

LKG ADMISSION POLICY AND PROCEDURE – [2019-20]

1. Admission Policy and procedure:

- Being a Christian Minority institution all Catholics seeking admission will be granted the same even beyond 25%.
- 15% seats reserved for School Governing Body.
- Rest open for all and Admission List will be prepared on the basis of following parameters (Maximum 100 points):

Sl	Particulars	WEIGHTAGE (MAXIMUM)
1	Ward of Teacher/Staff	20
2	Neighborhood Children (within 02 KM-10 points & Above 02 KM – 05 Points)	
3	Ward of Alumni (CXA)	15
4	Sibling of the present students (2 nd Child-20, 03 rd Child – 10 points)	
5	Non Sibling Girl Child	10
6	Ward of Defense Personnel	10
7	Ward of Disabled Parents	10
8	Ward of Widow/Widower	10
9	Orphaned Children	10
10	Income Tax Return (Assessment Year – 2018-19) F.Y. - 2017-18	05

- All the Original Documents / Certificates must be produced at the time of submission of Application Form for verification. Please submit self attested photocopies for office use.
- It is the responsibility of the parents to see that the Application Form is complete in all respect. Incomplete / illegibly written / overwritten/ lack of supportive documents or certificates will lead to rejection of Application Form. False documents/ incorrect information found at any time, even after admission, will debar the candidate from getting admission or pursuing studies.
- All documents submitted at any time will become the property of the school and will not be returned.
- Selection of the candidates will be done by the Admission Committee. No correspondence will be solicited regarding selection and admission of a candidate. Any recommendation, use of influence (direct or indirect), offer of donation, etc. will lead to cancellation of the Application Form/ admission of the candidate.
- If selected, admission must be taken within the time given for admission. Thereafter, the candidate will forfeit the chance for admission
- If there are more applicants than the available seats in the merit list prepared on the basis of given parameter, lottery will be taken from those selected within the above Parameter.
- If the child is underage / overage the forms will be rejected. The Committee's decision will be final.
- Application Form/Admission fees will not be refunded in any circumstance.
- 10. Age: The candidate must be of 04-04½ years as on 31st March, 2019.**

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11. Enclosures required to submit Application Form in School Counter:

- a) 02 – Colour Photographs with Father-Mother-Candidate
- b) **Xerox Copy of the following:**
- Compulsory:**
- i. Birth Certificate from Municipal Corporation or Aadhar Card
 - ii. If Christian, Baptism Certificate and Letter from Parish Priest
 - iii. **Address proof** (any one):
 - Voter Identity Card of father/Bank Pass Book/Driving License/Passport/Aadhar
- Optional:**
- iv. Sibling Candidate: (Latest Fee Receipt)
 - v. Alumni (CXA): Old Admission No.
 - vi. Xerox copy of Defense Personnel/Disabled/Orphaned Certificate
 - vii. Caste Certificate
 - viii. Xerox of Income Tax Return for the Year 2018-19 (Assessment Year) F.Y.-2017-18.

12. Total Seats (Excluding Christian Minority) : 160

- a) Boys : 80
- b) Girls : 80

13. Online Application Form may be download from our school website (www.creaneschool.com) from 28/12/2018 to 02/01/2019

14. Date of submission : 04/01/2019 (Boys) & 05/01/2019 (Girls)

15. Provisional Merit List for Document Verification : 08/01/2019 - Time: 11:30 pm

16. Document Verification : 09/01/2019 to 11/01/2019 (Both parents with child)

17. Final Admission List : 12/01/2019, Time: 11:30 am

18. Date of Admission : 16/01/2019 and 17/01/2019

19. Cost of Application Form : Rs. 600/-

20. Office Hours : 09:30 am to 02:30 pm

Fees Structure:

Particulars	Amount (in `)
Admission Fees	Will be given later
Tuition Fees (Quarterly)	
Term Fees (Twice a year)	
Examination Fee	
Expansion & Development	
Stationery (Book, Diary, I-Card)	

21. You may seek admission if you are satisfied with the above given admission policy and procedure.