



VARTAK MODEL SCHOOL ADMISSION PROCEDURE



PRIORITY OF ADMISSION

- (a) Students' priority of Admission will be as under:-
- (i) Children of all ranks serving GREF/ defence personnel posted to Project Vartak/EBW / ESD including DAD and allied units.
 - (ii) Children of CPLs serving in HQ Vartak / EBW/ ESD & allied units. Children of other military /GREF personnel posted in local/ outside units.
 - (iii) Children of other civilians provided vacancies exist (with the approval of The Patron).
- (b) Admission to Nursery will start from new academic session i.e. from April every year. Parents of children seeking admission will apply to the Principal by March. Application forms will be issued from the Office of VMS or download from website.
- (c) Admission to children of serving defence/GREF personnel coming on transfer from out station can be made during the year and they will not be denied admission.
- (d) Admission to other classes apart from Nursery will start from starting of academic session depending on vacancies available.
- (e) Only in exceptional and genuine cases admissions will be given after the specified date.
- (f) The admission to Nursery class will be decided by the Principal on the basis of interview of Students and for other classes by entrance/ aptitude test and based on transfer certificate and marks card from previous institution.

(g) Proof of Age:-

- (i) In case of serving personnel, extract of their records of service will be accepted as a conclusive proof for the age of their children.
- (ii) Birth certificates issued by Military / Civil Hospitals / Registrar of Births / Panchayats / Municipalities.
- (iii) Once recorded in the school register, change in the date of birth will not be accepted.

ADMISSION TEST

12. The Principal will arrange for admission test in English, Hindi and Arithmetic for students seeking admission from Class I to V for 20 marks each.

AGE LIMIT

13. Children between 2 1/2 to 10 years of age will be admitted to classes as under:-

S.No.	CLASS	AGE	
1	Nursery LKG and UKG	2 ½ -5 years	till 31 st March
2	I	5-6 years	till 31 st March
3	II	6-7 years	till 31 st March
4	III	7-8 years	till 31 st March
5	IV &V	8-10 years	till 31 st March

Documents Required for Admission

◆ DEFENCE PERSONNEL

- **Serving Certificate**(duly signed by the competent authority)
- **Birth certificate of the child**
- **Part II Order**
- **Transfer Certificate of the student**
- **Progress Report Card** (studied/studying)
- **Form signed from OFFR**
- **Photo** (passport size-1)

◆ CIVILIAN

- **Birth certificate**
- **Transfer Certificate of the student**
- **Progress Report Card**(studied/studying)
- **Form**
- **Photo** (passport size-1)

◆ CPLs

- **Serving Certificate**(duly signed by the competent authority)
- **Birth certificate**
- **Transfer Certificate of the student**
- **Progress Report Card** (studied/studying)
- **Form signed from OFFR**
- **Photo** (passport size-1)