

PROCEDURE

For Admission In The Session 2022-23

Age Criteria

- For Admission to **Pre-School** (Nursery) a child should be at least 3 years old as on 31st March 2022. The child should be born between 1st April 2018 and 31st March 2019.
- For Admission to **Pre-Primary** (KG) a child should be at least 4 years old as on 31st March 2022. The child should be born between 1st April 2017 and 31st March 2018.

How to Apply

- For Pre-School: Registration Forms are available Online only.
- For Pre-Primary: Registration Forms are available Online only (Limited seats only).
- **Requirements for filling of Registration Forms Online**
 - Parent's Mobile number and an email address.
 - A Photograph each of the parent and the child.
 - Mode of payment: Debit Card / Credit Card / Net Banking.
- Forms will be available from 10th September 2021 onwards.
- **Registration fees: Rs. 1100/-**
- Parents are advised to check the transport facility before applying for admission.
- **Click here to check Bus Routes** and stops before filling the Transport form.

Requirements for submission of filled in Registration Forms:

The duly filled in Registration form is to be submitted at the school within 3 days along with photocopies of:

- Self-attested Birth Certificate with the NAME of the child.
- Self-attested Residence Proof (Parent Aadhar Card, Passport, Electricity Bill or Driving License) any two.
- Transport form, Medical form (Download from School website).
- One individual passport size photograph of each parents and child.
- Proof of alumni (if applicable) (Class X or XII Marksheet or Pass Certificate).
- Sibling Proof (attach fee receipt or Progress Report Card)
- Aadhar Card of both the parents.

Steps to be Followed

Step 1: Online Registration

- Please enter the details in the form online. 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 print 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 Aadhar Card, Passport, Electricity Bill or Driving License) any two and an attested copy of the child's birth certificate with NAME (self-attested) Transport form, Medical form (Downloaded from School website), one individual passport size photograph each of the parents and the child, Proof of alumni (if applicable) (Class X or XII Marksheet or Pass Certificate) and Aadhar Card of both the parents 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. The child is not required to come to the school on the date of submission of form.
- Form will be strictly accepted only through the parents, 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 parents need to attend the interaction.

Step 6: Deposition of fee

- The Fee 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 in the list.