

CLARENCE KINDERGARTEN
APPLICATION FOR ADMISSION TO MONTESSORI 1 / 2
INSTRUCTIONS

Before you register ONLINE, **PLEASE READ all instructions carefully** and **click on** the I AGREE and proceed.

1. This is only an application form and does not guarantee admission.
2. Please have a formal current passport sized colour photograph (not more than six months old) of the child and both parents ready before you start filling up.
3. The online payment of a Registration Fee of Rs.500/- per Applicant from 1st to 31st January 2024 and with additional Late Fee of Rs.200/- from 1st to 15th February, 2024.
4. The School does not accept any donations either directly or indirectly.
5. Generally only a small percent of the applicant's secure admissions here. It would be helpful to apply in other schools also.
6. Recommendation letters will NOT be entertained.
7. Enquiries over the telephone will NOT be entertained.
8. We regret to inform that presence of a Sibling in the School does not guarantee admission, due to the large number of Applications.
9. You will receive the **completed Application form Link and fee paid receipt in your registered Email.**
10. **IMPORTANT: Please take a printout of the application form and attach the following documents. The entire file should be submitted either by speed post or hand delivered to the school immediately but no later than one week after the online completion. An acknowledgement will be issued when your application is physically hand delivered at the front gate. No acknowledgement will be sent for those that are posted. Late submissions will NOT be considered. No online application, which has not been delivered to school, will be considered.**

11. MANDATORY DOCUMENTS that must be attached to the hard copy of your application:

- a. Affixed photos of candidates and parents (Only formal current colour passport-sized photos, not less than six months old, self-taken photos are not permitted).
- b. Self-attested copy of Birth Certificate of the child
- c. Self-attested copy of ID proof of both parents
- d. Self-attested copy of address proof of both parents
- e. Self-attested salary slip (or FORM 16) of both parents
- f. Original letter of membership from own church (Catholic, Protestant, Orthodox), if applicable
- g. Original letter of membership from the 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. Court Certified copy of Divorce order / Death certificate, if single parent
- j. Court Certified copy of Adoption order, if applicable
- k. Self-attested copy of Caste Certificate, if applicable.

12. DECLARATION:

We wholeheartedly agree to abide by the rules and regulations of the school, including the DRESS CODE. We affirm that we will not do anything that is prejudicial to the interest of the school.