

## **ADMISSION POLICY**

### **CCA SCHOOL (CLASS II ONWARDS)**

#### **Policy**

- Admissions to CCA School are mostly in Kindergarten (NUR, LKG & UKG), Class VIII & IX (one additional section and Class XI (two additional sections).
- Preference for admission in other classes is given to Outstation Students. Local changeover is not preferred unless the child is exceptionally bright and subject to vacancy.
- 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 begin from December onwards.

#### **Admission Procedure**

- Applications for admission to CCA are Online, through school website only. Registration charges are Rs 500/- Class IX & XI. No Registration charges for other classes which are subject to vacancy/ transfer.
- After processing of Applications, Admission Incharge 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.

#### **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.

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

- At Primary & Middle level the children are specifically 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.

## **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**

- Outstation meritorious cases are considered for admission in classes X & XII.
- As a policy, Mid-session admissions are avoided except for outstation cases.
- Admission to EWS students under/Sec 134 A is subject to vacancies limited to specified/notified Average class strength.
- **Registration for admission does not guarantee Admission.**



**Director-Principal**

**01 Feb 2022**