



St. Columba's School

1, Ashok Place, New Delhi – 110001

An Edmund Rice Educational Institution

ADMISSION INFORMATION KG (2024-25)

| SIGNIFICANT DATES | |
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| 23 rd NOVEMBER 2023 | COMMENCEMENT OF ADMISSION PROCESS * Please take a print out of the filled application form and submit it at the reception of the school as soon as possible. * Please bring one extra print out copy for receiving of FORM . |
| 15 th DECEMBER 2023 | LAST DATE FOR SUBMISSION OF APPLICATION FORMS (Online and physical submission of downloaded filled in form and print. Ref points 1-8). Both online and print out of the filled application form must be submitted by 2pm (latest) on this day. |
| 6 th JANUARY 2024 | LAST DATE FOR VERIFICATION OF DOCUMENTS OF THOSE WITH POINTS . PARENTS WILL BE INFORMED BY SCHOOL OFFICE OF THE PARTICULAR DATE BY EMAIL . |
| 12 th JANUARY 2024 | ADMISSION LIST OF THOSE SELECTED WITH POINTS – List 1 . |
| 17 th JANUARY 2024 | LAST DATE FOR COMPLETING ADMISSION FORMALITIES OF THOSE SELECTED THROUGH POINT CRITERIA. |
| 20 th JANUARY 2024 | 7:30AM: LUCKY DRAW for applicants who are eligible with the cutoff points. (ONE PARENT TO BE PHYSICALLY PRESENT WITH COPY OF RECEIVING FORM & EMAIL FROM SCHOOL INFORMING THAT THEY ARE ELIGIBLE – CHILDREN NOT ALLOWED). |
| 29 th JANUARY 2024 | DISPLAY OF 2 nd LIST OF ADMISSION (WITH WAITING LIST) i.e., those selected in Lucky Draw. (List 2) |
| 10 th FEBRUARY 2024 | LAST DATE FOR COMPLETING ADMISSION FORMALITIES OF THOSE SELECTED THROUGH LUCKY DRAW. |
| 2 nd MARCH 2024 | 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. 23rd November, 2023.
- Last date of availability of application form on the website & submission to the school reception is **15th December, 2023**.
- Boys** born between 1st April 2019 and 31st March 2020, only, are eligible for application for admission.
- Self-attested (both parents) document copies to be submitted with the physical form **please bring originals while 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.
- Self-attested (both parents) document copies to be submitted by those in **special categories**
 - Catholic / Christian: Baptism certificate (signed by Parish Priest) / Dedication letter (Christian)
Baptism certificate of Christian parents. Certificate of Parish Priest regarding the applicants and parents' participation in Parish devotion/activity.
 - Sibling: Copy of the last fee paid receipt of applicant's sibling
 - Alumni: Father's marksheet and Father's OCA membership
- Point criteria (Total 100 points):
 - Catholic / Christian: 40 points
 - Neighbourhood: 20 points

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|----------------------------------|-----------------------------|----------------------------------|
| 0-3 km = 20 points | above 3 to 5 km = 15 points | above 5 & below 8 km = 10 points |
| above 8 & below 10 km = 5 points | above 10 km = 0 points | |
 - Sibling: 20 points
 - Alumni child: 20 points
- 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).
- While mentioning Category is not mandatory, if applicants wish to avail of facilities e.g., Gov. scholarships for Minorities/SC/ST/OBC as per Government criteria, the information needs to be filled and supported with documents.
- 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.
- St. Columba's School does not accept any form of donation in lieu of admission and no third-party involvement is used or encouraged. Admission is entirely a matter between the applying parent and the school and no assurance of admission can be given.
- The Principal's decision in matters of admission is final. No person is authorised to seek admission on behalf of a child of whom he / she is not the legal guardian. Parents and Guardians are not to trust or believe in any person from the school or outside who claims to have influence on the selection of students for admission.
- The total number of seats for the KG class 2024-25 is 240.

PRINCIPAL
ST. COLUMBA'S SCHOOL
NEW DELHI-110001