



Open Sky

A unit of Sanatan Dharam Adarsh Vidyalaya Society
Sector 5 , Part 6, Gurugram
Affiliated to CBSE, Affiliation No. 531718

Session (2025 – 26)

The Academic year begins from April every year with session ending on March 31st. Students seeking new admission to various classes must get themselves registered for admission from October onwards till the requisite seats are filled.

Eligibility -

Admissions are open for all the classes from Nursery, KG, Prep, Class I to IX. Registration for admission is open for both boys and girls. Maximum intake per section is 40 students only. They must have attained the age as mentioned below, by 1st April of the academic year. These guidelines are as per State recommendation and liable to change as per norms.

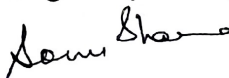
Classes	Age
Nursery	3 Years
Kindergarten (K.G)	4 Years
Prep (U.K.G)	5 Years
Class I	6 Years

ADMISSION POLICY

REGISTRATION PROCESS

Should the parents wish to proceed with the admission, they are required to purchase the Registration form. The form can be filled online through our website or it can be collected from the school campus by paying prospectus charges of Rs.750/- subsequently documents are required to be deposited at school reception. The registration charges are non-refundable & non-transferable.

- A duly filled in form along with all the relevant documents has to be submitted within 7 days from the date of issue of form or the last date given.
- Virtual tour of the school is also available on our school website - www.opensky-school.com
- Submission of the registration form does not guarantee admission.
- Students belonging to Economically Weaker Section (EWS) seek admission in Open Sky as per the government norms. Also no fees is charged from the children of support staff members working in Open Sky.



Manager
S.D. Adarsh Vidyalaya Society
Gurugram


Principal
Open Sky
Gurugram

DOCUMENTS REQUIRED

After getting registration form for admission, the parents need to submit the following documents with the duly filled registration form-

- Original birth certificate of the student along with one photocopy of the same. (The original will be returned after verification).
- Self-attested Aadhar card copy of child and parents.
- Parivar Pehchan Patra (For Haryana residents)
- Address Proof
- Health Form from a qualified Physician/ Paediatrician with vaccination status.
- Passport size family photograph (including other siblings if any)
- Passport size photos of child. (3 copies)
- Passport size photos of parents. (2 each)
- Photocopy of the previous class Report Cards for 2 years wherever applicable. (For Class I and above).
- Report Card/ Pass card is required for the students seeking admission in above 5 classes
- Any other relevant document as asked by CBSE/State Government like APAAR Id, Permanent Enrolment Number(PEN).

ADMISSION TEST

A student and parent interaction will be held only for classes Nursey and KG.

The children, who have registered for higher classes, will have to appear for an age-appropriate written admission test followed by an interaction with the Principal. Admission will be granted till the availability of seats on first-come, first-serve basis.

- The selection of the candidates will depend upon the child's performance in the test and interview/interaction. Number of selections depends upon the availability of seats in the concerned class.
- Subsequently, list of successful candidates will be displayed on the school notice board followed by a formal E-mail to the parents.
- Admission will be strictly on merit. Any effort of presenting a donation to the school or seeking admission through recommendations will debar student from admission.
- Interaction with the school Head does not guarantee admission.
- The last date for the submission of fees will be specified. Non deposit of same would imply cancelation of admission.
- Based on the admission test and other criteria, the school reserves the right to admit any student who is found fit for admission or refuse admission without assigning any reason. For all matters related to admissions, the decision of the Management/ Principal will be final.
- Admission of transfer cases depends upon the availability of the seats.

POST ADMISSION PROCEDURE

Students offered admission must complete the following formalities, or the offer will stand cancelled and the seat will be passed on to the next student in the 'Waiting List':

- Once Admission is granted, parents are required to deposit the Fees by Cheque/DD only. No cash transactions permitted.
- Admission is confirmed only on the submission of transfer certificate in original, from the school last attended and the latest Progress Report Card from the school if the child joins the class after Nursery/K.G. Till then Admission is considered only probational.
- Once the Fee and documents are submitted, parents will receive an Admission Confirmation Letter through e-mail, from the school.
- Once admitted, no change in date of birth will be entertained.

WITHDRAWAL PROCEDURE

New admissions (before the commencement of session in April):

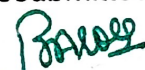
If any parent decides to withdraw the admission, once after the admission is sealed, then all the amount including the security charges, tuition fee, annual charges will be refunded (provided the student has not attended the school even for a single day) except the Admission and Registration charges, which will be forfeited. The written notice of withdrawal should reach to the office, one month before the commencement of the new session.

Existing Students

1. Application for withdrawal must be given one month in advance, a clear calendar month notice for withdrawal from school must be given. If a child is withdrawn without notice, one month's fee will be charged in lieu of the notice. In case the child has attended a single day of school of new session, fee for the whole month is to be paid.
2. In case of withdrawal after session end, please ensure to submit the application by 10th April. In case of failure of notification, a fee of one month will be charged.
3. Transfer Certificate will be issued only after no dues clearance has been obtained from all the departments.
4. The school is authorized to give TC only, any other counter signing by relevant authorities (state/district) is the responsibility of the parents.
5. For withdrawing school transport at the end of the session, application must be submitted in the month of March only.



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