**Admission Procedure**

* Admission Process starts in the third week of December every year.
* Availability of Seats can be known over phone or through website or in person from School Office.
* Age Criteria will be followed as per Government of Maharashtra.
* Admission Counseling can be obtained in person, over the phone or through the mail.
* Application Form along with School’s Profile, Syllabus for Screening Assessment and the other details should be obtained in person only, from School’s Office after Registration with requisite fee.
* The Child should undergo a Screening Assessment (for classes III to X) and interactive session to assess gross and fine motor skills from Nursery to II Standard.

**NOTE: The Application Form is not transferable and only the form, issued by the school, should be used for the Admission of your child.**

**Documents to be submitted at the time of admission**

* Birth Certificate, in original, to be submitted for Grade – I Admission.
* School Leaving / Transfer Certificate and previous year’s Report Card (Without this no student from class II onwards will be admitted).
* Xerox copy of Aadhar-card of Students & Parents.
* Recent passport size color photographs of the candidate.
* Postcard-size photograph of students and parents together.
* Admission will be cancelled if any variance is found between the particulars filled in the Registration Form and the documents submitted for admission.

**Screening Assessment from Class III onwards.**

* From class III onwards, a Screening Assessment is conducted. Both the parents must be present in the school on the designated day.
* The Screening Assessment may take more than an hour. Parents are advised to plan their schedule accordingly.

**WITHDRAWALS**

* One Term’s notice in writing or a term’s fee in lieu of such notice must be given before a pupil can be withdrawn.
* Those who are to attend the school in April 2017 must pay first term fee.
* Transfer Certificate will not be issued until all dues of the school are settled.
* Students can be asked to leave the school on the following grounds:
* Indiscipline.
* Unsatisfactory progress in work.