

ADMISSION POLICY

CCA SCHOOL

Policy

- Admissions to CCA School are mostly in Kindergarten (PRE-NUR, NUR, LKG & UKG, Class VII (01 additional section) and Class XI (02 additional sections).
- CCA has only two sections up to class VI. In class VII, VIII, IX & X (03 sections each), CLASS XI & XII (05 section each).
- 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 PRE-NUR, NUR, LKG, UKG and Class-I is generally in August/September of previous academic session.
- Registrations for other classes (VII-XI) begin from December onwards.

Admission Procedure

- Applications for admission to CCA are Online, through school website only. Registration charges are Rs. 1000/- PRE-NUR, NUR, LKG, UKG, Class VII, VIII, and 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.

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 1000/- 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
13 March 2023

