

**CLARENCE HIGH SCHOOL
APPLICATION FOR ADMISSION 2018-2019**

1. Application Forms for **Preparatory Class 2018-2019** may be accessed, filled up and submitted on the School website, www.clarencehighschool.in from January 1st to 19th without fine. The online submission of the form includes uploading soft copies of all the relevant documents and the online payment of a registration fee of Rs.500/- per applicant.
2. Application Forms will also be available online from 20th to 31st January with an additional late fee of Rs.200/-. Forms will NOT be available after 31st January 2018.
3. The e-brochure is available for download free of charge.
4. Please take a printout of the application form and attach the following documents:
 - a. Affixed photos of candidate and parents.
 - b. Self attested copy of Birth Certificate
 - c. Self attested copy of ID proof of both parents
 - d. Self attested copy of Address proof of parents
 - e. Self attested salary slip of both parents
 - f. Original Letter of membership from Church (Catholic / Protestant / Orthodox), if applicable
 - g. Original Letter of membership from Anglo Indian Guild, if applicable
 - h. Self attested copy of Std. 10 / 12 Marks Card of parent (if you are an alumnus of Clarence High School)
 - i. Certificate of Divorce (If single parent)
 - j. Certificate of Adoption, if applicable
 - k. Self attested copy of Caste Certificate, if applicable
 - l. All of the above should be submitted at the front gate of the school (POTTERY ROAD) in the drop box provided within 3 days of online submission but not later than February 3rd, 2018. An acknowledgment will be issued on receipt of your application.
5. Clarence Educational Trust follows a NO CAPITATION FEE POLICY for admissions . The Board of Management & Principal of Clarence High School wish to inform the general public that no person in or outside Clarence High School is authorised to take donations on behalf of the school with regard to admissions. **We do not have or entertain any agent or middlemen. Unscrupulous people may try to hoodwink parents posing as influencers and cheat public. Please do not succumb to such tricks.** Any admissions obtained through such means will immediately be cancelled and legal action taken against such persons if found guilty. Any person wishing to lodge a formal complaint in this regard may kindly send an email to safe.place@clarencehighschool.in with evidence of the same.
6. Eligibility Criteria: The applicant should be born between **June 1, 2012 and May 31, 2013 for Preparatory Class (UKG) 2018-2019.**
7. No relaxation in the eligibility criteria will be considered under any circumstance. Applicants who do not fit the eligibility criteria will not be able to fill up the form online.
8. The school does not accept any donations either directly or indirectly.
9. Generally, only a small percent of the applicants secure admissions here. It would be helpful to apply to other schools also.
10. The school offers limited bus facility on two routes only.
 - a. Kothanur to School via Kammanahalli and back
 - b. Ramammurthy nagar to School via Banaswadi and back
11. Recommendation letters will NOT be entertained.
12. Kindly refrain from enquiring over the Telephone as the school may not be able to answer all calls in this regard. Emails would be preferred. Please write to admissions@clarencehighschool.in
13. Meeting with applicants and their parents will be intimated through SMS and phone call. Only those selected will be called for interview to verify the documents and for final selection.
14. Filling up of wrong information online or failure to submit relevant documents to corroborate the information will result in the applicant not being considered for admission. Incomplete forms will be summarily rejected.
15. **Admissions to Std 1 - 8** are highly unlikely as they depend upon vacancies which are very rare. However, applications for these classes can be submitted only in the first week of April 2018.