

Procedure

Admission schedule for Montessori Admission (2024-2025)

Following is the schedule for Montessori Admission (2024-2025)-

- A. Eligibility Criteria** : Age between 3.5 years and 4.5 years as on 31 March 2024.
- B. Admission Schedule**
1. Advertisement in Newspaper : 24-12-2023 (Sunday)
: Dainik Bhaskar
 2. Commencement of Availability of Admission Forms : 1st week of January
- Timings: 08.00 a.m. – 12.00 Noon only
 3. Submission of duly filled in admission form : 2nd week of January
- Timings : 08.00 a.m. – 12.00 Noon only
 4. Interaction with Parents : On completion of the registration process, Parents from Non-Railway category will be called for draw of lottery and then verification of documents within 7 to 8 working days)
: 2nd week of February.
 5. Display of List of Selected Candidates
Admission lists will be displayed on the School Website as well as on the School Notice Board
: The formalities are to be completed within 03 days of the display of the final list, failing which the seats will be passed on to the candidate in the waiting list.
 6. Admission formalities
 7. The date for displaying final list of Admission for the session (including Railway and Non- Railway category) : 20 to 22 February.
 8. Closure of Admission : 26 to 28 March of the month

C. For Children belonging to Disadvantaged Group, SC/ST/OBC

The admission process for admission under the RTE Act is done online after the orders are passed by the DEO, Bhopal.

The number of seats reserved for the EWS / DG*/DC will be 25% of the total number of seats available. Children belonging to Disadvantaged Group, SC/ST/OBC (Non creamy layer) / orphan / Disabled* Children are to apply under this category.

*DG : Disadvantaged Group

*DC : Disabled Children are children with special needs, i.e. Autism, ADHD, Physically Challenged, Learning Disability and Speech Defect.

D. Distribution of Seats (in terms of percentage)

TOTAL NO. OF SEATS: 80

S. NO.	CATEGORY	NO OF SEATS
1.	Number of seats allotted for railway wards	48
2.	Number of seats allotted for non-railway wards	24
3.	Number of seats allotted for EWS wards	08
	TOTAL	80

E. Essential Documents

FOLLOWING SUPPORTING DOCUMENTS DULY ATTESTED ARE TO BE SUBMITTED AT THE TIME OF SUBMISSION OF FORM:

- Attested photocopy of the Municipal Birth Certificate.
- Latest passport size colour photograph (2 Nos.).
- Aadhar Card
- Samagra ID Card
- Self-address Rs. 20/- postage stamped envelopes (3 Nos.).
- School leaving certificate for classes II Onwards.

F. Withdrawals after Admission

If any parent or guardian, after depositing the full fee for admission of a child, chooses to withdraw the child from the school within one month from the date of admission, then the school shall retain Registration Charges, Admission Fee and Tuition Tee for one month only and shall refund the rest. In case any fee collected from the parent(s) or guardian of a child, whose admission is cancelled subsequently due to non- submission of original documents for verification by the due date, or if any, information or document submitted prove to be false or wrong, the entire fee except registration amount will be refunded.