

**ADMISSION SCHEDULE FOR FIRST LIST (SELECTED) APPLICANTS**

**(UNDER OPEN SEATS)**

**FOR PRE SCHOOL FOR THE ACADEMIC SESSION 2023-2024**

1. Presence of both parents is compulsory to complete the admission formalities.
2. Admission process will not be taken up in case of incomplete papers.
3. Both original & self-attested photocopies of the documents listed below will be required.
4. Kindly ensure to carry all the listed documents arranged in the sequence as mentioned in the list & photographs to avoid any inconvenience.
5. Spelling of child's name, father's name & mother's name, child's date of birth and residential address must match with the registration form and all the documents for submission.
6. Admission shall be considered within the time frame as per the schedule given below.
7. Admission of the selected candidates in the First List would be considered only till Wednesday Jan 25, 2023. Seats of students not reporting as per the given time frame would be passed over to the candidates on the Wait List as per merit.

**PS- You are advised to follow all protocols of the current pandemic situation.**

**Children are not allowed to accompany the parents for any reason.**

**SCHEDULE FOR THE ADMISSION FORMALITIES**

MERIT No. as per the list	Date	Timings
1 to 8	Saturday Jan 21, 2023	9:00 am to 10:00 am
9 to 16		10:10 am to 11:10 am
17 to 24		11:20 am to 12:20 pm
25 to 32		12.30 pm to 1:30 pm
33 to 40	Monday Jan 23, 2023	9:00 am to 10:00 am
41 to 48		10:10 am to 11:10 am
49 to 56		11:20 am to 12:20 pm
57 to 64		12.30 pm to 1:30 pm
65 to 72	Tuesday Jan 24, 2023	9:00 am to 10:00 am
73 to 80		10:10 am to 11:10 am
81 to 88		11:20 am to 12:20 pm
89 to 96	Wednesday Jan 25, 2023	9:00 am to 10:00 am
97 to 105		10:10 am to 11:10 am
105 to 108		11:20 am to 12:20 pm

**PS. Please note that parents are expected to adhere to the given timelines. All efforts would be made to ensure that the given schedule is followed but in case of any unavoidable delay, the parents are requested to patiently wait for their turn at the school's entrance.**

## DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

**Originals required for verification and a set of the following documents are required for submission. Photocopies of all documents should be self attested by both the parents and arranged in the given order.**

1. **Birth Certificate of the child:** Date of birth, Gender, Spelling of child's name, father's name & mother's name.
2. **Aadhar Card of the child:** Date of birth, Gender, Spelling of child's name & father's name, address.
3. **Medical Fitness Certificate of the child, issued by the Medical Practitioner/Doctor**
4. **No Dues Slip of fee clearance of the sibling** (To be taken from the School's Accounts Office, applicable only in case of sibling).
5. **First born child affidavit (ONLY IN CASE OF FIRST BORN MALE CHILD)**
6. **ID/Address proof (any two) of both parents** from the listed documents: Spelling of father's name, mother's name & address
  - i. Ration card issued in the name of parents (Mother/Father) with the name of the child.
  - ii. Domicile certificate of the child or of his/her parents.
  - iii. Voter I-Card (EPIC)
  - iv. Electricity bill/MTNL telephone bill/Water bill/Passport/ Pan card
  - v. Aadhaar card/UID card
7. Recent colour photographs of the child (3) & parents (1)
8. Copy of Online Form (applicable only for those who applied online)
9. Cheque for the fee payment