

# CLASS – I ADMISSION – [2018-19]

## 1. Admission Policy & Procedure:

SL	Particulars	WEIGHTAGE (MAXIMUM)
1	Ward of Teacher/Staff	20
2	Ward of Alumni (NOSA)	15
3	Sibling of the present students (2 <sup>nd</sup> child – 10, 3 <sup>rd</sup> child – 05 points)	10
4	Ward of Managing Committee Member	10
5	Ward of Defence Personnel	05
6	Ward of Disabled Parents	05
7	Ward of Widow/Widower	05
8	Orphaned Children	05
9	Birth Certificate obtained within 6 months of birth	10
10	Nazareth Pre School Students	15

2. Need to submit the printed form of the application along with the required documents and acknowledgement slip within **03 days** of online submission. The form **in sealed envelope** can be **mailed** or sent to the **drop box** available at the school gate.
3. All the Original Documents / Certificates must be produced at the date & time of verification. Please submit self attested photocopies for office use when submitting application form.
4. It is the responsibility of the parents to see that the Application Form is complete in all respects. 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 getting admission or pursuing studies.
5. All documents submitted at any time will become the property of the school and will not be returned.
6. 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.
7. **Application Form Fee /Admission Fee will not be refunded in any circumstance**
8. If there are more applicants than the available seats in the merit list prepared on the basis of the given parameters, then selection of candidate will be done through lottery.
9. If the child is underage / overage the forms will be rejected. The Committee's decision will be final.
10. If selected, admission must be taken within the date and time given for admission. Thereafter, the candidate will forfeit the chance for admission
11. **Age: The candidate must be  $5\frac{1}{2}$  to 6 Years as on 31<sup>st</sup> March, 2018.**

**12. Requirements at the time of Document Verification:**

**a) 02 – Coloured Photographs with Father-Mother-Candidate**

**b) Self attested photocopies of the following:**

- i. Birth Certificate from Municipal Corporation (for Urban area resident)/ Panchayat (for Rural area resident)
- ii. If Christian, Baptism Certificate and Letter from the Parish Priest / Pastor
- iii. **Address proof:**
  - a) Identity Card of both the parents and Candidate (**Aadhar**)
- iv. Sibling Candidate's (if any) Latest Fee Receipt
- v. Alumni (NOSA): Latest Membership Receipt and Old Admission No. (**Minimum attendance of 1 AGB meeting**)
- vi. Xerox copy of the certificate from the respective department: (**Defense Personnel/Disabled/Single Parent / Orphaned**)
- vii. Xerox copy of Report card/performance record of U.K.G.

**13. Admission Ratio**

**a) Girls : 60%**

**b) Boys : 40%**

**14.. Please abide by the Fee Payment mode set by the school. No cash transactions.**

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