

ADMISSION POLICY

The Academic year begins from April every year with session ending on March 31st. Students seeking new admission to various classes must get themselves registered for admission from October onwards till the requisite seats are filled.

Eligibility -

Admissions are open for all the classes from Nursery, KG, Prep, Class I to IX. Registration for admission is open for both boys and girls. Maximum intake per section is 40 students only. They must have attained the age as mentioned below, by 1st April of the academic year. These guidelines are as per CBSE recommendation and liable to change as per CBSE norms.

Classes	Age
Nursery	2.6 Years
Kindergarten (K.G)	3.6 Years
Prep (U.K.G)	4.6 Years
Class I	5.6 Years

REGISTRATION PROCESS

Should the parents wish to proceed with the admission, they are required to purchase the Registration form. The form can be filled online through our website.

or it can be collected from the school campus by paying Rs.750/-. The registration charges are non-refundable & non-transferable.

- A duly filled in form along with all the relevant documents has to be submitted within 7 days from the date of issue of form or the last date given.
- The parents are given a tour of the school on a non -working day (usually Saturday) if desired by them after completion of the registration procedure. Virtual tour of the school is also available on our school website - www.opensky-school.com
- Submission of the registration form does not guarantee admission.

OPEN SKY SCHOOL
SECTOR - 5, GURUGRAM
CBSE AFFILIATION NO. 531718

WE MOULD FUTURE TODAY

Baron
31/1/22
Principal
Contd.
Gurugram

DOCUMENTS REQUIRED

After getting registration form for admission, the parents need to submit the following documents with the duly filled registration form-

- Original birth certificate of the student along with one photocopy of the same. (The original will be returned after verification).
- Self-attested Aadhar card copy of child and parents.
- Address Proof
- Health Form from a qualified Physician/ Paediatrician with vaccination status
- Passport size family photograph
- Passport size photos of child. (5 copies)
- Passport size photos of parents. (2 each)
- Photocopy of the previous class Report Cards for 2 years wherever applicable. (For Class I and above).
- Any other relevant document as asked by CBSE/State Government

ADMISSION TEST

A student and parent interaction will be held only for classes Nursery and KG. The children, who have registered for higher classes, will have to appear for an age-appropriate written admission test followed by an interaction with the Principal. Admission will be granted till the availability of seats on first-come, first-serve basis.

- The selection of the candidates will depend upon the child's performance in the test/ interview. Number of selections depends upon the availability of seats in the concerned class.
- Subsequently, list of successful candidates will be displayed on the school notice board followed by a formal E-mail to the parents.
- Admission will be strictly on merit. Any effort of presenting a donation to the school or seeking admission through recommendations will debar student from admission.
- Interaction with the school Head does not guarantee admission.
- The last date for the submission of fees will be specified. Non deposit of same would imply cancelation of admission.
- Based on the admission test and other criteria, the school reserves the right to admit any student who is found fit for admission or refuse admission without assigning any reason. For all matters related to admissions, the decision of the Management/ Principal will be final.
- Admission of transfer cases depends upon the availability of the seats.

Contd.

POST ADMISSION PROCEDURE

Students offered admission must complete the following formalities, or the offer will stand cancelled and the seat will be passed on to the next student in the 'Waiting List':

- Once Admission is granted, parents are required to deposit the Fees by Cheque/DD only.
- Admission is confirmed only on the submission of transfer certificate in original, from the school last attended and the latest Progress Report Card from the school if the child joins the class after Nursery/K.G.
- Once the Fee and documents are submitted, parents will receive an Admission Confirmation Letter through e-mail, from the school.
- Once admitted, no change in date of birth will be entertained.
- For Students applying under EWS category, Government criteria will be applicable.

P. Anand
31/1/22
Principal
Open Sky
Gurugram