

## **SCHOOL ADMISSION PROCESS FOR SESSION 2022-2023**

The age eligibility cut-off for Pre-Nursery is 2+ as on 1st April 2022, Nursery 3+ as on 1st April 2022 and KG 4+ as on 1st April 2022.

- All valid applications (meeting age criteria & complete in all respects) are considered for admission.
- The school gives priority for admission on criterion like age, distance, sibling and first come first serve basis.
- Intimation to all parents who are selected after the Microsoft team's interaction will be sent via email.
- For selected applicants, the documents must be self-attested.
- Admission is granted post verification of documents and payment of fee.

The timeline for the admission process for Pre-Nursery, Nursery and KG is as follows:

| DATE                            | DESCRIPTION   |
|---------------------------------|---|
| 1 <sup>st</sup> August Onwards  | Online application process opens for admission.   |
|                                 | Applications will be open for all categories including, Sibling, Staff. Sibling to be given priority. |
|                                 | Closing Soon!   |
| 31 <sup>st</sup> August Onwards | Admission formalities (Documentation and Fee payment)   |

### **DOCUMENTS REQUIRED TO BE SUBMITTED:**

- Birth Certificate with Date of Birth, Child, and Parent's Name (Please ensure that the child's name and DOB and parent's names are the same as provided in the Registration Form).
  - Child's Aadhaar card / Child's active Passport (Optional)
  - Residence Proof of either parent (Any 2 documents from the list given below)
    - Utility Bill (Water/ Electricity/ Phone)
    - Lease deed / Rent agreement
    - Passport / Aadhaar card / Driving License

- Legal Documents in case of separation / divorce / adoption / single parent
- Transfer Certificate applicable for all grades except Pre-Nursery and Nursery (Please ensure that the child's name, DOB, and parent's names are the same as provided in the Registration Form).
- Bona Fide Certificate from current school confirming child's name and DOB required for kindergarten grades OR any other school document that mentions full names of child, mother, and father (e.g., ID card/Report Cards).
- Report card for previous grade (showing promotion to the class for which admission is sought) can be submitted before joining the school.

**Note:**

While the school will eventually need the hard copies of the above documents, to continue with the process (in the light of COVID-19 related restrictions), we would request you to upload fully filled, signed, and scanned copies of the above documents.

For more information write to us:

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