

The admission procedure at Step Up School is friendly and transparent.

1. Every parent shall visit and fill the enquiry form first. It includes details of the child and the parents. Click here to fill the **Online Admission Enquiry Form**. Parents are advised not to fill more than one enquiry form for one applicant.
2. Admission is on First Come First Serve Basis.
3. Admission to Grades Nursery, KG and Prep will be through informal interaction of the parents and child with teacher & then the Principal.
4. Admission to Grades I and above will be based on the written entrance test.
5. Date and time for the interaction/entrance test will be intimated to the parents.
6. Final decision of giving admission (and in which class) will be of the School based on the Test/ Interaction.
7. The Registration fee can be submitted by the parents before interaction/entrance test. Kindly note that registration charge is non refundable & needs to be paid ONE time only.
8. Incomplete registration form will not be accepted.
9. Kindly submit below mentioned documents along with remaining amount within 15 days of submitting registration charges, failing which the offer of admission stand cancelled & the seat will be offered to another applicant.

DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

- Self-Attested Copy of the Birth Certificate
- Residence Address Proof-Aadhar Card /Passport
- Medical Fitness Certificate/Vaccination Card of the child
- School Leaving Certificate
- Latest Report Card of the last school attended (Class I onwards)
- 2 passport size photographs of child.

10. All the admissions will strictly depend upon the Age Criteria give below. **No exceptions will be made under any circumstances.**