



ADMISSION PROCEDURE

Application forms can be downloaded from school website.

The Registration Form, duly filled in, together with all necessary documents listed below should be submitted at the School gate.

Form Number will be given at the time of submission of form. Incomplete/
Duplicate forms will be rejected.

Please retain form number for all future correspondence.

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
- Proof of residence: ration card / passport / election card / driving license/Aadhar card
- Both parents' office identity card / proof of employment
- Both parents' school leaving certificate / transfer certificate / 12th pass certificate
- In case of sibling: fee bill / transfer certificate / school leaving 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
- Aadhar Card of Child and Parents

Admission will be confirmed after verification of documents, test and interaction. On verification, if the required information / document are wrong / altered, the admission stands cancelled.

The Fee must be deposited within 5 working days of declaration of the final result or else the offer of admission will be declared null and void.

CLASSES III TO VIII

As seats are only created on the basis of withdrawals, purchase and submission of an application form does not guarantee a call for admission. Applicants are informed telephonically when a seat is available, the date and time on which the test/interaction will take place. Both the parents of the child should be present at the time of interaction and verification of documents.

If for any reason one parent is unable to attend, the School Office should be informed in writing of the fact and the reason thereof well in advance.

CLASSES IX TO XI

Registration for classes IX and XI, however, only ensures a call for an Admission Test and does not guarantee admission. All admissions in class XI will be provisional. The date of the admission test will be intimated in due course. Informed telephonically when a seat is available, the date and time on which the verification of documents will take place. Both the parents of the child should be present at the verification of documents.

If for any reason one parent is unable to attend the interview, the School Office should be informed in writing of the fact and the reason thereof well in advance.