



ADMISSION PROCEDURE 2024-2025

The prospective parents fill out the registration form online through the School website and upload all documents. Submission of a completed application form is treated as a request for admission and does not guarantee admission as the number of seats available is limited. Admission is granted on first-come, first-served basis until the availability of seats.

- The Admission Incharge screens all forms on the basis of Student DOB, Report card, Parent profile, etc.
- All screened forms are then shortlisted by the Principal and Counselor/Class representative.
- Applicants are informed telephonically when a seat is available, along with date and time of assessments/interaction with Principal and Counsellor/CR. Both the parents of the child need to be present at the time.
- After interaction, the Admission Incharge emails the parents for verification of required documents for provisional admission.
- If all documents are found in order, provisional admission is processed and converted to confirmed admission after the deposit of applicable fee within 3 working days from the day of submission of documents.
- Once the fee is submitted, the Admission Incharge sends a welcome mail to parents and the Class teacher provides all required information to parents.

List of documents to be produced by the parents at the time of Document Verification-

- Birth Certificate of the child
- Transfer certificate from the previous school
- Last assessment card from the previous school
- Aadhar Card of Child and Parents
- Proof of residence: ration card / passport / election card / driving license/Aadhar card
- Both parents' office identity card / proof of employment
- In case of sibling: fee bill / transfer certificate / school leaving certificate
- Both parents' school leaving certificate / transfer certificate / 12th pass certificate
- In case of single parent: death certificate / custody papers / adoption papers
- In case of community service / national awards: certificates
- In case of Guardian all relevant legal documents

Admission is confirmed only after verification of documents. On verification, if the required information / documents are incorrect / altered, the admission stands cancelled.

The Admission committee consists of the Counselor, Class Representative, Front Office Executive and the Principal.