

St. Anselm's North City School

(A Christian Minority Institution-under Article 30 of the Indian Constitution)

ADMISSION INFORMATION

Session: 2024-2025

INFORMATION ABOUT THE SCHOOL:

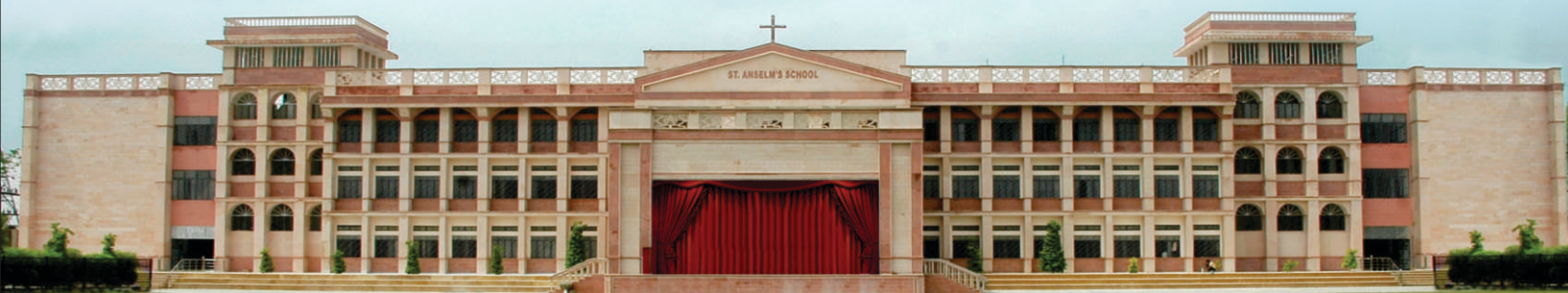
St. Anselm's North City School is one of the many minority Christian Institutions run by the Gyan Deep Education Society Jaipur. St. Anselm's North City School is co-educational, and imparts education through the medium of English. All applications for admission must be made on the prescribed form available Offline in the School office and online on www.northcityanselms-jpr.ac.in. Application for Classes LKG, HKG & I to IX must be submitted on the date mentioned. Copy of the Original Birth Certificate must be attached with the form. There are no regular registrations for other classes and admission to these classes is made only to fill vacancies. No student will be admitted unless, he/she produces a Transfer Certificate (except for Class LKG) from his/her previous school and the Date of Birth Certificate. Parents of all applicants must sign an Age Declaration form certifying that at no time and under any circumstances will any request be made for change in the Date of Birth.

PLEASE NOTE-

1. Right of admission is reserved with the School Management.
2. As a Christian Minority Institution, the School gives special consideration to Catholic students.
3. The other categories who may be given certain preference, depending on the availability of seats and as per precedence, would be the children of the staff member.

REGISTRATION & ADMISSION

- A) Is open to all boys and girls irrespective of caste or creed.
- B) A student must have completed 4Yrs and should not exceed 5Yrs on 1 April 2024 for admission to Class LKG.
- C) A student must have completed 5Yrs and should not exceed 6Yrs on 1 April 2024 for admission to Class HKG.
- D) A student must have completed 6Yrs and should not exceed 7Yrs on 1 April 2024 for admission to Class I.
- E) There will be verification of the documents submitted.
- F) Recommendation or approach through intermediaries will be disqualification for admission.
- G) No donation is accepted for admission by the institution.
- H) Incomplete Forms in any respect will be rejected.
- I) Registration of a candidate does not guarantee his/her admission.
- J) If any real brother or sister is studying in this school (not Cousin) then mention the Scholar Number, Name, Class and section.
- K) The attested Birth Certificate issued only by the Municipality/Nagar Nigam will be considered valid. The original Birth Certificate is to be produced at the time of admission for verification.
- L) There will be Interaction/Interview with the students for Class LKG, HKG and Entrance Test for Class-I to IX



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ADMISSION INFORMATION

Session: 2024-2025

- M) If the candidate selected does not take admission by paying the fees and completing other formalities in time, he/she will not be considered for admission later on.
- N) There will be no reconsideration for the candidate not selected.
- O) The management has absolute freedom in the choice of candidates for admission in the interest of institution.
- P) **Fees of any kind (Registration Fee, Admission Fee, Quarterly Fees) once deposited will not be refunded in any case.**
- Q) **Registration Fee is Rs 2000/- Non-Refundable**

REMOVAL OF STUDENTS:

A student shall be liable to dismissal from school on any of the following grounds:

