

INSTRUCTIONS FOR ADMISSION TO PRE SCHOOL
FOR THE ACADEMIC YEAR 2021-2022

One parent of the selected candidates is required to come to the school for verification of documents as per the details given below:

DATE	SL. NO.	TIME
22.03.2021 (Monday)	01 to 31	9:00 am to 10.45 am
	32 to 62	11.00 am to 1.00 pm
24.03.2021 (Wednesday)	63 to 93	9:00 am to 10.45 am
	94 to 123	11.00 am to 1.00 pm

DOCUMENTS TO BE BROUGHT AT THE TIME OF VERIFICATION

**[ORIGINALS OF ALL REQUIRED DOCUMENTS AND ONE SET OF
SELF-ATTESTED PHOTOCOPIES]**

- 1) 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
- 2) Aadhar Card of the child (Optional)
- 3) ID Proof of Father – Aadhar Card / Voter ID
- 4) ID Proof of Mother – Aadhar Card / Voter ID
- 5) PAN Card of Father
- 6) PAN Card of Mother
- 7) Address proof - (any one of the following): Aadhar Card /Ration Card /Voter I Card/Electricity Bill/MTNL Telephone Bill /Water Bill /Passport /Rent agreement
- 8) Caste (ST/SC/OBC) Certificate of parent/s (if applicable)
- 9) For Christian Candidates –
 - i) Baptism Certificate of child
 - ii) Letter of Church Membership of family from the pastor/parish priest
- 10) For Sibling (refers to own brother /sister – *not cousins or other family members*) – Copy of Latest Fee payment Receipt/ Current Identity Card of Sibling studying in the school
- 11) For Alumni – CBSE AISSCE (Class XII) Mark sheet of Mother/Father (if applicable)
- 12) For Staff of Somerville School – Copy of school-issued I-card/ Latest Salary Statement
- 13) Medical Fitness Certificate of the child from a registered medical practitioner, issued within three months of the date of submission to the school

**THE FOLLOWING PASSPORT-SIZED PHOTOGRAPHS MUST BE SUBMITTED
ALONG WITH THE ABOVE DOCUMENTS**

- 1) Recent Passport-sized Photograph of the child (taken within the last 03 months) - 03 Nos.
- 2) Recent Passport-sized Photograph of the Father – 03 Nos.
- 3) Recent Passport-sized Photograph of the Mother– 03 Nos.
- 4) Recent Passport-sized group photograph of Father and Mother along with the Child whose admission is sought – 01 No.

If documents are successfully verified, you are required to make the payment as per the below schedule to confirm the admission of your ward

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
22.03.2021 (Monday)	23.03.2021 (Tuesday)	10.00 am to 12.00 pm
24.03.2021 (Wednesday)	25.03.2021 (Thursday)	10.00 am to 12.00 pm

Principal