

## ADMISSION PROCESS

- Parents seeking admission for their child can make an enquiry for admission either telephonically or by visiting the school. The Admission Counsellor organizes a school tour and counsels the parent(s) on the admission process and the fee details.

**NOTE** - Parents must ensure the AGE ELIGIBILITY of the child for admission to any class and must produce the proof of Age to the counsellor.

### AGE ELIGIBILITY-

| ADMISSION TO CLASS | Age (As on 1 <sup>st</sup> April)   | ADMISSION TO CLASS | Age (As on 1 <sup>st</sup> April)   |
|--------------------|-------------------------------------|--------------------|-------------------------------------|
| NURSERY            | 3 Years as on 1 <sup>st</sup> April | KG 2               | 5 Years as on 1 <sup>st</sup> April |
| KG 1               | 4 Years as on 1 <sup>st</sup> April | CLASS 1            | 6 Years as on 1 <sup>st</sup> April |

- If the parent is interested in admitting his / her ward, they must follow the following procedure-

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### STEP 1 – REGISTRATION

- ☐ **Register** the name of the child for admission to a class after payment of a Non-refundable **Registration Fee** of ` 1,000/-. A Registration kit is handed over to the parent.
- ☐ Once Registration is done and after checking the availability of Seats, the Admission Counsellor will schedule-
  - » an **Interaction** with a Subject Expert for **Grades Nursery to 8<sup>th</sup> & 11<sup>th</sup>** OR
  - » **Admission Test** for **Grade 9<sup>th</sup>** and **Direct Admission** cases to **Grades 10<sup>th</sup> & 12<sup>th</sup>** (**ONLY ON TRANSFER** and Subject to production of all relevant documents and approval by the CBSE Regional Office, Bhubaneshwar).

**NOTE** - Interactions/ Admission Tests are typically scheduled during the week between 9 a.m. and 2:00 p.m. However, in special cases of emergency, an alternate day may be considered.

### STEP 2 – INTERACTION

- ☐ On the scheduled *Interaction / Admission Test day*, **both parents** along with their ward(s) need to report to the school. The procedure to be followed –

#### For Nursery to Grade 8<sup>th</sup>

- Interaction with a subject teacher.
- Interaction of the parents along with the child with the Admission Committee.

#### For Grades 9<sup>th</sup>, 10<sup>th</sup> & 12<sup>th</sup>

- Admission Test in English, Mathematics and Hindi. (Copy of the Syllabus to be collected from the office)
- Interaction of the parents and child with the Admission Committee.

#### For Grade 11<sup>th</sup>

- Interaction of the parents and child with the Admission Committee based on the GRADE 10 results.

### STEP 3 – ADMISSION FORMALITIES

After the Interaction / Admission Test, Parents will be intimated the class to which the child is found eligible for admission. Thereafter, the parent(s) will have to complete the Admission formalities as given below-

1. Fill up and submit the completed **Admission Form** along with all relevant documents. *If any of the documents are not available at the time of admission, the same must be submitted **within 15 Days**, **failing which the admission of the student will be cancelled and no fees will be refunded**.*
2. The **Admission fee** and **First Installment** (which is non – refundable) is also to be deposited, to complete the admission procedure.

#### DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION

| For Nursery to Grade - 1                                                                                                                                                   | For Grades 2 onwards                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Photocopy of the Birth Certificate of the student to be submitted and the Original for verification which will be returned.                                             | 1.1 Original School Leaving Certificate issued by the School last attended.<br>1.2 Photocopy of the Progress Report / Achievement Record of the last class attended. |
| 2. Photocopy of the Child's Aadhaar Card.                                                                                                                                  |                                                                                                                                                                      |
| 3. PEN (Permanent Education Number) of the child from the Previous School. (As in the School UDICE+ Records)                                                               |                                                                                                                                                                      |
| 4. Photocopy of ID & Address Proof of the parent.                                                                                                                          |                                                                                                                                                                      |
| 5. Two passport size photographs of the student.                                                                                                                           |                                                                                                                                                                      |
| 6. One passport size photograph of each parent.                                                                                                                            |                                                                                                                                                                      |
| 7. Caste Certificate (if applicable)                                                                                                                                       |                                                                                                                                                                      |
| 8. Medical fitness certificate of the pupil from a registered medical practitioner. (To be collected with the Admission Form)                                              |                                                                                                                                                                      |
| 9. Self attested photocopy of Posting letter & Departmental ID proof of parent, in case of being Government Employee come on transfer <u>in the middle</u> of the session. |                                                                                                                                                                      |

#### PARENT / GUARDIAN TO NOTE

|    |                                                                                                                                                                                                                                                                                                                                     |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <b><u>Registration does not GUARANTEE admission and will be decided by the School authorities based on the INTERACTION with the child and AVAILABILITY of Seats for the class.</u></b> The purpose of interaction will be to assess the grade for which the child is eligible rather than to grant / refuse admission.              |
| 2. | The decision of the Admission Committee will be final and binding on all.                                                                                                                                                                                                                                                           |
| 3. | Admission to any class will strictly be on a first come first serve basis. <b>If no seats are available at the time the application is received, against the respective Grades applicant will be placed in a wait list according to a first come first serve priority.</b> Parents will be notified as soon as a seat is available. |
| 4. | The selection and enrolment of any child may be cancelled if any false or incorrect information is furnished.                                                                                                                                                                                                                       |