

ST. FRANCIS CONVENT SCHOOL, SIKANDRA

INFORMATION REGARDING ADMISSION TO LKG (2024 - 2025)

1. Application Form for Registration to LKG Class will be available ONLINE only on the school website: www.stfrancissikandra.org
2. Online Registration link for LKG Class will be activated from **3rd November, 2023, 10:00 am and will close on 4th November, 2023, 10:00 am.**
3. Submission of the hard copy of the Online Registration Form with supporting documents will be on **8, 9 & 10 November, 2023 from 09:00 am to 12.00 noon in the school office.**
4. The child should be born between **01.08.2019 and 31.03.2020.**
5. Incomplete forms will be rejected.
6. Filling the Registration Form does not guarantee admission.
7. No recommendation letters / telephone calls will be entertained.
8. We neither accept donations in any form or kind, nor entertain mediator/ agent.

Documents to be submitted along with Registration Form (self-attested)

- a) Photocopy of the Birth Certificate of the child issued by **Nagar Mahapalika**, registered at the time of birth (Name is a must).
 - b) If Christian, Photocopy of Baptism Certificate also.
 - c) Id and Address Proof (Photocopy of anyone of these – **Aadhaar Card, Passport, Electricity Bill, Driving License, Voter Id of the parents**).
- ❖ You are requested to bring a Demand Draft of **Rs.500/-** drawn in favour of **St. Francis Pre-Primary School, Sikandra** towards the Registration Fee.

Instruction that you must read before you fill in/ submit the application

- Log on through website www.stfrancissikandra.org
- Now open the Online Registration Link available on the website which will be activated from **3rd November, 2023, 10:00 am and will close on 4th November, 2023, 10:00 am.** (The Registration Process will get closed automatically when the total number reaches 800).
- Go through the terms and conditions and then click 'Proceed with Online Registration.'
- Fill in the application form carefully with the details. Once the application is filled in completely, click "Submit" button.
- After that click "Download" and take the print out of the Registration Form.
- After the click: Go to acknowledgement and take the **Printout of the Registration Acknowledgement Slip also.**
- Use the created user-ID and password to obtain the filled form of your child and current admission status.
- Take a printout of the duly filled in Registration Form on A4 size paper (both sides) & attach a recent passport size photograph of the child taken along with parents.
- **Submit the hard copy of the online Registration Form with supporting documents in the school office on 8, 9, 10 November, 2023 from 09:00 am to 12.00 noon.**
- **Selection:** The Management of the school reserves the right of admission or rejection and is not bound to give any reason for admission or rejection of any particular candidate.
- Parents whose wards are already studying in the school should attach a photocopy of the ID Card and Latest Report Card.