ADMISSION FOR ACADEMIC YEAR 2025-26 for General Category

Please read the instructions carefully before filling the form to avoid rejection.

1. After completing the form, press the "FINISH" button at the bottom of the page.
2. Take a print out of the entire application form duly filled by you.
3. Sign the form and affix a recent photograph of your child.
4. Attach the relevant supporting documents as required (without the supporting documents your form will be rejected).
5. After uploading the registration form successfully, please pay rupees 25/- as registration fee online. You will receive an auto-generated Application form and Acknowledgement Receipt, for your personal record (Please make sure Pop-up blocker is Turned Off, to get the acknowledgement receipt)
6. Submit the entire set of documents (application form and supporting document) to the school office within the permissible date otherwise it will be treated as cancelled. (no forms sent by post or proxy will be entertained).
7. **Admission Schedule (2025-26)**

Commencement of admission process and availability of forms	28.11.2024 (Thursday)
Last date of submission of application forms in schools	20.12.2024 (Friday)
Uploading details of children who applied to the school for admission under Open Seats	03.01.2025 (Friday)
Uploading marks (as per point system) given to each of the children who applied for admission under open seats	10.01.2025 (Friday)
The date for displaying the first list of selected children (including Waiting List) (along with marks allotted under point system)	17.01.2025 (Friday)
Resolution of queries of parents, if any (by written/email/ verbal interaction) regarding allotment of points to their wards in the first list.	18.01.2025-27.01.2025
The date for displaying the second list of children (If any) (including Waiting list) (along with marks allotted under point system)	03.02.2025 (Monday)
Resolution of queries of parents, if any (by written/ email/ verbal interaction) regarding allotment of points to their wards in the second list.	05.02.2025 to 11.02.2025
Subsequent list of admission, if any	26.02.2025 (Wednesday)
Closure of admission process	14.03.2025 (Friday)

8. **Admission Criteria & Basic Point System**
   a. 75% of the seats will be filled against General category and separate 100 points scale will be calculated on the similar guidelines as stated below.

S.No.	Criteria	Marks
1	NEIGHBOURHOOD (0-6 KM)	50
2	6.1-8KM	40
3	8.1-10 KM	30
4	SIBLING	20
5	ALUMNI	20
6	SINGLE PARENT	10

9. **Age Criteria**

Pre-School (Nursery)	Less than 04 years as on 31st March of 2025
Pre-Primary (KG)	Less than 05 years as on 31st March of 2025
Class-1st	Less than 06 years as on 31st March of 2025

10. Admission fee for form Rs. 25 (NON-REFUNDABLE).
11. **Required Documents for General Category**
    a. Birth certificate issued by Municipal Corporation or equivalent authority.
    b. Aadhaar Card of the child
    c. SC/ST/OBC certificate (If Applicable)
    d. Regarding documents valid as a proof of residence address (any one of the following)
    Some of the indicative documents which can be considered as proof of residence of parents/child (anyone)

    - Ration card issued in the name of parents (Mother/Father having name of child).
    - Domicile certificate of child or of his/her parents.
    - Voter I-Card (EPIC) of any of parent.
    - Electricity Bill/ Telephone Bill/ Water Bill/ Passport in the name of any of parents of child.
    - Aadhaar Card issued in the name of any of the parents.

    e. Self-declaration of Single Parent.
    f. School identity card of sibling studying in this school or copy of fee receipt (If any).
    g. Passport size photograph of the child and parents.

    h. Special need/ disability certificate issued by competent authority (If any).