

OXFORD PUBLIC SCHOOL, RANCHI
JUNIOR WING
ADMISSION RULES – GUIDELINES FOR PARENTS (2016-17)

- Utmost care must be taken while filling up the Admission Form.
- The Date of Birth once declared in the form will not be changed under any circumstance.
- Minimum age required for **Class Prep**: 4½ yrs & **Class I**: 5½ yrs as on 31st March 2016.
- For admission to **Class Prep & I**, either **original Date of Birth from the Municipality or the Transfer Certificate (T.C.)** from the **previous school** must be submitted at the time of admission. **For classes II onwards T.C. is required.**
- In case of transfer from any other state , the T.C. must be countersigned by the D.E.O. (District Education Officer) or Education Department. (Applicable only if T.C. is not issued from C.B.S.E. affiliated school)
- The **Report Card** of the previous class must also be submitted by **March / April 2016.**
- Provisional admission must be taken with an undertaking to submit the required documents latest by **March 2016.**
- **Once the Date of Birth Certificate (original) is submitted, it will not be returned. Hence, parents / guardians are advised to get a duplicate made for their personal work.**
- The Bus-Routes & stoppages displayed on the school Notice Board must be checked before taking admission. For details contact the Transport Department.
- Tampering of forms is not allowed. In case of any mistake, a fresh form has to be filled up.