

GUIDELINES FOR FILLING ONLINE FORM
ADMISSION SCHEDULE

Commencement of online application:	28.11.2024 (10:00 a.m.)
Last date of online application and submission of print out in school :	20.12.2024 (3:00 p.m.)
Date for displaying the list of selected children :	17.01.2025 (4:00 p.m.)
Date for displaying the 2 nd list (if any) :	03.02.2025 (4.00 p.m.)
Closure of admission process :	14.03.2025

Children born from 01.04.2021 to 31.03.2022 are eligible for admission to Pre-School in the academic year 2025-26. Age relaxation upto 30 days in the DOB will be given in the minimum and upper age limit.

The Online application does not guarantee admission.

Please read the instructions carefully before filling the form to avoid rejection.

After completing the online application form, click on the 'SUBMIT' button. After you have uploaded the form, please take a print out, affix photograph of the child, attach proper supporting documents, sign the form and submit it physically at the School Reception along with Acknowledgement Slip and Registration Fee of Rs 25/- from 28.11.2024 to 20.12.2024 - between 9:00 a.m. to 12.00 noon (on working days) and on 20.12.2024 (between 9:00 a.m. to 4:00 p.m.).

After uploading the registration form successfully, you will receive an auto-generated Application Acknowledgement Receipt. **(Please make sure Pop-up blocker is Turned Off, to get the acknowledgement receipt)**

NOTE: Applicants must keep a copy of the printout of application form and acknowledgement receipt for their record.

To avoid rejection, please do not fill more than one form for one applicant.

Supporting documents required to be attached while submitting the print out of application at the School (originals will be verified at the time of admission, if selected) :

- (a) Birth Certificate of the child (issued by the civic authorities).**
- (b) Address Proof (any one of the following):**
 - (i) Ration Card/Smart Card issued in the name of parents (mother/father having name of child).**
 - (ii) Domicile certificate of child or of his/her parents.**
 - (iii) Voter I Card of any of the parents.**
 - (iv) (iii) Electricity bill/MTNL Telephone Bill/Water Bill/Passport in the name of any of the parents or child.**
 - (Iv) Aadhaar Card/UID card issued in the name of any of the parents.**
- c) Proof of residing in Delhi for the last three years.**
- (d) If Catholic, attach letter from Parish Priest.**
- (e) If Christians of other denominations, attach proof.**

- (f) Caste certificate, if SC, ST or OBC.
- (g) In case of Alumni of Fr. Agnel School, New Delhi, AISSCE Certificate (Class XII).
- (h) Photocopy of Identity Card and last paid fee receipt of sibling studying in this school.
- (i) Medical document if child /parent is physically challenged.
- (j) Medical/legal document if single parent.

<u>Admission Criteria</u>		
Ser No	Criteria	Points
(a)	Catholics Within the Archdiocesan defined zone	25
(b)	Christians of other denominations (within 6 kms from School)	20
(c)	Children/grandchildren of staff of this School	15
(e)	Siblings of students studying in this School and residing upto 6 kms	15
(d)	Wards of alumni passed Class XII from this School and residing upto 6 kms	15
(e)	Other children residing upto 6 kms from School	10

Note: Only 30 siblings would be admitted with preferential points. In case there are more siblings, they will be selected by draw of lots. Any siblings left over will be transferred to the open category but without the preferential points.