



# ST. MARY'S CONVENT SR. SEC. SCHOOL

(Affiliated to C.B.S.E. • Affiliation No. 530228 • School Code No. 40194 )

P.O. BOX No. 74, Jyotir Nagar, Assandh Road, Panipat - 132103 (Haryana), INDIA

A Minority Educational Institute (57054), Run by IMS North Region

## GENERAL INSTRUCTIONS FOR CLASS LKG ADMISSION 2024-2025

	DATE	TIME
Online Prospectus for LKG will be available on	29/12/2023	9.00 am
Closing Date	30/12/2023	Till 5.00 pm

Note- Kindly note only limited prospectus will be available. Prospectus can be downloaded from school website only during the time assigned. Since only limited forms will be issued as soon as the forms are downloaded the link will be closed immediately.

- PRE-REQUISITIES FOR REGISTRATION:** Please read the given information and criteria in registration link carefully before you begin to fill in the form:
- Online Registration for Class LKG will be on 5<sup>th</sup> & 6<sup>th</sup> January, 2024. Timing will be from 9 am (05.01.2024) to 6.00 pm( 06.01.2023)
- Prospectus and Registration fee is non-refundable. Registration does not guarantee admission. In all the matters related to admission, the decision of the management of the school shall be final.
- For those whose forms will be completely filled will be called for an interactive session.
- Digital Lab Photograph (in white background without any editing) of the child and one of the family in JPEG or JPG format to be uploaded.
- Self-attested date of birth certificate with the name of the child should be less than 1MB. (Make sure it should be clearly visible).
- Valid e-mail id and Mobile Numbers of mother and father.
- Aadhar Card number of all the three (Child, father & Mother).
- Once you have saved the data **YOU CAN'T EDIT CHILD'S NAME, DATE OF BIRTH, FATHER'S NAME AND MOTHER'S NAME.**
- All the Photostat copies of your documents should be self-attested.
- In case your elder child is already studying in this institution, the school is not bound to give seat to younger one/to the children of your relative also. Kindly ensure you have cleared the fees of your wards before you go for the registration of another one.

## **2. IMPORTANT INFORMATION REGARDING ADMISSION TO LKG 2024-2025**

- Age:** The age of the child seeking admission to LKG in the year 2024-2025 should be born between 01/04/ 2019 to 31/03/2020, if your child is not within the specified age limit, he/she will **NOT** be eligible for admission.
- Date of Birth:** Please upload (self-attested) authentic Date of Birth Certificate with the name of the child, if any discrepancy found the registration form will be rejected.
- Once you have entered the date of birth, **NO CHANGES** will be made in the future in any class/ after submission of form or at the time of Interaction.

  
St. Mary's Convent Sr. Sec. School  
PANIPAT

4. The original Date of Birth certificate must be issued by the Municipal Corporation with the name of the child mentioned clearly.
5. The date of birth filled in the form must tally with the one written in the DOB certificate.

**IMPORTANT NOTE:** An Affidavit duly attested by the Executive Magistrate is to be submitted by the parents if the ward is given / granted admission. The affidavit should state:

- The **Date of Birth** certificate that you have submitted is correct and no change has been made in the Date of Birth to seek admission to this school.
- We will **not be asking for the change of Date of Birth** at any point of time after the child's admission in the school.
- In case of Catholics / Christian :  
A photocopy of Baptism Certificate (Child, Father & Mother) and a letter from their respective Parish Priest stating the membership of their parish and the duration of being the member.

**3. PROOF OF CURRENT RESIDENCE OF THE PARENTS (any one of the following)**

- Ration Card
- Gas Connection Bill
- Passport
- Driving License
- Electricity Bill
- Rent Received / Rent Agreement
- BSNL Telephone Bill
- Aadhar Card
- Voter ID Card
- Bank Account Statement

(Note: if none of the above documents are available, kindly bring Affidavit for address proof attested by CLASS ONE GAZETTED OFFICER)

**4. ALUMNI:** If any one of the parent studied under the same institution, kindly bring any one of the following-

- School Leaving Certificate
- Class X / XII Pass Certificate

**5. GOVERNMENT EMPLOYEE:** If any one of the parents is a Government Employee kindly bring Government ID Card.

**6. NAME AND OTHER PARTICULARS:** Fill in the particulars of the child (i.e. name, parent's name, Date of Birth) correctly. The date of birth filled in the form must tally with the one written in the DOB certificate. All names should be spelt correctly in capital letters as they will be

  
**St. Mary's Convent Sr. Sec. School**  
**PANIPAT**

required in all the legal papers and CBSE record of the candidate. **No change whatsoever will be made after the admission to LKG or any subsequent class regarding Date of Birth.**

School reserves all the rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate.

7. **INCOMPLETE FORMS:** Incomplete registration forms and forms providing incorrect information will automatically get rejected.

8. **SIBLINGS (REAL BROTHER/SISTER) IN OUR SCHOOL:** Report Card of sibling with parent's name clearly should be indicated.

9. **SCHEDULE CASTE / SCHEDULE TRIBE / OTHER BACKWARD CLASS:** SC/ST/OBC certificate of proof of Father / Child issued by the appropriate authority.

10. **SINGLE PARENTS:** Suitable supporting documentation indicating custody of the child by the applicant. E.g. Divorce Papers / Court Order / Death Certificate.

11. **SPECIALLY ABLED CHILDREN:** The children who are differently-abled and can be mainstreamed for them, authenticated documents, medical documents and disability certificate from Civil Hospital should be submitted.

13. **CAUTION: THE SCHOOL DOES NOT ACCEPT ANY DONATION FOR ADMISSION. PARENTS SHOULD BEWARE OF THIRD PARTY'S COLLECTING MONEY ON BEHALF OF THE SCHOOL AND MAKING FALSE CLAIMS OF PROCURING ADMISSION. IF THE PARENTS ENTER ANY TRANSACTION WITH SUCH PARTY/PARTIES, THEY WILL BE DOING SO AT THEIR OWN RISK AND THE SCHOOL SHALL NOT BE RESPONSIBLE FOR IT.**

14. **FAKE/FORGED/FABRICATED DOCUMENTS:** It is to be noted that if any of the documents i.e the Date of Birth Certificate of the child, degrees or marks sheets of the parents or any other concerned documents if found to be fake, forged or fabricated, will lead to direct cancellation of admission of the child.

- In case of any such documents are under suspicion for one or more reasons mentioned in point number 14, the copy of the same may be sent for verification by the school to the concerned authorities by which such document has been issued.

**15. DOCUMENTS' CHECK:** Kindly bring all these documents in original and one set of photocopy duly self-attested on the date and time given in registration form:

1. D.O.B. Certificate
2. Proof of Current Residence
3. Alumni (if any)
4. Report Card of Sibling (if any)
5. SC/ST/OBC Certificate
6. Single Parents, suitable supporting document (if any)
7. Registration Form
8. Aadhar Card of the Child and the parents
9. Original mark-sheet and passing certificates of parents (father and mother).

**Note: The relevant original documents will be returned immediately after verification of documents.**

  
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