

Guidelines for filling the Application Form (Class- L.K.G)

- Only children born between **1st April 2022 to 31st March 2023** will be eligible for admission to **Lower Kindergarten**.
- Application **fee Rs. 800/-** only (**non-refundable**).
- Online registration for **L.K.G** will open on **14th September 2026 at 10.00 AM**.
- The last day for online application will be **20th September 2026**.
- The completed form should be submitted to the school office along with the uploaded documents. **Incomplete forms without the necessary documents will be rejected. Forms will be accepted in the school office on 26th September 2026 between 8: 00 AM to 10: 00 AM. No form will be accepted thereafter.**
- Timings and the mode of Interaction will be communicated through **E-Mail**.
- **Kindly bring all the original documents on the Interaction day.**
- The Management reserves all the rights of admission or rejection and is not bound to give any reasons for admission or rejection of any candidate. The Management's decision will be final.
- Applying is no guarantee of admission, admission will depend on the availability of seats and merit.
- Parents are strongly urged to try other schools as the number of seats in **St. Mary's Convent School, Shastri Nagar** are limited.
- Any attempt to use friends or influential people in procuring recommendation for admission will lead to disqualification.
- Please do not request a meeting with the Principal or any staff member to clarify issues or ask questions regarding the Admission Process.
- **The original Date of birth certificate of the child should have: Child's name, father's name and mother's name written on it as per the Aadhaar card.**
- Name of the child, father's name, mother's name, date of birth etc should be entered correctly. **Date of birth once entered in the school records will not be changed under any circumstances.**
- The following documents should be uploaded with the Application form:

1. Soft copy of BIRTH CERTIFICATE (STATE GOVERNMENT)
 2. Soft copy of Aadhaar Card of the child. (Optional)
 3. Soft copy of Aadhaar Card of the parents (Father & Mother).
 4. In case of Reserved Category, kindly submit the soft copy of Caste Certificate of your ward.
- Proof of Residence of parents.
 - Christian parents are requested to submit Baptism Certificate of your child and a letter from the Parish Priest that you are a regular member of the Parish.
 - Ex- St. Marians of this Institution are required to submit a copy of the Mark Sheet/ Pass Certificate of Class X as a proof.
 - For any query related to application, contact us on **9458642637 (7:30 AM to 2:00 PM)**.