

CARMEL CONVENT SCHOOL

Pre-Primary wing

Admission to Lower Kindergarten 2019-20

Only for girls born between 1 April 2015 to 31 March 2016

Admission Procedure cum Guidelines

Step 1: **Dec 26 – 28** Procurement and filling of registration form

- Registration form will be available at the school office from **26th – 28th Dec** between **11.30 AM – 01.00 PM** against a payment of ₹ 500.00 (non-refundable).
- Fill all the details as required in the registration form. Names of child as well as parents must be as per the date of birth certificate issued by the competent authority. All entries are to be in BLOCK letters only.

Step 2: **Dec 27 – 29** Submission of Form at the school

- Registration forms filled in all respects can be submitted in the school office from **27th–29th Dec** between **11.30 am – 01.00 pm**.
- Parents must submit self-attested copies of date of birth certificate and proof of address/residence along with the form. Alumni must submit a copy of Class X Diploma Certificate together with admission number as proof. **The child is NOT required to come to the school on the date of submission of forms.**
- Incomplete applications will be rejected.

DOCUMENT CHECKLIST

1. Recent passport size photograph of the child
2. Recent family photograph
3. Date of birth certificate
4. Aadhaar of the child and the parents
5. Proof of residence

Step 3: **Jan 10, 2019** Display of shortlisted candidates

- List of shortlisted candidates will be displayed on school website as well as notice board at the gate on **10th Jan at 10.00 a.m**

Step 4: **Jan 12** Parent-Child interaction

- Both the parents are required to make themselves available for the interaction on the assigned date and time. Parents are requested to cater for a time span of at least an hour to complete the mandatory formalities on the first visit to the school.

Step 5: **Jan 18** Display of list of selected candidates

- List of selected candidates will be displayed on school website as well as notice board at the gate on **18th Jan at 10.00 am**
- Parents of selected candidates are required to prepare a demand draft towards the first installment of school fees in favour of **“Carmel Convent Pre-Primary School”** and submit the same at the time of taking admission.

Step 6: **Jan 28 – 29** Admission

- Admission formalities for selected candidates will take place between **28th – 29th Jan, 2019**
- It is mandatory for **both the parents and the child** to come to the school on the assigned date and time for interaction with the Principal and for completing the admission formalities.
- Please carry all the original documents for verification. Parents are requested to cater for a time span of at least two hours to complete the mandatory admission formalities.
- Admission will not be confirmed in the event of absence of any one of the required documents.

DOCUMENT CHECKLIST

- ✓ Original documents for verification
- ✓ Demand Draft (1st installment)
- ✓ Passport size photograph – 3
- ✓ Family Photograph – 1

Proof	Type of document	IMPORTANT
Date of Birth Certificate	Certificate issued by Municipal Corporation / Competent authority under 'Registration of Birth and Death Act 1969'	<ul style="list-style-type: none"> ○ Forms and all the accompanying documents / photographs, once submitted, will become the property of the school and shall not be returned ○ Management reserves the right to make any changes in the process and norms of admission, subject to the rules and regulations at the time of admission. ○ Submission of registration form does not guarantee admission. The management reserves the right to accept or reject any registration form without furnishing any reason.
Address/residence Proof (any one)	<ul style="list-style-type: none"> ○ Ration Card / Voter ID / Passport / Aadhaar ○ Electricity / Telephone (landline) / Water bill ○ Rent deed 	
Sibling Proof	Latest Fee bill / Report card / Identity Card	
Alumnae proof	Class 10 Diploma Certificate and admission number	
Admission Helpline: 0191 – 2480 717 60050 53434 (between 09.00 am – 01.00 pm)		