

**CLARENCE HIGH SCHOOL**  
**APPLICATION FOR ADMISSION 2019 - 2020**

1. Application Forms for **Preparatory Class 2019 - 2020** may be accessed, filled up and submitted on the School website, [www.clarencehighschool.in](http://www.clarencehighschool.in) from January 1<sup>st</sup> to 19<sup>th</sup> 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. The e-brochure is available for download free of charge.

2. Kindly note, a copy of the filled in application form with:
  - i) Affixed formal passport sized photos of candidate and parents.
  - ii) Self attested copies of all relevant documents.
  - iii) A self-addressed envelope with the complete and correct postal address (including pin code) and the required stamp affixed.

All of the above should be put in the drop box provided at the main gate of the school within 3 days of online submission.

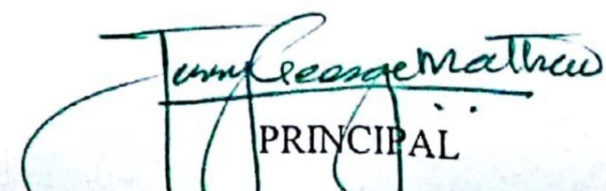
2. Application Forms will also be available online from 20<sup>th</sup> to 31<sup>st</sup> January with an additional late fee of Rs.200/-. Forms will NOT be available after 31<sup>st</sup> January 2019.

**4. 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 authorized 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 the 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 found guilty. Any person wishing to lodge a formal complaint in this regard may kindly send an email to [safe.place@clarencehighschool.in](mailto:safe.place@clarencehighschool.in) with evidence of the same.

**5. Eligibility Criteria: The applicant should be born on or before July 31, 2014 for Preparatory Class (UKG) 2019 - 2020.**

6. No relaxation in the eligibility criteria will be considered under any circumstance.
7. 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 applicant's secure admissions here. It would be helpful to apply to other schools also.
10. The school offers limited bus facility.
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](mailto:admissions@clarencehighschool.in)
13. Meeting with applicants and their parents will be intimated through SMS.
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 March 2019.

  
PRINCIPAL