

ADMISSION INFORMATION SHEET 2018-19



DPS
NEWTOWN
ICSE and ISC

Filling in the Registration Form

- The registration forms are to be filled in capital letters and submitted, in person, at the school office only (Monday to Friday- 9:00 am - 3:00 pm and Saturday- 10:00 am - 1:00 pm)
- Date for meeting will be intimated later and the same may be changed, with prior notice by the school
- Registration does not imply admission, selection will be on the basis of availability of seats
- At the time of registration of the form, processing fee (non-refundable) of ₹1000 is payable in cash
- Registration formalities need to be completed within 7 working days after purchasing the form
- The following documents have to be furnished at the time of registration:
 1. Duly filled and signed registration form
 2. Two colour passport size photographs of the child & parents, affixed in appropriate places
 3. Photocopy of the proof of residence of the parents (eg. passport / electricity bill / telephone bill / rent bill or lease agreement), self attested
 4. Photocopy of the proof of date of birth of the child (issued by Municipal Corporation or any Competent Authority), self attested
 5. Report card for the last three years from the school/schools attended (Class II upwards)
 6. Students from other Schools have to submit their Transfer Certificate (Class II upwards and class I if mid term)
 7. Medical Form to be filled by a Registered Local Medical Practitioner and submitted at the time of Registration
 8. Income Proof (Form 16/Salary Certificate) of last 2 years
- Incomplete or illegible registration form will not be accepted
- Age criteria as given overleaf will be strictly maintained for admission upto class I
- The information mentioned should be correct. In case of any discrepancy or incorrect information the School Authorities hold the right to cancel both the registration and the admission of the child

Admission Procedure

- For admission there will be a meeting of the child and parents with the school authorities
- **The admit card must be brought at the time of the meeting**
- The final list of selected students will be put up on the School Notice Board and on the Website
- Once the child is selected after the meeting, the admission fee needs to be deposited by cheque / P.O. / Demand Draft only within 7 days or else offer of admission stands cancelled. The cheque / P.O. / Demand Draft should be in favour of **Delhi Public School Newtown** payable at Kolkata.