

NURSERY ADMISSION 2021 – 2022

THE NURSERY ADMISSION FOR THE ACADEMIC YEAR 2021 – 2022 WILL BE COMPLETED IN THREE STAGES.

STAGE 1 : SUBMISSION OF ZEROX COPIES OF FOLLOWING DOCUMENTS

(Monday, 15th March, 2021 and Tuesday, 16th March, 2021 from 9 am to 12 noon)

- 1) Print out of the Application Form. (Original)
- 2) Xerox copy of the Municipal birth certificate.
- 3) Xerox copy of the child's Aadhar card, if available.
- 4) Xerox copy of the Baptism certificate and letter from the Parish Priest – For Catholics.
- 5) Xerox copy of Baptism certificate of both the Parents & child and letter from the Parish Priest – For Christians.
- 6) Xerox copy of the residence proof in the name of the parents only. (Electricity bill / BSNL bill / Ration card / any other Government document)
- 7) Xerox copy of Caste Certificate of the child, if available.
- 8) Xerox copy of Medical Certificate – Compulsory in case of any sickness or Disability.
- 9) Xerox copy of Adoption Deed – if applicable.

STAGE 2 : INTERACTION WITH PARENTS ALONG WITH THE STUDENT AND VERIFICATION OF DOCUMENTS

1. The date and time for the interaction session will be displayed on the Notice board & the website on Saturday, 20th March at 1 pm. Both Parents will have to come to the school with your ward for the interaction session.
2. Your application will not be considered for the admission procedure if you do not come for the interaction session.

Bring Original copy of the Municipal birth certificate. (In English, **ONLY** when admission is confirmed)

Kindly note:

- i. The birth certificate should have the following below mentioned information completely in English only. If the birth certificate is in any other language then a translation in English will have to be provided while confirming the admission.
- ii. If the below mentioned information is not available on the birth certificate, then an affidavit mentioning all these information in below mentioned order will have to be submitted while confirming the admission. (Please check the format of the affidavit displayed on the Notice board & the website.)
- iii. The original birth certificate will have to be submitted to the school, **ONLY WHEN THE ADMISSION IS CONFIRMED,** which will remain with the school forever and will not be returned. Please make arrangements to have a duplicate copy for yourself.
- iv. Laminated originals will not be accepted. If you have laminated the originals, then an affidavit mentioning all these information in below mentioned order will have to be submitted while confirming the admission.
- v. The required information is mentioned below :-
 - a. Name of the child
 - b. Name of the father
 - c. Name of the mother
 - d. Date of Birth (in words or figures)
 - e. Place of Birth
 - f. Religion (Optional – To be mentioned, if the religion has to be entered in child's school record).
 - g. Child's Mother tongue.
- vi. Original copy of the child's Aadhar card, if available. For verification only.
- vii. Original copy of the Baptism certificate and letter from the Parish Priest – For Catholics. For verification only.
- viii. Original copy of Baptism certificate of both the Parents & child and letter from the Parish Priest – For Christians. For verification only.
- ix. Original copy of the residence proof in the name of the parents only. (Electricity bill / BSNL bill / Ration card / any other Government document)
For verification only.
- x. Original copy of Caste Certificate of the child, if available. For verification only.
- xi. Original copy of Medical Certificate – Compulsory in case of any sickness or Disability. For verification only.
- xii. Original copy of Adoption Deed – if applicable. For verification only.

After the interaction session, the results will be displayed up on the Notice Board & the Website.

**STAGE 3 : SUBMISSION OF THE REQUIRED ORIGINAL DOCUMENTS AND PAYMENT OF FEES AFTER THE
CONFIRMATION OF ADMISSION**