

Admission Procedure

- Forms for registration and admission to the respective classes are available in school office on all working days from 8:30 am to 2:30 pm.
- For admission to Nursery, the child should be 3+ years on 1st April of the Academic session.
- Application forms should be accompanied by Aadhar Card and Birth Certificate issued by appropriate municipal authority.
- For admission to a class higher than Nursery an Online T.C. and Report Card from last school attended would be required on qualifying the entrance test and on the basis of interaction with child and parents.
- The decision of the school authorities will be final and binding.

Withdrawal Procedure

1. Parents are requested to submit one-month notice or one month fee in lieu of withdrawal of ward from the school.
2. Any request to discontinue bus facility will not be entertained in mid-session. Transport charges will be collected for a complete academic year.
3. School authority may ask the parent to withdraw his ward (without notifying the cause) on the grounds mentioned below :
 - a) Unsatisfactory progress in studies and reluctance to follow school's academic programme.
 - b) Non-Payment of fee for more than two consecutive months.
 - c) Involvement in the activities braking disciplined and harmful behaviour in interest of the school.
 - d) Irregularity in attendance. Long absence (more than 10 days) from the school without approval of leave.
 - e) Detained twice in the same class being average in studies.
4. No request regarding transfer or withdrawal is entertained in between Feb. and March.
5. All the school dues and fee arrears if any are to be paid before withdrawal.
6. Duplicate copies of certificates like T.C. & Progress Report are not issued however, in exceptional cases duplicate certificate may be issued after verification and remitting fee.