



ADMISSION INFORMATION

KG (2023-24)

SIGNIFICANT DATES	
1 st DEC 2022	COMMENCEMENT OF ADMISSION PROCESS Please take a print out of the filled application form and submit it to the reception at the school as soon as possible. Please bring copy of one extra print out for receiving of FORM.
23 rd DEC 2022	LAST DATE FOR SUBMISSION OF APPLICATION FORMS (Online and physical submission of downloaded filled in form and print. Ref point 1-8). Both online and print out of the filled application form must be submitted by 2pm (latest) on this day.
13 th JAN 2023	LAST DATE FOR VERIFICATION OF DOCUMENTS OF THOSE WITH POINTS . PARENTS WILL BE INFORMED BY SCHOOL OFFICE OF THE PARTICULAR DATE BY EMAIL .
20 th JAN 2023	ADMISSION LIST OF THOSE SELECTED WITH POINTS – List 1 . 8:00 a.m. MEETING OF PARENTS OF APPLICANTS ADMITTED WITH POINTS (List 1).
24 th JAN 2023	LAST DATE FOR COMPLETING ADMISSION FORMALITIES OF THOSE SELECTED THROUGH POINT SYSTEM.
28 th JAN 2023	7:30AM: LUCKY DRAW for applicants not yet selected (ONE PARENT TO BE PHYSICALLY PRESENT WITH COPY OF RECEIVING OF FORM – CHILDREN NOT ALLOWED).
6 th FEB 2023	DISPLAY OF 2 nd LIST OF ADMISSION (WITH WAITING LIST) i.e., those selected in Lucky Draw. (List 2)
10 th FEB 2023	LAST DATE FOR COMPLETING ADMISSION FORMALITIES OF THOSE SELECTED THROUGH LUCKY DRAW.
4 th MAR 2023	8:00 a.m. MEETING OF ALL NEW KG ADMISSIONS PARENT ORIENTATION with newly admitted children.

OTHER IMPORTANT INFORMATION

- Application form available online at https://stcolumbas.edu.in/Online_Registration/ w.e.f. **1st December, 2022**.
- Last date of availability of application form on the website & submission to the school reception is **23rd December, 2022**.
- Boys** born between 1st April 2018 and 31st March 2019, only, are eligible for application for admission.
- Document number to be inserted on online form and Xeroxed attested copy submitted with the physical form (**please bring originals for verification when submitting the form**):
 - Birth Certificate
 - Ration Card
 - Voter ID (EPIC) of each parent
 - Electricity bill / Water Bill/ MTNL telephone bill, Allotment letter (for those living in Government accommodation)
 - Aadhar Card of each parent and child
If the parent of applicant is unable/unwilling to give any of the above documents a written statement by the parent of this needs to be attached.
- Documents to be submitted by those in **special categories**
 - Catholic / Christian: Baptism certificate (signed by PP) / Dedication letter (Xtian)
Baptism certificate of Christian parents. Certificate of Parish Priest regarding the applicants and parents' participation in Parish devotion/activity.
 - Sibling: Stamped copy of the last fee paid receipt of applicant's sibling
 - Alumni: Father's marksheet and Father's OCA membership
- Point system:
 - Catholic / Christian (Area A): 30 points
 - Catholic / Christian (Area B): 10 points
 - Alumni child: 30 points
 - Sibling: 30 points
- Catholics/Christians who fall within the designated Parish Areas (see drop box) will be category A, the remaining will be category B (Others). Catholic B have other Catholic, Church run schools, closer to their address.
- All students claiming admission under the Minority Christian category commit to the student attending Catechism classes in school throughout his years in the school. (Catechism classes are taken on a non-denominational basis (among the different churches of the Christian faith)
- Duplicate forms will be **rejected**.
- The school reserves the right to reject applications with incomplete or false information.
- If seats remain after accommodating applicants on points, only those who have come to verify their documents and are physically present at the time of **LUCKY DRAW** will be considered for the same.
- The total number of seats for the KG class 2023-24 is 240.

PRINCIPAL
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