



## **CCA SCHOOL SECTOR-4, GURUGRAM ADMISSION NOTICE (NUR to Class I) SESSION 2023-24**

### **Admission Details**

We at CCA School provide quality education that enables our students to learn, share and succeed. We endeavour to continuously improve the quality of our work in education system.

**Admission policy of CCA School, Gurugram is objective and transparent. The school offers CBSE Curriculum delivered in the best practices of education system.**

- Registration is a precondition for admission. Children are normally registered for admission in the month of August or September or on dates announced to various classes.
- Registration Fee is inclusive of Prospectus Fee.
- Registration Fee is neither refundable nor transferable.
- Registration does not guarantee admission.
- Decision of the School Admission Committee for admission would be final.
- For child seeking admission in any class- interaction session with both the parents is compulsory. It helps us to know more about the child, his/her habits, nature & medical status and also the parents' aspiration from school.
- Registration form shall be made available on the website ([ccaschoolgurgaon.org](http://ccaschoolgurgaon.org)) when registration opens.

### **Eligibility Criteria for Class NUR, LKG, UKG & Class I for the session 2023-24:**

- **Children born between 1st October, 2019 to 31st March, 2020 are eligible for class NUR**
- **Children born between 1st April, 2019 to 30<sup>th</sup> September 2019 are eligible for class LKG**
- **Children born between 1st April, 2018 to 31st March, 2019 are eligible for class UKG**
- **Children born between 1st April, 2017 to 31st March, 2018 are eligible for class I**

**Note: After Completing class Nursery/LKG the child moves to class UKG**



## Steps of Admission Process/ Admission Procedure

### Step 1: Online Registration

- Enter the details online on the form. Upload recent coloured passport size photograph at the designated place on the form.
- Note the Registration Number for future correspondence. Incomplete applications will be rejected.

### Step 2: Online Payment

- Pay the registration fee of Rs. 500/-online using credit card/Debit Card /UPI or Net banking.

### Step 3: Interaction

- Date & time for interaction shall be informed via Phone call/Email.
- Parents are requested to be in school 5 minutes before the given time for interaction.
- Both the parents and the child should be present for interaction.

### Step 4: Selection of Candidates

- Selected candidates will be informed via phone call/Email.
- The Fee must be deposited within allotted time or else the admission stands cancelled. In such case the child's seat will be offered to the next candidate on the list.
- Please note that any discrepancy in the information furnished will lead to cancellation of admission.

## LIST OF (SELF ATTESTED) DOCUMENTS TO BE ATTACHED WITH THE ADMISSION FORM ON SUBMISSION AT SCHOOL

- Attested copy of DOB certificate.
- Aadhar Card of parents & child.
- PPP Id
- One recent passport-size coloured photograph of the candidate.
- One recent passport-size coloured photograph of both the parents.

**Director Principal  
CCA SCHOOL**