

ADMISSION POLICY AND PROCEDURE - [2025-26]

Play Group (Age Limit) – Balwatika – I	LKG (Age limit) – Balwatika - II
03 - 03½ years as on 31 st March, 2025	04 - 04½ years as on 31 st March, 2025
Seat – 30 (Boys) & 30 (Girls)	Seat – 80 (Boys) & 80 (Girls)

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	15
2	Neighborhood Children (within 03 KM–20 points & Above 03 KM – 10 Points)	20
3	Ward of Alumni (CXA)	10
4	Sibling of the present student (2 nd Child – 10, 3 rd Child – 00)	10
5	Aadhar Card of child	10
6	Mother's Qualification (Graduation & Above)	05
7	Ward of Defense Personnel / Disable Parents	05
8	Birth Certificate obtained within 06 months of birth	05
9	Filling information in Google Form Link (Link will be given in App. Form)	10
10	Complete and Correct Information with complete enclosures. (Points to be given by Admission Committee)	10

- Need to submit the filled APPLICATION – FORM alongwith the required documents by 31/12/2024. This form **in sealed envelope** should be placed in the **drop box** available at the school gate.
- 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 entertained 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 given time 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.
- 10. Application Form/Admission fees will not be refunded in any circumstance.**

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11. Enclosures required to submit Application Form in Drop Box (Available at School Gate):

- a) 01 – Colour Photographs with Father-Mother-Candidate
- b) **Enclosures List:**
 - i. Birth Certificate from Municipal Corporation
 - ii. Immunization Card (Xerox Copy)
 - iii. Postcard Size Colour Photograph of Candidate (Without Winter dress)
 - iv. Aadhar Card of Candidate, Father and Mother –Xerox in one page
 - v. Academic Qualification Certificates of Parents (Only Highest Qualification Certificate)
 - vi. If Christian, Baptism Certificate and Letter from Parish Priest
 - vii. Sibling Candidate's Latest Fee Receipt and copy of School ID (for Creane's Student)
 - viii. Alumni (CXA): Old Admission No.
 - ix. Xerox copy of Defense Personnel/Disabled/Orphaned Certificate
 - x. Half Yearly Result of Nursery/Play group (For LKG)

12. Total Seats (Excluding Christian Minority) : 160 (LKG) & 60 (Play group)

13. Application Form will be available in School Fee Counter from 10/12/2024 to 20/12/2024.

14. Date of submission : Upto 31/12/2024 (In Drop Box – available at School Gate in sealed envelope)

15. Provisional Merit List for Document Verification : 11/01/2025 - Time: 05:30 pm (List will be available in school website)

16. Document Verification : 13/01/2025 to 15/01/2025 (Both parents with child)

17. First Admission List : 16/01/2025, Time: 09:00 pm (List will be available in school website)

18. Second List will be available on 21/01/2025 (If there is any vacancy) See School website.

19. Date of Admission : 18/01/2025 and 20/01/2025

19. Application and Processing Fee : Rs. 1000/-

20. Office Hours : 09:30 am to 01:00 pm

Fees Structure:

Particulars	Amount (in Rs.)
Admission Fees	Will be given later.
Tuition Fees	
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.

22. School does not provide any transportation facility.