

## **ADMISSION POLICY** **CCA SCHOOL**

### **Registration Form**

- CCA has only two sections up to class V.  
In class VI, VII, VIII, IX & X we have three sections each, CLASS XI & XII we have six in each class.
- Admissions to CCA School are mostly in Kindergarten (NUR, LKG, UKG, Class VI to IX and Class XI).
- Preference for admission in other classes is given to Outstation Students.
- Local changeover is not preferred unless the child is exceptionally bright which is subject to vacancies.
- Registration for Admission for Kindergarten (Classes NUR, LKG, UKG and Class-I) is generally in **August/September** of previous academic session.
- Registrations for other classes (II-XI) begin from December onwards.
- Applications for admission to CCA are Online, through school website only. Registration charges for NUR, LKG, UKG, Class VI, VII, VIII, and IX & XI are Rs. 500/- only.
- **No Registration charges** for other classes which are subject to vacancy/ transfer.

### **Admission Procedure**

- After processing of Applications, Admission In charge shortlists and invites eligible candidates for Test/Interview.
- Shortlisted candidates undergo Interaction with **Admission Committee** to assess the mental & physical level of the child for class appropriate admissions.

### **Oral/Written Test/Interview/Interaction**

- At Primary & Middle level the children are assessed for reading skills and comprehension, numeracy & speech clarity.
- Students of classes VI and above may/have to appear for a written test followed by Interview/Interaction.

### **Interaction between Parents and school teachers**

- To acquaint parents about school culture, ethos and journey of learning in a disciplined manner.
- As also to match parents' expectation & aspirations from school.
- To apprise about financial implications with regards to the optional facilities & related expenses.
- A two day Open House is arranged in Dec/Jan for Parents to visit & see school Infrastructure & Facilities.

### **Admission Formalities**

- Prospectus charges Rs 500/- only from the students shortlisted and invited for Test/Interaction.
- Children approved for Admission are informed accordingly.
- Token amount, 25 % of Admission Fee, has to be deposited within 3-5 days as notified. This amount

is non-refundable.

- Balance amount has to be paid within 30 days' of commencement of the academic session/joining classes to confirm admission.

### **General Instruction/Info**

- As a policy, Mid-session admissions are avoided except for outstation cases.
- Outstation meritorious cases may be considered for admission in classes X & XII.
- **Registration for admission does not guarantee Admission.**



**Director Principal**  
**CCA School**  
**Date: 28 –April-2025**

