

# St Francis Hr. Sec. School, Ameri Road, Bilaspur (C.G.)

## Rules for New Admission

### Session 2026-2027

#### Nursery & Pre-Nursery

1. Registration for Admission to Classes Pre-Nursery & Nursery will commence from 1<sup>st</sup> December 2025 (08:00 AM) 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	40
B. Sibling ( <b>ONLY if a REAL brother/sister of the child is studying in this school</b> )	30
C. Single Parent ( <b>Applicable for Widow / Widower only</b> )	10
D. Alumni ( <b>If father/mother of the child has passed out Class-X/XII from this School</b> )	10
E. Neighbourhood ( <b>areas adjoining the school within 1 KM radius from the school</b> )	10

**In case of tie in points of two or more candidates, the student who is older as per the date of birth will be given preference during selection.**

2. **Admission Schedule**

Online Registration Start	: 01.12.2025 (Monday) 08:00 am
Closure of Online Registration	: 02.01.2026 (Thursday) 11:59 pm
Submission of hard copy with supporting documents	: 01.12.2025 to 03.01.2026 (Timing 8.00 a.m. - 01.00 p.m.)
Closure of Hardcopy Submission	: 03.01.2026 (Saturday)
Date of Result	: 11.01.2026 (Saturday)

3. Age Criteria (Child should be born between the dates mentioned below)

**Class - Pre-Nursery : between 31-03-2023 and 31-03-2024**

**Class - Nursery : between 31-03-2022 and 31-03-2023**

4.

a. For Pre-Nursery, **180** seats are available.

b. For Nursery, **120** seats are available.

5. Online Registration Forms will be available from **01-12-2025 to 02-01-2026**.

6. Parents are required to login to [www.sfsbcampuscare.in](http://www.sfsbcampuscare.in) for registering their wards.

7. 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 scanned copy of Birth Certificate, the REGISTRATION FORM cannot be submitted.**

**NOTE: - (file size of photo/birth certificate should not be more than 20KB)**

8. Registration Fee (Rs. 300/- + 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.

9. 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 08:00 am to 01:00 pm on any working day from 1<sup>st</sup> December 2025 to 3<sup>rd</sup> January 2026.**

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

- a. **Birth Certificate** (Photocopy) issued by the Municipal Corporation/Gram Panchayat/other Municipal Bodies).

- b. **Residence Proof** (Aadhar card/Electricity Bill/Passbook/Bank Passport/Rent Agreement with electricity bill of the premises/etc.) in Parent's Name

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

- c. **Proof of Christian Minority** (Letter from the Parish Priest / Pastor/ Church In-charge stating that parents are practicing Christians.) **(if applicable)**
- d. **Proof of sibling** i.e. candidate's own brother / sister studying in this school (Photocopy of Last Year's Report Card /ID Card/ Gatepass) **(if applicable)**
- e. **Proof of Alumni** (Photocopy of Class XII Pass Certificate from this school) **(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 be rejected if any information provided by them is found incorrect and not in accordance with the documentary evidence.*

10. 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 2026, Saturday 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.
11. The list of selected candidates will be available on the website [www.stfrancisbilaspur.in](http://www.stfrancisbilaspur.in) from **10-01-2026** 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 candidate on the date & time specified through SMS for the personal interaction, otherwise the opportunity will be passed on to the next candidate in the waiting list.
12. The selected candidates will be required to take admission after the personal interaction with the Principal/Vice Principal on the given date, 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 instalment of Fees. (Payable through Cheque/Draft/Card/UPI etc.; Cash is not accepted)
  4. Copy of Aadhar Card.
13. Parents of the selected candidates are required to procure the admission form and prospectus after payment of **Rs. 300/- in cash** 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 of the admission procedure.**