

Rules for New Admission

Session 2020-2021

Nursery & Pre-Nursery

1. Registration for Admission to Classes Pre-Nursery & Nursery will commence from 1st December 2019 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:
2. Admission Schedule

Online Registration	: 01.12.2019 to 31.12.2019
Submission of hard copy with supporting documents	: 01.12.2019 to 02.01.2020 (Timing 7.30 a.m. - 03.00 p.m.)
Closure of Online Registration	: 31.12.2019 (Tuesday)
Closure of Hardcopy Submission	: 03.01.2020 (Friday)
Date of Result	: 10.01.2020 (Friday)
3. **Age Criteria** (Child should be born between the dates mentioned below)

Class-Pre-Nursery	: between 28-12-2016 and 31-03-2018
Class- Nursery	: between 28-12-2015 and 30-06-2017

Criteria	Points
A. Christian Minority	40
B. Sibling (ONLY if a REAL brother/sister of the child is studying in this school)	30
C. Single Parent (Applicable for Widow / Widower only)	10
D. School Alumni (If father/mother of the child has passed out Class-XII from this School)	
Alumni Father	10
Alumni Mother	10
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.	

4. **For Pre-Nursery, 180 seats are available in the Morning Shift (09:00 am – 11:30 am).**
5. For Nursery, Seats are available as per the table given below:
 - a. **Morning Shift (09:00 am – 12:15 pm): 50 seats**
 - b. **Afternoon Shift (01:30 pm – 04:45 pm): 50 seats**
 - * Afternoon timings for 'F' Section will be for one year only. Students will be shifted to the Morning Shift in the next academic session, i.e. when the student will reach KG-I in session 2021-2022.
 - * Seats will be allotted in Morning Shift first then Afternoon Shift.
6. Online Registration Forms will be available from 01-12-2019 to 31-12-2019.
7. Parents are required to login to www.sfsbcampuscare.in for registering their wards.
8. You have to fill up the online registration form completely and upload the recent passport size photograph of the child and both the parents. Also, the Birth Certificate of the child needs to be scanned and uploaded compulsorily. 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.

Compulsory Uploads: Without uploading the photograph of the child, father and mother and the Birth Certificate Scanned copy, the REGISTRATION FORM cannot be submitted.

NOTE:- (file size should not be more than 20KB)

9. 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.
10. Parents must print Registration Form & Acknowledgment slip after registration. A printout of the Registration Form & supporting documents mentioned below must be put in the Drop Box kept in the school office between **07:30 am to 03:00 pm** on any working day from **1st December 2019** to **2nd January 2020**.

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).

Optional Documents: (attach as applicable)

- b. **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)**
- c. **Proof of sibling** i.e. candidate's own brother / sister studying in this school (Photocopy of Last Year's Report Card / Gatepass) **(if applicable)**
- d. **Proof of Alumni** (Photocopy of Class XII Pass Certificate) **(if applicable)**
- e. **Proof of Single Parentship**, (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.

11. After the submission of Forms online and depositing the Hardcopy at school, the list of selected candidates will be declared on 10th January 2020 based on the points scored by the candidates in descending order (from the highest to the lowest). In case of students being tied on points, then the eldest child will be given preference in the merit list.
12. The list of selected candidates will be available on the website 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 will be passed on to the next candidate in the List.
13. 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.
14. 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.