Carmelite Convent School (ICSE)

Vasai West, Sandor, Maharashtra 401201

At Carmelite Convent School (ICSE), we are committed to providing a holistic

educational experience. Our ICSE curriculum is designed to foster intellectual, social, emotional, and physical development in students.

Vision - Creation of a new human society where equality, freedom, love,justice,peace and joy reign in an eco friendly communion.

Mission - We seek to kindle the fire of Divine Love in the hearts of men and women by promoting the values of the kingdom, provide relevant opportunities for holistic growth so that they in turn reach out to humanity by imbibing fullness of life and harmony in society.

Why Carmelite Convent School ICSE?

Modern Classrooms & Smart Learning: Technology-enabled classrooms that make learning interactive and engaging.

Qualified & Dedicated Faculty: Experienced teachers who guide, support and inspire every child.

Spacious & Well-Equipped Campus: A comfortable learning environment with facilities for academics and activities.

Values, Discipline & Character Formation: Nurturing responsible, respectful and confident individuals.

Sports, Cultural & Holistic Development: Opportunities to discover talents, build skills and grow beyond academics.

Safe, Caring & Child-Friendly Campus: A warm and secure environment where every child feels valued and cared for.

ADMISSION PROCEDURE

Admission for the Academic Year 2027-2028 for Nursery, Junior KG & Senior KG

Eligibility Criteria (Age Criteria as per NEP)

Nursery	3 years completed as on 31st December, 2027
Jr.KG	4 years completed as on 31st December, 2027
Sr.KG.	5 years completed as on 31st December, 2027

Schedule for Admission

Sr. no	Particulars	Dates
1	Availability of Online Form	01-10-2026 to 31-10-2026
2	Submission of Printed copy in the School Office	21-10-2026 to 14-11-2026

STEPS TO THE ADMISSION PROCESS

Just follow the below simple steps for admission process:

- Admission forms will be available online at www.carmeliteconventschoolicse.com from 01/10/2026.
- Interview for the parents of Nursery, Jr.KG & Sr.KG will be conducted from November 2026. Kindly bring your child along to make him/her comfortable and familiar with the school environment and interact with our staff.
- Entrance Exam for Sr.KG. to Std. VIII will be conducted on the basis of seat availability by **January 2026**. Selected candidates list will be published on the website.
- Parents of selected candidates must submit the Original documents and pay fees within 15 days after receiving confirmation of admission.
- Admission formalities must be completed *by parents only*.
- **Dates and timings for Admission process will be given at the time of submission of the Registration forms. Kindly follow the same strictly. Aadhar Card is Compulsory.**

Online Admission Process for ICSE

- Fill the form available on the website www.carmeliteconventschoolicse.com
- Print the form on a **white A4 size paper** and submit it to the school office along with the below mentioned supporting documents and required photos. Father and Mother both must sign on the application form.
- Registration fees of Rs. 500/- (in cash only) to be paid along with the form and acknowledgement to be collected from school office. Please carry this acknowledgement whenever you are called to school with regards to admission.
- One Small size — Family photo (10 cm – 6x4)
- For Catholics - both Birth Certificate & Church Baptism Certificate xerox.
- Child's Fitness Certificate.
- Child's cast certificate OR Father cast certificate xerox - under Mandatory Documents.

Application of admission: Mandatory Documents required for ICSE

- One certified true copy of the Child's birth Certificate, on which the name of the child should be mentioned: Birth certificate must be in English. If it is in Hindi or regional language, an English translation of the same on Rs. 100/- stamp paper duly notarized must be submitted. Original Birth Certificate must be produced for verification at the time of Admission.
- Medical fitness Certificate (Original document)
- Proof of residence (Telephone /Light bill , Ration card)
- One True copy of Child's Aadhaar Card
- Copy of PAN Card of Parent (Preferably Father's Pan card)
- True copies of mark sheets of the past 3 years (Std II onwards)
- Leaving Certificate from the last school attended having UID mentioned in the leaving certificate (within Maharashtra). The transfer Certificate (outside Maharashtra) should be duly countersigned by the Education Officer of that area.(For Std. II onwards)
- For children of (Indian nationality) coming from abroad, transfer certificate must be duly attested by Indian Embassy / High Commission. Birth date of child be clearly mentioned in the Transfer Certificate.

Admission Criteria and decision for ICSE:

Admissions are based on merit, subject to seat availability. The decision of Carmelite Convent School (ICSE) Admission committee will be final and no correspondence or discussion on the matter will be entertained.

Acceptance of admission

Admission acceptance: Admission will be confirmed on receipt of the following within the specified time.

- Fees
- **Notarised copy of Birth Certificate** (Seeking admission for Nursery to Std.I). Transfer/ Leaving Certificate from the last school countersigned duly by the education officer of that area. (seeking admission for Std. II onward)
- An undertaking letter by parent if, for any reason, the Transfer / Leaving Certificate cannot be produced at the time of admission; it must be produced on or before re-opening of the school. Submission of the LC/TC will be wholly Parent's responsibility.
- The Admission Acceptance Form to be signed by both parents, seeks to confirm among other things their financial responsibilities to the School, an agreement that they and the child will confirm to the Regulations of the School in force from time to time, and that the School will not be liable for any damages or charges on account of injuries sustained by the child during his/her stay at school.
- Academic year begins in the first week of June 2027.

IMPORTANT GUIDELINES:

- The School believes in absolute transparency with regard to its admissions.
- Prospective parents are requested to check the school website from time to time to avoid missing any dates.
- All admission to the school are online.
- Admission to Grades I to VIII is based on merit against vacancies, if any.
- Recommendation /request letters regarding admission will amount to rejection of application.
- The Admission Committee reserves the right on issues regarding admission.

NOTICE:

- The application form should be filled giving all details requested.
- SC/ST/OBC or any other reserved class or caste must submit a valid certificate issued by the competent authorities where the child's name is entered.
- False / Incomplete information entered will result in rejection of admission.
- Both parents must sign on the application and admission form. In case of single parent, true copy of the attested divorce court paper and child custody must be submitted to the school.
- As long as your child is in the school, parents must follow the existing rules of the school and the rules amended during the tenure of your wards stay in the school. Existing rules are in the handbook (diary) and amendment will be communicated time to time.
- Fees will be revised periodically. Parents must co-operate.
- Valid receipt will be issued for any money paid and will not be refunded.
- **Admission is secured only if the documents are submitted and fee paid in full within the allocated time.**
- **Filling up of Registration form does not implies admission.**
- **Once the Admission procedure is completed the fees shall be non-refundable in case parents wish to withdraw their child from the School.**

Contact Us:

Carmelite School Convent School (ICSE)

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