

# ADMISSION PROCEDURE AND GUIDELINES

## ADMISSION SESSION 2024-25

### Age Criteria

- For admission to class Nursery, a child should be at least 3 years old as on 31st July 2024.
- For admission to class LKG, a child should be 4 years old as on 31st July 2024.
- For admission to class UKG, a child should be 5 years old as on 31st July 2024.
- For admission to class 1<sup>st</sup>, a child should be 6 years old as on 31st July 2024.
- The admissions to Higher Classes are done on the basis of vacancies in a particular class and the child should have passed the previous class from a recognized school affiliated to CBSE.

**Note:** - Application not fulfilling the office criteria will be rejected.

### How to Apply

- For Class Nursery to XII Registration Forms are available online (only in case seats are available)

### **Registration fees: Rs. 1100/-**

- Fill in the registration form online. Once the form is filled and submitted, a computer generated registration number will be sent to you through Email address as mentioned by you in the registration form.

### Terms & Conditions and Instructions for filling up the online form / Payment:

- Please read the instructions carefully before filling in the online form to avoid rejection of your form.
- Do not press ENTER KEY to move from one field to another. Use TAB KEY or mouse control for the same.
- After completing the registration form, click on the SUBMIT button for final registration and registration fee payment.
- Immediately a registration number will be generated and an acknowledgement mail with details will reach on your registered email Id.
- To avoid rejection, DO NOT fill more than one form for one applicant.
- Incomplete forms will not be accepted by the system.
- In case of any query, you can write an E-mail to [admissions@dpsindirapuram.com](mailto:admissions@dpsindirapuram.com). **Queries at any other E-mail ID will not be accepted.**
- Please note that registration amount is **non-refundable and non-transferable**.
- The school shall be under no liability whatsoever in respect of any loss or damage arising directly or indirectly while making payment. The transaction failure, in process or any other financial hassle will not be answered/handled by the school. Kindly contact your bank for any such details. Registration number will automatically be generated after successful payment receipt.

### **Entrance**

- All the parents who have registered their children will be informed about the interaction through an email.
- For classes **Nursery to II** interaction will be conducted offline.
- For classes **III to XII**: All details related to the admission test schedule and syllabus etc. will be shared through an email.

### **Selection**

- Only the selected candidates will receive an email regarding their selection and further process.
- The school reserves the right to grant/reject any admission application without assigning any reason.

### **Admission**

#### **Classes Nursery to II**

- A brief interaction of the child with the teachers, followed by an interaction of the parents with the Principal.
- Date, time and venue will be shared 2-3 days before the interaction.
- A hard copy of the registration form (duly filled) is required on the day of interaction.
- Communication of the result to the parents through an email, if the selection is approved.
- Admission formalities to be fulfilled by the parents in the event of selection.
- Submission of admission form, important document and fees will complete the admission process.

#### **Classes III to XII**

- Syllabus for the written exam will be sent for preparation through an email along with the intimation of the test date.
- Interaction of the parents and the child with the Principal, in case the student qualifies in the written exam.
- An email communication of the result to the parents if the selection is approved.
- Admission formalities to be fulfilled by the parents in the event of selection.
- Submission of admission form, important document and fees will complete the admission process.

### **Note:-**

- **In case you fail to take admission on the date specified, the vacancy will be offered to the next candidate. The decision of the school with regard to the admission will be final and binding.**
- **New Session Starts from first working day of April or as per the schedule provided by the school during the interaction session.**
- **Admission of the students is done purely on Merit basis.**
- **The school transport is available on the selected routes (Please [Click here](#) to see the currently plying routes).**
- **Transport facility is an optional/additional facility and depends on the availability of the seats.**