

INSTRUCTIONS FOR ADMISSION TO PRE SCHOOL
FOR THE ACADEMIC YEAR 2020-2021
AFTER DRAW OF LOTS

Both the parents of the candidates selected in the draw are required to come to the school with their ward for verification of documents as per the details given below:

DATE	SL. NO.	TIME
17.02.2020 (Monday)	01 to 30	01:30 p.m. to 02:30 p.m.
18.02.2020 (Tuesday)	31 to 60	01:30 p.m. to 02:30 p.m.
19.02.2020 (Wednesday)	61 to 98	01:30 p.m. to 02:30 p.m.

Please bring original documents and one set of self attested copies of the documents for verification.

1. Recent Passport sized Photograph of the child (taken within the last 3 months) - 04 no.
2. Recent Passport- sized Photograph of the Father and Mother-03 each
3. Recent Passport- sized group photograph of Father and Mother along with the Child who is seeking admission- 01 no.
4. Birth Certificate issued by Municipal Corporation or other civic authority
 - i. Name of the child must be printed on the Birth Certificate
 - ii. Names of parents in Pre-School Registration Form must be the same as that on the Birth Certificate
5. Aadhar Card of the child (Optional)
6. ID Proof of Father- Aadhar Card/ Voter I Card
7. ID Proof of Mother- Aadhar Card/ Voter I Card

8. PAN card of Father
9. PAN card of Mother
10. Address Proof – (any one of the following): Aadhar Card/Ration Card/Voter I Card/Electricity Bill/MTNL Telephone Bill/Water Bill/Passport/Rent agreement
11. Caste (ST/SC/OBC) Certificate of parent/s (if applicable)
12. Medical Fitness Certificate (**Original**) from Registered Medical Practitioner
13. Medical Certificate (For Children with Special Needs)
14. For Siblings (refers to own brother/sister - *not cousins or other family members*) - Copy of current School I Card
15. For Alumni-CBSE AISSCE (Class XII) Marksheet of Mother/Father (if applicable)
16. For Staff of Somerville School - Copy of I-Card/Latest Salary Statement

If documents are successfully verified, the schedule for payment of fees is as follows:

PARENTS WHO HAVE VERIFIED THEIR DOCUMENTS ON	ADMISSION TO BE TAKEN ON	TIME
17.02.2020 (Monday)	18.02.2020 OR 19.02.2020	11:00 a.m. To 02:00 p.m.
18.02.2020 (Tuesday)	19.02.2020 OR 20.02.2020	
19.02.2020 (Wednesday)	20.02.2020 OR 22.02.2020	

BOTH THE PARENTS MUST BE PRESENT AT THE TIME OF ADMISSION

Principal