

# Rules for New Admission

## Session 2017-2018

### Nursery & Pre-Nursery

1. Admission for Classes Pre-Nursery & Nursery will commence from 1<sup>st</sup> December 2016 and will be **only through online system**. Selection of students will be done as per the points system and points scored by the student based on his / her respective status which is described below:

Criteria	Points
A. Christian Minority	30
B. Neighbourhood: <b>Residence in</b>	
Zone - 1 (Residence within the limits of Bilaspur Municipal Corporation OR Ameri Gram Panchyat)	15
Zone - 2 Any other place <u>not included</u> in Zone-1 Category	10
C. Sibling ( <b>ONLY if a REAL brother/sister of the child is studying in this school</b> )	20
D. Single Parent ( <b>Applicable for Widow / Widower</b> )	05
E. School Alumni ( <b>If father/mother of the child has passed out Class-XII from this School</b> )	
Alumni Father	10
Alumni Mother	10
<b>In case of tie in points of two or more candidates, the student who is elder as per the date of birth will be given preference during selection.</b>	

2. For Pre-Nursery, 180 seats are available in the Morning Shift (09:00 am – 11:30 am).
3. For Nursery, Seats are available as per the table given below:
- Morning Shift (09:00 am – 12:15 pm): 100 seats
  - Afternoon Shift (01:30 pm – 04:45 pm): 110 seats
- \* Afternoon timings for 'F' Section will be for one year only. Students will be shifted to Morning Shift next year, i.e. in KG-I.
- \* Afternoon timings for 'G' Section will be for three years. Students will be in Afternoon shift till Class KG-II. These students will be shifted to morning shift in Class-I.
- Seats will be allotted in the Order mentioned above: 1<sup>st</sup>, Morning, 2<sup>nd</sup> Afternoon 'F' and 3<sup>rd</sup> Afternoon 'G' section will be allotted to selected students.
4. Minimum age for Admission to Pre-Nursery is 2 Years 3 Months & above, as on, 30<sup>th</sup> June 2017. Maximum age for Admission to Pre-Nursery is 3½ Years.
5. Minimum age for Admission to Nursery is 3 Years & above, as on, 30<sup>th</sup> June 2017. Maximum age for Admission to Nursery is 4½ Years.
6. No relaxation in age will be given under any circumstances.
7. Online Registration Forms will be available from 01-12-2016 to 31-12-2016.
8. Parents are required to login to [www.sfsbcampuscare.in](http://www.sfsbcampuscare.in) for registering their wards.
9. They have to fill up the online registration form completely and upload the recent passport size photograph (file size not more than 20KB) of the child. Please NOTE that if the date of birth of the child doesn't fall under the criteria for that specific class, the FORM cannot be submitted. Also please provide a mobile number which is currently in use, as further communications will be directed through SMS on the registered number.

10. Registration Fee (Rs. 200/- + 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.
11. Parents must print Registration Form & Acknowledgment slip after registration. A printout of Registration Form & documents mentioned below in the Drop Box kept in the school office between 07:30 am to 03:00 pm on any working day from 1<sup>st</sup> December 2016 to 2<sup>nd</sup> January 2017.

**Documents Required:**

**Compulsory Documents: (To be attached compulsorily with all applications)**

- a. **Birth Certificate** (Photocopy) issued by the Municipal Corporation/Gram Panchayat/other Municipal Bodies).
- b. **Proof of Residence** (Photocopy of Ration Card / Electricity Bill / Water Bill / Driving License / Aadhar Card / Bank Passbook or other documents acceptable by State / Central Government as address proof containing the Present Address)

**Optional Documents : (attach as applicable)**

- c. **Proof of Christian Minority** (Letter from the Parish Priest / Pastor/ Church In-charge stating that father / mother is a member of the church) **(if applicable)**
- d. **Proof of sibling** i.e. candidate's own brother / sister studying in this school (Photocopy of Last Year's Report Card / Gatepass) **(if applicable)**
- e. **Proof of Alumni** (Photocopy of Class XII Pass Certificate) **(if applicable)**
- f. **Proof of Single Parenthood**, (Photocopy of Death Certificate of spouse) **(if applicable)**

*Please note that if the proper documents are not submitted with the hard copy, the form will be summarily rejected, for which the entire responsibility lies with the parents/guardians. Form can also be rejected if any information provided by them is found incorrect and not in accordance with the documentary evidence.*

12. After the submission of Forms online and depositing the Hardcopy at school, the list of selected candidates will be declared on 10<sup>th</sup> January 2017 based on the points scored by the candidates in descending order (from the highest to the lowest).
13. The list of selected candidates will be available on the website [www.stfrancisbilaspur.in](http://www.stfrancisbilaspur.in) as well as the school notice board. The selected candidates will be notified through SMS about the date of Personal Interaction. Parents / Guardian must be present with the Candidates on the date & time specified through SMS for the personal interaction, otherwise the opportunity shall be passed on to the next candidate in the List.
14. The selected candidates will be required to take admission on the date allotted for Personal interaction with the Principal/Vice Principal, otherwise the opportunity will be passed on to the next candidate.

**Admission Requirements:**

1. One Passport Size photograph
  2. One copy of the Birth Certificate,
  3. First installment of Fees.
15. Parents of the selected candidates are required to procure the admission form after payment of Rs. 200/- after interaction with the Principal / Vice-Principal. Admission Form is to be filled up completely in clear handwriting, photo to be pasted in the requisite place and after attaching the copy of birth certificate, deposit in the appropriate school counter and obtain Fee Book for paying the school Fee. After paying fee at the Fees Counter, the admission process will be complete. **[Admission form should not be taken out of the school campus]**

**Note:- Only Registering Online for Pre-Nursery/Nursery DOES NOT GUARANTEE ADMISSION. Parents are requested to go through the Admission Rules well before registering their wards and fill it only if they are fully satisfied with the rules.**