

# CLASS - I ADMISSION - [2024-25]

## Pre Nazareth Students

### 1. Admission Policy & Procedure:

- a) Being a Christian Minority P institution, all Catholics seeking admission will be granted the same.
- b) 10% seats reserved for school governing Body.
- c) Rest open for all and Admission List will be prepared on the basis of the following parameters:

SL.	Particulars	WEIGHTAGE (MAXIMUM)
1	Ward of Teacher/Staff	20
2	Ward of Managing Committee Member/NOSA EC	10
3	Overall Performance of the child in LKG&UKG	10+10
4	Parental Interest and Cooperation in curricular/co-curricular Activities in LKG and UKG	10
5	Submission of all Documents	10
6	Neighborhood children within 4K.M	10
7	Birth Certificate obtained within 6 months of birth	10
8	Complete and Correct Information	10

2. **Need to submit the filled in application form obtained from the school office along with the self-attested photocopies of the required documents and the photocopy of the application fee receipt before 03/03/2024. These documents in a sealed envelope need to be dropped in the drop box available at the school gate.**
3. **All the Original Documents / Certificates must be produced at the date & time of verification.**
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. Information provided will also be verified with the information given at the time of LKG admission.

8. If selected, admission must be taken within the date and time given for admission. Thereafter, the candidate will forfeit the chance for admission

9. Application Form Fee will not be refunded.

10. Age: The candidate must be 6<sup>+</sup> years as on 31<sup>st</sup> March, 2024.

11. **Requirements at the time of submission of form in the drop box**

a) **Self-attested photocopies of the following:**

- i. Birth Certificate from Birth registration Department (Government)
- ii. Aadhar card of father, mother and Candidates
- iii. Academic qualification certificates of Parents (Matriculation, +2, Degree)
- iv. Proof of Annual Income Certificate of Parents
- v. Address proof
- vi. If Christian, Baptism Certificate and Letter from the Parish Priest / Pastor
- vii. Sibling Candidate's 3<sup>rd</sup> installment Fee Receipt (for current Nazareth Academy Students)
- viii. Documents proof of Alumni (Ex- Nazareth Academy).
- ix. Performance record of U.K.G. (Final Report Card: This is available on Schooltree App. Kindly print out a copy for submitting)

12. Admission Ratio

a) Girls: 60%

b) Boys: 40%

13. List for verification and counseling will be available on the school website on

06/03/2024 (Need to bring the Original Documents)

14. Verification of Documents

15. Final Admission List

17. Payment Dates

18. Date of Admission

Details will be available on  
the website.

19. Please abide by the Fee Payment mode set by the school. Total fees for the year or in two installments fees can be paid. The 1<sup>st</sup> instalment at the time of admission will be Rs. 45, 200/- and 2<sup>nd</sup> installment is Rs. 31,200/- during mid-session. Kindly use the Net Banking facility through Skooltree App only for transfer of amount to avoid paying extra charges. No Cash Transactions.

20. At the time of publishing the selected list, details of fee payment will be given.

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

Shyama  
08/02/24  
The Principal  
Nazareth Academy  
Gaya