The Indian Heights School

Pre School Admission Policy (Session 2027 – 2028)

1. Age 3+ yrs as on 31st March' 2027

2. Seats Availability

Total No. of seats available	**68**
General	44
Management Quota	07
EWS category (Economically Weaker Section & Disadvantaged Group / Orphans / Special Needs)	17

3. Criteria for Selection

General Seats	Admissions under this category shall be made on 100 point scale based on the following Parameters / Criteria without any discrimination of Caste / Religion / Region / Occupation / Profession / Qualification etc. The 100 points shall be distributed as per Point number 4 given below.
Siblings Seats	Admission under this category shall be considered as per the points given below.
EWS and Disadvantaged Group Students	To be decided by Directorate of Education.

4. Information on parameters / criteria adopted by the school

S. No.	**Parameter / Criteria**	**Points**
1	**Neighbourhood upto** 0 to 8 Km Beyond 8.1 Km	80 70
2	Sibling studying in school / Staff Ward	10
3	Girl Child / First Born / Single Parent / Adopted Child	10
Total Points		**100**

5. Admission Calendar

1.	Uploading the criteria and their points in the module of the Department at the Link mentioned at Point no. 7	:	23.11.2026 (Monday)
2.	Commencement of Admission Process and availability of Forms	:	01.12.2026 (Tuesday)
3.	Timings	:	8:30am – 4:00pm
4.	Last date of submission of application forms in school	:	28.12.2026 (Monday)
5.	Uploading details of children who applied to the school for admission under Open Seats	:	04.01.2027 (Monday)
6.	Uploading marks (as per point system) given to each of the children who applied for admission under open seats	:	12.01.2027 (Tuesday)
7.	The date for displaying the **first list** of selected candidates (including waiting list) (along with marks allotted under point system)	:	20.01.2027 (Wednesday)
8.	Resolution of queries of parents, if any (by written / email / verbal interaction) regarding allotment of points to their ward in the first list	:	21.01.2027 (Thursday) to 28.01.2027 (Thursday)
9.	The date for displaying the **second list** of candidates (if any) (including Waiting List) (along with marks allotted under point system)	:	05.02.2027 (Friday)
10.	Resolution of queries of parents, if any (by written / email / verbal interaction) regarding allotment of points to their ward in the second list	:	06.02.2027 (Saturday) to 12.02.2027 (Friday)
11.	Subsequent list of admission, if any	:	22.02.2027 (Monday)
12.	Closure of admission process	:	12.03.2027 (Friday)

6. Fee Calendar

1	1st list of selected students	22.01.2027 – 28.01.2027
2	1st waiting list of selected students	29.01.2027 – 04.02.2027
3	2nd list candidates	05.02.2027 – 11.02.2027
4	2nd waiting list of selected students	12.02.2027 – 22.02.2027

7. Refund of Fee in case of cancellation/withdrawal of admission:

Fees shall be refunded as per following norms of Directorate of Education.

Refund of Fee: If admission is withdrawn within one month of fee deposit, the Registration Fee, Admission Fee and one month's Fees shall be retained, and the remaining amount shall be refunded; thereafter, no refund shall be admissible.

Within one month after depositing the fee for admission of the child: - Except registration fee, admission fee, one month fees, rest of the fees shall be refunded.

8. The School shall furnish detailed information regarding admission of the Pre School in prescribed format to DDE.

9. The admission shall be made without any discrimination of Caste / Religion etc. by the admission committee under the Chairmanship of the Principal. No interview or interaction shall be held with the candidates and parents.

10. The **Registration form** shall be available at the reception of the school on all working days from Tuesday, December 01, 2026 onwards between 8:00 am to 4:00 pm on payment of Rs. 25/- only.

11. Online registration facility is also available. Parents can visit the school website to do the needful. (www.theindianheightsschool.com).

12. The **Registration Form** can also be downloaded from the school website and should be deposited at the school reception.

13. The last date to submit the **Registration Form** is Monday, December 28, 2026 upto 11:59 pm.

14. The School will adopt lottery system to select / shortlist a child for admission, only in case of tie amongst applicants (scoring highest marks on a Hundred Points Scale).

15. The filled in registration form should contain the self attested photocopies of the documents as specified in the Govt. order. Documents to be submitted along with Registration Form (Only attested photocopy required).

(a) General Category

Self-attested photocopies of the following documents are required to be submitted along-with application form.

A. Birth Certificate of the child issued by the Municipal Corporation or equivalent authority.
B. Aadhaar Card / UID card issued in the name of Child.
C. Residential Proof (Any two)
   1. Ration card / Smart Card issued in the name of parents (Mother / Father having name of child).
   2. Domicile Certificate of child or of his / her parents.
   3. Voter I – Card (EPIC) of any of the parents.
   4. Latest Electricity bill / MTNL telephone bill / Water bill / Passport in the name of any of the parents or child.
   5. Aadhaar Card / UID card issued in the name of any of the parents.
D. For Sibling- Copy of fee receipt issued by the school.

(b) EWS Category

To be decided by Directorate of Education.