



## **ADMISSION POLICY**

### **Application Process:**

Parents or guardians need to complete and submit an application form, which can be obtained from our website or our admissions office. The application should include all the necessary information and documents.

### **Application Review:**

Our admissions team carefully reviews each application to ensure that all required information is provided. We may contact parents or guardians for any missing or additional information if needed.

### **Observation/Assessment:**

As part of our admission process, we may conduct an observation or assessment session with the child. This helps us better understand their social, emotional, cognitive, and physical development to ensure that our program is a good fit for their needs.

### **Interview (if applicable):**

Depending on the age of the child, we may also conduct an interview with the child and their parents or guardians to gain a deeper understanding of the family's aspirations and expectations. This helps us ensure a partnership between home and school.

### **Notification of Admission Decision:**

Once the review process is complete, we will notify parents or guardians of the admission decision through the preferred mode of communication provided in the application. We aim to provide timely and clear communication regarding acceptance or waitlist status.

### **Acceptance and Enrollment:**

If a child is accepted, parents or guardians will be provided with the necessary documentation and instructions for completing the enrollment process. This usually involves completing enrollment forms, submitting required documents (such as resident permit, passport, health card, vaccination card, and birth certificate), and paying the admission, registration fee of 450/- with caution deposit of 400/-.

In our admissions process, we consider factors such as age requirement, availability of space, readiness for kindergarten, diversity and inclusion, sibling priority, and, in the case of transfer students, academic progress, previous school marksheet and transfer certificate.