ST. THOMAS SCHOOL, SAHIBABAD

GUIDELINES FOR FILLING-UP THE ONLINE REGISTRATION FORM
ADMISSION FOR CLASSES NURSERY to VIII (2024 -'25)

Dated: 15.01.2024

ONLINE ADMISSION REGISTRATION

Please read the following instructions carefully before filling the form: -

1. **Age criteria as on 31st March 2024 –**

   Nursery : **3 Years to 4 Years (D.O.B. 01-04-2020 to 31-03-2021)**

   As per the New Education policy, students admitted to Nursery from the session (2024-'25) onwards, will have to undergo three years of Pre-schooling (Nursery, L.KG. and U.KG.) prior to class I (one).

   Preparatory : **4 Years to 5 Years   (D.O.B. 01-04-2019 to 31-03-2020)**

   Class I : **5 Years to 6 Years   (D.O.B. 01-04-2018 to 31-03-2019)**

   Class II : **6 Years to 7 Years   (D.O.B. 01-04-2017 to 31-03-2018)**

   Class III : **7 Years to 8 Years   (D.O.B. 01-04-2016 to 31-03-2017)**

   Class IV : **8 Years to 9 Years   (D.O.B. 01-04-2015 to 31-03-2016)**

   Class V : **9 Years to 10 Years   (D.O.B. 01-04-2014 to 31-03-2015)**

   Class VI : **10 Years to 11 Years (D.O.B. 01-04-2013 to 31-03-2014)**

   Class VII : **11 Years to 12 Years (D.O.B. 01-04-2012 to 31-03-2013)**

   Class VIII : **12 Years to 13 Years (D.O.B. 01-04-2011 to 31-03-2012)**

2. **Forms will be available on the school's website from 16th Jan.- 10th Mar. 2024.**

   It cannot be obtained from the school. Each form will be issued a unique Registration number after the submission of the Form. Please retain a copy of completed Registration Form for future reference.

3. **Filling of Form:**

   a. The Registration Form may <u>flicker to refresh</u> while filling, please **DO NOT** <u>enter or select</u> any data till refreshing is completed, as it may lead to loss of entered or selected data.

   b. Do not press the **ENTER** key to move from one field to another. Use the TAB key or the mouse for the same.

   c. After completing the Registration Form, please click on the **SUBMIT FORM** button. You will be directed to **PAYMENT OPTION** for registration fee.

   d. **DO NOT SUBMIT** more than one Form for one applicant.

   e. All fields are **mandatory**. Incomplete Forms will not be accepted by the system.

   f. Please enter your **contact number** and **email id** correctly, as the same will be used for future communication.

   g. The Registration process may take more time if you have a slow or poor internet connection.

h. In case, no page is displayed after submission of Registration Form, you can click **< Proceed for Payment, if form already filled >** given **option >** at the upper right corner of the page. Enter your application No. received in your E-mail id and proceed for payment.

4. **The Registration fee of Rs. 700/- to be paid is non-refundable.** (Payment Mode- Debit/Credit Card/Internet Banking).

5. For any queries, feel free to contact us at **- stssahibabad@gmail.com**, **Ph. - 0120-2630677, 2631336, 9599200219**

6. Contact the school office for further details.

DOCUMENTS TO BE SCANNED AND UPLOADED ALONG WITH THE REGISTRATION FORM

1. Birth Certificate issued by the Municipal Corporation/Municipality or any other competent authority. (Affidavit or Hospital Certificate will not be accepted.). (Max 500 Kb)

2. SC/ST/OBC Certificate of the child/Father (if applicable). (Max 500 Kb)

3. PASSPORT Size Photos of Both parents (1 each) (Max 500 Kb)

4. Combined postcard size Family Photograph. (Max 500 Kb)

5. Passport size photograph of the candidate (Max 500 Kb)

6. Medical Certificate (Original), Immunisation Certificate/Card of the Child. (Max 500 Kb).

7. Residence Proof. (Rent Deed, Registration of the House, Electricity/Telephone Bill/ Passport/ Lease Deed / Electoral Card/ Aadhar Card/ Driving License etc.)

ROUTES/LOCATION COVERED BY SCHOOL TRANSPORT

All areas of Lajpat Nagar, Shyam Park, Karhera, Mohan Nagar, Rajendra Nagar, Raj Nagar Extn., Shalimar Garden Main (Extn. - I & II), Arthala, Sahibabad Village, Parsvanath, Vasundhara, DLF, Pasonda, Bhopura.

Note:

1. **There will be a written examination for the admission to classes Prep. to VIII. Syllabus (NCERT) of previous class will be asked for entrance exam.**
2. The decision taken by the concerned authorities regarding admission will be final.
3. Online submission of Registration Form does not confirm admission.