



Sanskriti School

Dr. S. Radhakrishnan Marg
Chanakyapuri, New Delhi -110021

ADMISSION TO CLASSES II & V FOR THE ACADEMIC YEAR 2021–2022

Admission Schedule

SNo	Particulars	Schedule
1.	Commencement of admission process and availability of application forms (online only)	24/12/2020
2.	Last date of submission of application forms	18/01/2021

Documents to be uploaded with the online form

For Non-Government Category (a combined PDF file containing following documents, not more than 5MB)

1. Academic Performance/Assessment report of Class I and IV (term-I) respectively
2. Birth Certificate of the child issued by the Local Municipal Authority
3. Proof of Sibling (copy of Last Paid Fee bill)

For Government Category (a combined PDF file containing following documents, not more than 5MB)

1. Academic Performance/Assessment report of Class I and IV (term-I) respectively.
2. Birth Certificate of the child issued by the Local Municipal Authority
3. Proof of Sibling (copy of Last Paid Fee bill)
4. Parents applying under Government Category are requested to upload **Transfer Order** issued by DOPT / Department, as applicable. They are also required to upload the **Joining Report** from the respective Department.

Documents required for physical verification of claims/ declarations after admission is offered (*Please carry originals with self-attested photocopies*)

1. Passport size photograph of the child.
2. Photocopy of Birth Certificate of the Child Issued by the Local Municipal Authority.
3. Photocopy of proof of Identity of Parents and Child - (Passport / Unique Identity Card (Aadhaar Card)/ Voter I – card).
4. Photocopy of proof of residence- (MTNL Bill / Domicile Certificate / Electricity Bill / Water Bill) (Bill should not be older than the last three months but dated before the application).
5. Proof of Sibling (copy of Last Paid Fee bill)
6. Parents applying under Government Category are requested to bring photocopies of **Transfer Order**, **Joining Report** and a certificate from Department to ascertain their present place of posting.

Please note:

1. That successful submission of application, acknowledgment, entrance test or the invitation for online interaction does not guarantee admission.
2. The category allocated will be on the basis of information provided by the applicants in the application form. Please note that the school reserves the right to reject the claim after inspecting and verifying documents.
3. The School reserves the right to cancel the application at any point of time, in case the school finds that wrong/incorrect/incomplete information has been provided by the applicant.
4. The decision of the School authorities will be final and binding in all respects.
5. Both parents are expected to attend the interaction session.



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Instructions to fill the online registration form

1. The name of the applicant, father's name / mother's name, date of birth etc. should be spelt correctly in the form as it appears in the certificates. No corrections will be allowed later.
2. It is mandatory to fill all fields which are marked (*) in red. If any field is not applicable for you, please write NA (Not Applicable).
3. Photograph in JPG/JPEG format, not more than 20Kb should be uploaded.
4. All parents are requested to upload (a combined PDF file, not more than 5MB).
 - a. Academic Performance/Assessment report of class I and IV (term-I) respectively,
 - b. Birth Certificate of the child Issued by the Local Municipal Authority,
 - c. Proof of Sibling (copy of Last Paid Fee bill)
 - d. Parents applying under Government Category are requested to upload **Transfer Order** issued by DOPT / Department, as applicable. They are also required to upload the **Joining Report** from the respective Department.
5. An incomplete registration form will be automatically rejected. Do not submit duplicate forms. Multiple registrations will be rejected.
6. If the applicant is selected for admission, parents will be required to submit documents as proof of residence and identity. Please note that only documents dated prior to date of submission of application will be accepted as proof. Parents will be required to produce the originals along with the copies at the time of verification.
 - a. Attested photocopy of proof of Identity - (Passport / Unique Identity Card (Aadhaar Card)/ Voter I – card).
 - b. Attested photocopy of proof of residence- (MTNL Bill / Domicile Certificate / Electricity Bill / Water Bill).
 - c. Kindly submit Fitness Certificate of the student at the time of admission.
7. Change of Category – All requests for change of category will be at the discretion of the school or the approval of the Directorate of Education, on a case to case basis.
8. In case of a change in category, sibling points will only be awarded at the discretion of the school and / or approval from DOE if applicable, on a case to case basis.
9. **Please note that you are required to pay the Registration Fee of Rs. 25/- for a successful registration of the application.**
 - After completing the form, click on the “Submit” button. This will take you to payment gateway to make the online payment. If the payment is not made successfully, you may login again using the already registered link with your user ID & password.
10. After completing the form, click on 'Submit' button at the bottom of the page. You will receive an auto-generated Acknowledgement Receipt (as popup from the site) with a form number for further correspondence (Please enable popup for the site before final submission of form).
11. The registration form once submitted cannot be modified later.
12. As an acknowledgement of submission, you will receive an SMS with the form number for further correspondence.
13. Take a print out of the Acknowledgement Receipt. You will be required to quote the form number for all future correspondence with the School.
14. **Please note that successful submission of application and acknowledgment does not guarantee admission.**
15. If any of the required information / document is incorrect / altered, the school reserves the right to cancel admission at any time.

NOTE: FOR ANY TYPE OF ASSISTANCE REGARDING REGISTRATION YOU CAN CALL AT PARENT HELP DESK TEAM:01143193333 (EXTENSION : 5) FROM 08:00 AM- 06:15 PM OR WRITE A MAIL ON parentdesk@entab.in

For contacting School, please write to school@sanskritischool.edu.in or call at 01126883335-8