. Sibling Policy

Huddard International School welcomes applications from siblings of currently enrolled students. However, admission for siblings is not automatic and each application is assessed on its own merit. There may be occasions where the school determines that a sibling is likely to thrive better in a different academic environment, in which case the parents will be informed accordingly.

10. Appeals and Feedback on Unsuccessful Applications

To preserve the integrity of the admission process, Huddard International School cannot respond to pressure or representations from any quarter regarding admission decisions. All applications are considered fairly and compassionately on their merits, and the decision of the school on all applications is final.

On request to the Admissions Office, the school will provide brief feedback on an unsuccessful application, generally in verbal form. No ongoing correspondence regarding admission decisions will be entered into.

11. Withdrawals and Refunds

Parents wishing to withdraw their child from Huddard International School are requested to inform the school office in writing, in accordance with the notice period specified in the school's fee policy. On withdrawal, the Accounts Office will assist in settling outstanding dues and issuing the Transfer Certificate.

The Admission Fee is not refundable, regardless of the reason for withdrawal. Fees not paid within the stipulated time may attract a late payment charge as per the school's prevailing fee policy. Year-end withdrawals must be intimated to the school office in writing within the timeline communicated by the school for that academic year.

12. Equal Treatment

Huddard International School encourages applications from children with as diverse a range of backgrounds as possible, recognising that this enriches the school community and helps prepare students for a diverse world. The school is committed to equal treatment for all applicants and their families, regardless of caste, religion, race, nationality, ethnicity, disability, gender, or social background.

13. Parental Contract

As part of the admission process, all parents are required to read, agree to, and sign the Parental Agreement / Contract, and submit the signed copy to the school before their child's place is confirmed.

14. Disclosure

Huddard International School may, in some cases, request full disclosure of medical reports, educational assessments, or other relevant information before an application can be confirmed. Parents are requested to cooperate with any such requests, as admission to the school must be in the best interest of the child. If, after admission, an educational or physical need is identified that the school is unable to adequately support, the school may recommend that alternative arrangements be considered for the child.

15. General Guidelines

- All documents submitted must be self-attested true copies unless originals are specifically requested.
- The Application Fee of Rs. 1,500/- is strictly non-refundable, regardless of the outcome of the application.
- Admission is subject to availability of seats in the relevant grade at the time of application.
- The school reserves the right to request additional documents or information where necessary to process an application.
- Decisions regarding admission rest with the Principal/ School Management and are final.

Appendix A: Grade Levels and Age Criteria

Students at Huddard International School are placed in grades according to their age as on 1st April of the year of entry. The school adheres strictly to the age criteria laid out below, and its decision on grade placement is final.

Grade / Class	Age Range (Years)	Stage	Reckoning Date
PG	2 – 3	Pre-Primary	1st April
Nursery	3 – 4	Pre-Primary	1st April
Junior KG	4 – 5	Pre-Primary	1st April
Senior KG	5 – 6	Pre-Primary	1st April
Class 1 st	6 – 7	Primary	1st April
Class 2 nd	7 – 8	Primary	1st April
Class 3 rd	8 – 9	Primary	1st April
Class 4 th	9 – 10	Primary	1st April
Class 5 th	10 – 11	Primary	1st April
Class 6 th	11 – 12	Middle School	1st April
Class 7 th	12 – 13	Middle School	1st April
Class 8 th	13 – 14	Middle School	1st April
Class 9 th	14 – 15	Secondary	1st April
Class 10 th	15 – 16	Secondary	1st April
Class 11 th	16 – 17	Senior Secondary	1st April
Class 12 th	17 – 18	Senior Secondary	1st April

Appendix B: Admission Process Flowchart

Admission Process Flowchart

Huddard International School — Pre-Primary (PG to S.KG)

