

**Guidelines for Admission to Class I – XII**  
**The Kirk View School – ICSE**  
**Affiliated to CISCE, New Delhi. School Code BI038**  
**Session 2025-2026**

Age Criteria

	Minimum Age	Maximum Age
Class I	05 yrs 6 months	8 years
Class II	06 yrs 6 months	9 years
Class III	07 yrs 6 months	10 years
Class IV	08 yrs 6 months	11 years
Class V	09 yrs 6 months	12 years
Class VI	10 yrs 6 months	13 years
Class VII	11 yrs 6 months	14 years
Class VIII	12 yrs 6 months	15 years
Class IX	13 yrs 6 months	16 years
Class XI	15 yrs 6 months	NA

Note :

1. Transfer certificate from last school attended is a must for admission to Class II and above
2. Admission to Class X is only for students who have already registered in class IX in an ICSE board affiliated school on a transfer basis and have passed the qualifying exam in class IX. For further details contact the school office.

**Fee Structure 2025-26 for Classes I to XII**

Fee Head	Frequency	Amount
Admission Fee up to Class X	One time	40000.00
ERP – School app	Annual (April)	2200.00

Maintenance	Annual (May)	6000.00
Term Fee	April /September	2750.00
Tuition Fee Class I-III	Monthly	3550.00
Tuition Fee Class IV-VII	Monthly	3650.00
Tuition Fee Class VIII-X	Monthly	3750.00
Tuition Fee Class XI - XII	Monthly	4000.00
<b>*Note January, February &amp; March to be paid before 10th January</b> <b>Due date for paying the fee installment is 10th of every month</b>		
AI based Assessments I-II	April	2160.00
AI based Assessments III-IV	April	2880.00
AI based Assessments V-X	April	3580.00
<i>(Artificial Intelligence based assessments, with individual student reports. In addition <u>Self home practice</u> with <b>MindSpark</b> English, Math &amp; Science &amp; National ASSET Test)</i>		
1. ICSE & ISC Registration / Examination Fee is not included. 2. Miscellaneous charges for newspaper in school – as per prevailing rates 3. Robotics as per prevailing rates (for reference it was Rs 3000/- in 2024-25)		

## STEPS TO FILL THE FORM

- STEP1 => Read the instructions carefully and click on the **I AGREE** button then click on **PROCEED**.
  - STEP2 => Fill in the form carefully and then click on **SUBMIT**, an Acknowledgement slip will be generated for your record, with your USER ID & PASSWORD. Please ensure you allow the pop up blocker and also note that form once filled cannot be edited.
  - STEP3 => You will also receive the USER ID & PASSWORD through an SMS on your registered mobile no.
  - STEP4 => Log into received USER ID & PASSWORD in your mobile and take a print of the form.
- A.** You have to fill up the online registration form completely and upload a recent passport size photograph of the child and both the parents. Also, please provide a mobile number which is currently in use, as further communications will be directed through SMS on the Registered Mobile Number.  
NOTE:- (Image size should not be more than 20KB)
- B.** Registration Fee Rs. 1500/- + service charges of Bank/Payment Gateway) will be required to be paid for the Student's Registration. It is to be paid Online via Credit /Debit Card / Net-banking. This fee is non-refundable.
- C.** Recommendations or approach through any source may be disqualified for admission. There are NO DONATIONS – LINKED to ADMISSIONS. Beware of unscrupulous intermediates who, for their personal gain, offer to interview on your behalf. You could be deprived of admission of your child as well as your hard-earned money.
- D.** Documents required for Admission  
The documents (1-10) must be presented in original copy along with a photocopy. The photocopies will be verified and the original will be returned immediately

## MANDATORY for 1 to 10

1. Birth Certificate issued by Municipality or competent govt authority for date of birth. **This will not be changed in future.**
2. Two recent passport size photographs of the child, father and mother parents.
3. Two recent B2 sized photographs of the child with his/her Mother and Father.
4. Photo Id of each of the parents (Aadhaar, Voter ID, Pan card, Central/State Govt ID/Passport, Driving License).
5. **Transfer certificate** from previous school with its **affiliation code and U-DISE CODE** for admission in Class II and above
6. U-DISE Permanent Education Number (PEN) of the student from previous school.
7. Blood group report of child.
8. Employment id of parents along with income proof.
9. Last Progress report/marksheet of school last attended
10. Aadhaar card of child (within six months of admission)
11. \*Authorisation letter of local guardian. In case, the child stays with Grandparents or relatives.
12. \*If parents are separated/divorced, legal custodian papers.
13. \*Proof of Nationalities of both parents (applicable to foreign nationals)