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Date: 20.11.2023

ST. STEPHEN'S SENIOR SECONDARY SCHOOL

Makarwali Road, Ajmer – 305 004
(A Minority Educational Institution)

NOTICE

Admission to Classes NURSERY & L.K.G. (Session 2024-2025)

Registration cum Admission Form for Classes Nursery & L.K.G. will be available in the School Office from **Thursday, 30 November, 2023 to Friday, 22 December, 2023** on working days. Time: From 09:30 a.m. to 1:00 p.m.

Duly filled form will be accepted from **Thursday, 07 December, 2023 to Friday, 22 December, 2023** and from **Wednesday, 3 January, 2024 to Friday, 5 January, 2024** between 09:30 a.m. and 01:00 p.m.

Admission Policy

- Age :

Class	The date of birth of the child should be either on or between the following dates
Nursery	01/10/2020 & 31/03/2021
L.K.G.	01/10/2019 & 30/09/2020

- Seats :

Classes	Total Number of seats	Reserved seats	Open seats
Nursery	90	10	80
L.K.G.	140	17	123

- Admission will be granted on a 100 point scale comprising the following specifications for Open seats:-

Neighbourhood, Sibling, School Staff, Alumni, Christian, Government/Semi Government Servant, Private Sector, Self Employed, Girl Child, Single Parent.

- Parents must bring Original Documents of all the self-attested copies of documents attached with the form for verification, failing which the form will not be accepted.
- The list of selected children will be disclosed on **Thursday, 11 January 2024 at 10:00 a.m.** via School Website/SMS/Notice Board.

List of documents to be attached with the Registration cum Admission Form in the following order –

- A self-attested photocopy of the Date of Birth Certificate issued by the Municipality/Competent Authority.
- A self-attested photocopy of the Aadhar Card of Child and Parent.
- A self-attested photocopy of the Caste Certificate (SC/ST/OBC/SBC) issued by competent authority (if applicable)
- A self-attested photocopy of the Minority Certificate issued by competent authority / self declaration by parent, if applicable.
- A self-attested photocopy of the Baptism Certificate (if Christian).
- Certificate of employment of parent from the present employer / self-declaration by parent, if self-employed.
- A self-attested photocopy of the Income Certificate of parent i.e. ITR/Income certificate from present employer/Income Declaration / *Aay Udhghoshna Patra* (duly filled)
- Proof of Residence (self-attested photocopy of any **ONE** of the following documents) :-
Aadhar Card / Voter ID / Ration Card / Telephone Landline Bill / Electricity Bill / Water Bill / Passport / Bank Statement / Bank Passbook.
- Proof of single parent (Court order or any other certificate from competent authority).
- Proof of Alumni (A self-attested photocopy of the Marksheet of Class X or XII, if father/mother has graduated from our school).
- Proof of sibling (Real sister/brother studying at present in our school).
- Any other document, if applicable.

Incomplete forms in any respect and forms without supporting documents will not be accepted.

NOTE:

- (1) Parents are requested to bring original documents for verification at the time of submission of the Form.
- (2) The School does not accept any type of donation for admission. Beware of mediators.
- (3) The Management reserves the right to reject any application without assigning any reason. The decision of the Management regarding admission will be final &



PRINCIPAL