

INSTRUCTIONS

NOTE:-

1. For admission in Pre-School, Pre-Primary, the minimum age for admission in the class shall be 3 years and 4 years respectively by 31st March of the year in which admission is being sought.
2. The Directorate of Education fixed the upper age limit for admission in the entry level classes, which is as mentioned below:-
 - i. Pre-School: Less than 4 years as on 31st March of the year in which admission is being sought.
 - ii. Pre-Primary: Less than 5 years as on 31st March of the year in which admission is being sought.
3. Please use Google Chrome on Windows/Android devices and Safari on Apple devices to fill the online form.
4. Before filling up the online form, please get the scanned copies of the following documents beforehand in .jpg/.png/.jpeg format. Also, the file name of the attachments should not have any special characters and any space between them.
 - i. One Photograph each of Child, Father and Mother/Guardian.
 - ii. Birth certificate of child issued by M.C.D/ appropriate authority.
 - iii. Residential Proof in the name of any of the parents (Aadhar Card/Voter ID Card/ Passport/ Driving License/Electricity Bill/ Ration Card).
 - iv. Medical certificate of child.
 - v. Sibling's School ID card/ Fee Receipt (in case of sibling already studying in Oxford Senior Secondary School).
 - vi. Aadhar Card copies of both the parents.
5. **SUBMISSION OF REGISTRATION FORM AND ACCEPTANCE OF THE SAME DOES NOT MEAN RIGHT TO ADMISSION AND CORRECTNESS OF INFORMATION.**
6. All the fields marked with * are mandatory.
7. Admission form is ONLY ACCEPTED when the payment of admission registration fees (Rs. 25/-) is SUBMITTED.
8. **DO NOT REFRESH or CLOSE THE WINDOW after clicking on To As "Submit & Make Payment". Submission of form may take 4 to 5 minutes.**
9. **Application Number is generated only when the payment of admission registration fees (Rs. 25/-) is complete.**
10. Submission of registration forms is subject to scrutiny at a later stage. Parents will be informed telephonically if the submitted documents are incomplete or to be corrected.
11. Online Payments can be made by:
 - i. MasterCard/Visa/Rupay Credit/Debit card.
Please note that if payment is made by credit card, the bank includes a standard statutory convenience charge of 1% of the total transaction/fee amount (plus taxes extra as applicable).
 - ii. Payments can also be made using Net Banking. List of banks and standard statutory convenience charges by different banks (plus taxes extra as applicable) will be shown to you when you are redirected to the payment gateway.
12. No editing is possible in the form after submission.
13. Originals of the documents submitted will be checked at the time of admission.
14. **THE SCHOOL DOES NOT PROVIDE TRANSPORT FACILITY AT ALL.**
15. Duplicate forms will lead to cancellation of admission.
16. For any query, please contact the school office from 8 AM to 12 PM.