

Admission Process & SOP

School Administration

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Writes an admission process SOP — enquiry, school tour, application, age-appropriate interaction, document verification, offer and fee, and enrolment — that is fair, compliant (no capitation/screening beyond norms) and converts well. Use it to run admissions. For conversion tactics use the Enquiry-to-Admission Conversion tool.

Purpose of this tool & output

A smooth, fair, parent-friendly admission flow

How the output is used

Use the SOP for a smooth, fair, parent-friendly admission flow.

Important cautions

For entry-level admissions, formal testing of children is restricted under RTE and many state rules; avoid capitation fees and prohibited screening. Confirm your state/board admission rules.

Companion documents

- Admission Policy Builder
- RTE 25% Admission Management
- Admissions Marketing Campaign
- Enquiry-to-Admission Conversion
- Prospectus & Admission Kit Builder
- Open House / School Tour Plan

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.