

CLARENCE KINDERGARTEN
GUIDELINES FOR ADMISSION TO MONTESSORI 1 (NURSERY EQUIVALENT) AND MONTESSORI 2 (LKG EQUIVALENT) ACADEMIC YEAR 2025 – 2026

I. Application Forms for **Montessori 1 (Nursery Equivalent) and Montessori 2 (LKG Equivalent) Academic Year 2025 – 2026** may be accessed, filled out and submitted on the Clarence Kindergarten website, www.clarencekindergarten.org from November 15, 2024.

II. The online submission of the form includes uploading passport-size photographs of the parents and child (*taken in a studio*), uploading the relevant documents, and paying a registration fee of ₹ 1,000/- per applicant

III. MANDATORY DOCUMENTS that must be scanned and uploaded with the application:

1. Scanned photos of candidates and parents (Only formal current colour passport-sized photos, not less than six months old, self-taken photos, photographs of photographs are not permitted).
2. Birth Certificate of the child
3. Aadhaar Card of the child
4. Aadhaar and PAN Card of both parents
5. Address proof of both parents (Passport, electricity bill or telephone bill with address, if address different from Aadhaar address)
6. Self-attested salary slip and Income Tax Return of both parents.
7. Letter of membership from church (Catholic, Protestant, Orthodox), if applicable
8. Letter of membership from the Anglo-Indian Guild, if applicable
9. Self-attested copy of Class 10 / 12 Marks Card of a parent, if a parent is an alumnus of Clarence High School
10. Court Certified copy of Divorce order / Death Certificate, if single parent
11. A certified copy of the Adoption order, if applicable
12. Self-attested copy of Caste Certificate, if applicable

IV. Clarence Kindergarten Trust follows a strict No Capitation Fee Policy for admissions. No donations are accepted, and no one—inside or outside the school—is authorised to solicit funds on our behalf. We do not work with agents or intermediaries for admissions. Beware of individuals claiming to influence admissions, as any admission obtained through such means will be cancelled, and legal action may follow.

For concerns or to report unauthorised solicitations, please email us at office@clarencekindergarten.org Thank you for supporting a fair and transparent admission process.

V. Eligibility Criteria: No relaxation in the eligibility criteria will be considered. Applicants who do not fit the eligibility criteria will not be able to fill out the form online.

Montessori 1 (Nursery Equivalent): The child should complete 3 years of age by May 31, 2025

Montessori 2 (LKG Equivalent): The child should complete 4 years of age by May 31, 2025

Montessori 3 (UKG Equivalent): No vacancies

VI. Due to a high volume of applications, only a limited number of seats are available for admission. We encourage families to consider other school options as well. While we value our community, the presence of a sibling at Clarence High School or the alumni status of parents does not guarantee admission.

VII. The School does not provide bus transportation; parents are responsible for arranging their child's travel.

VIII. Recommendation letters are strictly discouraged and will result in the cancellation of the admission application.

IX. Kindly refrain from enquiring over the telephone as the School may not be able to answer all calls in this regard. Emails would be preferred. Please write to office@clarencekindergarten.org

X. Meeting with applicants and their parents will be intimated through email or SMS.

XI. Filling up of wrong information online or failing to submit relevant documents to corroborate the information will result in the applicant not being considered for admission. Incomplete forms will be summarily rejected.

November 2024