

## Admission Procedure

### Admissions to Nursery, 2022-2023

1. Application Forms for admission to Nursery for the **Academic Year 2022-2023** will be available on the school website [www.santhomemiraroad.edu.in](http://www.santhomemiraroad.edu.in) from **Wednesday, 10<sup>th</sup> November to Saturday, 13<sup>th</sup> November 2021**.
2. Online Registration will be open from **9.00 am** on the scheduled days.
3. Eligible age for admission to Nursery: Child born between or on **1<sup>st</sup> January 2019 and 31<sup>st</sup> December 2019**. The child should be completing 3 years of age on or before 31<sup>st</sup> December 2022.
4. Cost of the Application Form should be paid at the time of submission of the form at the school office.
5. Printout of the online application form along with the required documents should be presented at the school office to continue the admission process. The date and time for the submission of the form in the office is given below.

No.	Online Application Date	Submission of Application Form (At office)	
		Date	Time
1.	10.11.2021	15.11.2021	9.00 AM – 11.00 AM
2.	11.11.2021	15.11.2021	12.00 PM – 2.00 PM
3.	12.11.2021	16.11.2021	9.00 AM – 11.00 AM
4.	13.11.2021	16.11.2021	12.00 PM – 2.00 PM

6. Documents required along with the Application form:-
  - I. Original and One True Copy of the child's Birth Certificate & Aadhar Card. Original documents will be returned immediately after verification. (Aadhaar Card can be submitted later for children who don't have it yet)
  - II. If the birth Certificate is in any other language than English, then you have to provide the translation of the birth certificate in English on a Stamp Paper duly notarized while confirming the admission.
  - III. A Family Photograph consisting of father, mother and the child in the centre with blue background (4 inch x 6 inch size).
  - IV. Proof of Residence: Electricity bill or Telephone bill or Aadhaar Card.
  - V. One Passport Size Photograph of the child with blue background.
7. Incomplete data, wrong information and non-submission of required documents will result in the rejection of the application for admission.
8. Submission of Application Form does not mean the confirmation of admission. The School Management reserves the full and final authority over admissions.
9. The Date of Birth once entered in the admission register of the school will not be changed.

10. Fees once paid will not be refunded.
11. In order to avail priority admission for siblings of Santhome students, parents should submit the form online on the specified days. If the application form is not submitted online, no request for admission will be entertained later.
12. In case of Catholics / Christians, Baptism certificate of the child should be submitted. Kindly note that Catholics will have to submit letter from Parish Priest at the time of interaction.

### **Admissions to Classes LKG to IX, 2022-2023**

1. Admission to classes LKG to IX depends on the availability of seats. Contact us on school Email Id: [santhomemiraroad@gmail.com](mailto:santhomemiraroad@gmail.com) from 1<sup>st</sup> January 2022.
2. No student will be admitted without the submission of Transfer Certificate from his / her previous recognized school.
3. Students seeking admission to Class-I must produce an official Birth Certificate.
4. Caste certificate is mandatory from Class- I and upwards.
5. Admission is given on the basis of merit, interaction with the principal and availability of seats. No recommendation of any nature shall be entertained.