

## PROCEDURE

### Admission Session 2021-22

#### Age Criteria

- For Admission to **Pre- School** (Nursery) a child should be at least 3 years old as on 31st March 2021.
- The child should be born between 1st April 2017 and 31st March 2018.
- For admission to **Pre- Primary** (KG) a child should be born between 1st April 2016 to 31st March 2017.

#### How to Apply

- For Pre- School: Registration Forms are available On-line only.
- For Pre- Primary: Registration Forms are available On-line only (Limited seats only).
- **Requirements:**
  - Parents Mobile number and an email address.
  - A recent Photograph each of both the parent and the child.
  - Mode of payment: Debit Card / Credit Card.
- Forms will be available from 21<sup>st</sup> September, 2020 onwards.
- **Registration fees: Rs. 1100/-**
- Parents are advised to check the transport facility before applying for admission.
- [Click here to check the Bus Routes](#) and stops before filling the Transport form.

#### Requirements

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

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

### Steps to be Followed

#### Step 1: Online Registration

- Please enter the details on 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 for the processing fee.

**Step 3: Printing the completed form**

- Take a printout 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/ Driving License) and an attested copy of the child's birth certificate with NAME (self-attested) Transport form, Medical form (Download from School website), one individual passport size photograph of each parent and the child, Proof of alumni (if applicable) (Class X or XII Marksheet or Pass Certificate) on the date of submission of 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 on the list.

[Click here to apply\\_](#)