## Admission Procedure

**Session 2026-27**

**Admissions are open for the classes Nursery to IX**

KINDLY NOTE THE FOLLOWING BEFORE FILLING THE FORM

* Forms will be available ONLINE ONLY from Monday, 22nd September, 2025 onwards.

* Enter mobile no., then click on 'Generate code' option for the password. The code will be sent to the same mobile no. which is being used as password for login.

* Fill form online and pay the processing fee of Rs.1000/ (non-refundable) using Credit /Debit card.

* Read all instructions given on the page carefully.

* Parents of eligible candidates will be called for further interaction.

* Date and time of interaction is informed to Parents either telephonically or through email.

* Parents are advised to check the transport facility before applying for admission.
  Click the link given below to check Bus Routes and stop
  Click here (for Nursery, LKG, and UKG) before filling the Transport form.

* For any transport query (9910377754)

* After interaction, short listed students will have to pay the admission fee (non-refundable) before the due date to secure admission.

* Registration forms are to be filled in and submitted at the school reception before the end of the registration period i.e., 3 days after downloading the form.

* Incomplete or illegible Registration forms, without photographs will not be processed / accepted.

* Dates for test / interviews / interaction will be given at the time of registration. The school authorities reserve the right to change the date and time of the interview.

* Parents are advised to check the transport facility before applying for admission.
  Click the link given below to check Bus Stop for classes I to IX
  Click here before filling the Transport form.

## * ADMISSION CRITERIA

| Age (in years) | Grade | Born Between |
|---|---|---|
| 3 + | Nursery | 01/08/2022 – 31/07/2023 |
| 4+ | Pre School (LKG) | 01/08/2021 – 31/07/2022 |
| 5 + | Pre-Primary (UKG) | 01/08/2020 – 31/07/2021 |
| 6+ | Grade   I | 01/08/2019 – 31/7/2020 |
| 7+ | Grade   II | 01/08/2018 – 31/7/2019 |

* The following documents to be attached with the hard copy of the Registration Form:

- Self-attested Photo copy of Birth Certificate with NAME issued by Municipal Corporation or concerned civic authority must accompany the Registration Form for all classes.
- Photocopy of Progress card of previous two years must be attached with the Registration Form for classes UKG & above.

- Self-attested Residence Proof of both the parent (Parent Aadhaar Card, Passport, Electricity Bill or Driving License, Voter ID Card).

- Transport form, Medical form, I- Card Performa (Download from login window).
- Proof of alumni (if applicable) (Class X- or XII-Mark sheet or Pass Certificate).
- Sibling Proof (attach fee receipt or Progress Card).

- Self-attested Aadhaar Card of both the parent and child.

- Transfer Certificate to be provided at the time of joining class i.e. April.

### * Documents to be Uploaded
- Child's photograph (size should be 100 KB)
  Mother's photograph (size should be 100 KB)
- Father's photograph (size should be 100 KB)

## * Entrance Tests / Interview / Interaction

- There will be a written test for students seeking admission to classes UKG (Pre Primary) upwards. Only those candidates who clear the written test will be given admission.
- Results will be shared through e-mail.

## ＊ Steps to be Followed

### Step 1: Online Registration

- Please enter the details on the form. Note down the registration number and password for future correspondence and follow up.

### Step 2: Online Payment

- Use a Credit/Debit Card only to make the payment online as the Registration/processing fee.

### Step 3: Printing the completed form

- Take out a colored print (on Executive bond paper) of the completed application form along with the online transaction details for documentation.

- Incomplete applications will be rejected.

### Step 4: Submission of the form at the school

Bring the completed application along with a copy of:

- The proof of residence (Parent Aadhaar Card, Passport, Electricity Bill, Voter ID Card or Driving License)
- Attested copy of the child's birth certificate with NAME (self-attested)
- Transport form, Medical form ,I- Card Performa (Download from login window)
- Proof of alumni (if applicable) (Class X or XII Mark sheet or Pass Certificate)
- Aadhaar Card of both the parent and child on the date of submission of the form to the school.
- Check the bus route from the list mentioned for those who are opting for school transport.
- Child is not required to come to the school on the date of submission of form.
- The signature of both the parent is mandatory on the form.
- Form will be strictly accepted only through the parent, on the date of submission.
- Parents are requested to cater for a time span of at least an hour to complete the mandatory formalities on the first visit to the school.

### Step 5: Interaction

- Date of interaction for short listed candidates will be emailed on registered email-id.
- Both the parent needs to attend the interaction for Nursery/LKG / UKG class.

### Step 6: Deposition of fee

- The admission fee (non-refundable) must be deposited within 5 days of declaration of the result or else the offer of admission will be declared null and void. In such a case, the child's seat will be offered to the next candidate on the list.

- To download form, click here: **Link:**

Note: Registration does not guarantee admission. Admission will be based on merit basis and availability of seats.