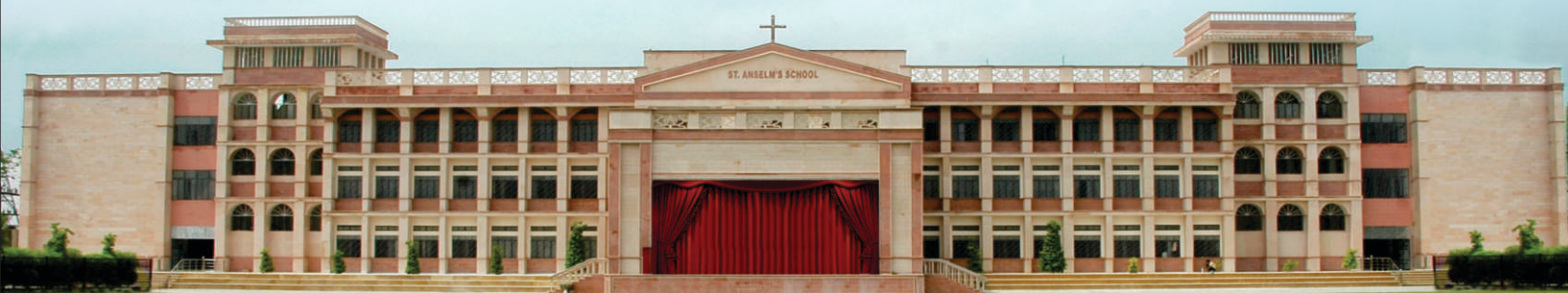
- a) Inability to follow classes in English.
- b) Continuous lack of progress in Class.
- c) Non-payment of Fees for reasons whatsoever.
- d) Continuous lack of progress in Class.
- e) Act of Indiscipline.
- f) Absence for more than 3 Days without application on prescribed form.
- g) Immoral acts of stealing, damaging and misbehaviour.
- h) Non-compliance of the rules and regulations of the school.

MISCELLANEOUS:

- a) Parents must see that the Date of Birth filled in the application form for their child is correct, as it will not be changed afterwards.
- b) This form is valid for the session of issue.
- c) Parents are advised to see the Diary of their children regularly to know their progress.
- d) Fees once paid, are not refundable under any circumstances. Fees to be paid in Quarterly/Instalments in the month of April, July, October and January.

IMPORTANT NOTE:

- Though this school is a Minority Institution, admissions are open to candidates irrespective of Caste, creed, race or religion by screening of Registration Forms for Classes LKG & HKG and by Admission Test for Classes I to IX and XI.
- Date and time of Entrance Test for admission to classes- I and above will be intimated to the parents at the time of submission of the Registration Form.
- List of successful candidates will be displayed on the School Notice Board. The parent/guardian should fill in the Admission Form and deposit the fee before the stipulated date, failing which his/her admission will automatically cancelled.



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ADMISSION INFORMATION

Session: 2024-2025

- Only those students, who in the opinion of the principal, are able to follow lessons in English will be granted admission
- After admission to this school, every parent/guardian/student is liable to follow the rules & regulations of the school.
- Irregular attendance, habitual idleness, disobedience or conduct injurious to the moral tone of the school are sufficient reasons for the dismissal of a pupil. The decision of the principal shall be final in this matter.
- **Timely payment of School fees is expected from the parents.**
- **The Name of the candidate, Date of Birth, Father's Name, and Mother's Name of the candidate should be consistent with documents submitted.**
- **Admissions will not be confirmed in the absence of Transfer Certificate (TC) & Marksheet from the previous class/School. Admission will be cancelled if the same are not deposited latest by the month of April of the year of admission.**

RECOMMENDATION TO PARENTS:

We believe in the close partnership between the school and the parents in order to give the best to the child.

The school recommends the following to the parents/Guardians.

- As the medium of instruction in school is English, certain amount of regular conversation must be done in English at home.
- Parents are advised to maintain close contact with the school.
- Please keep a check on your ward's cleanliness, uniform and punctuality.
- Parents are requested not to make any special or medical appointments for their wards during school hours.
- Please ensure that your ward brings all books/exercise books according to the time table.
- Please supervise the home work given and also ensure that your ward is fully prepared for all class tests or exam.
- Parents are required to inform the school if there is any change in their address or telephone numbers.
- It is advisable for all parents to attend Parents-Teacher meeting as scheduled.

SCHOOL TIMING:-Variable to Change as per Situation

DAYS	SUMMER	WINTER
Monday to Friday	07:15 AM TO 01:30 PM	08:00 AM TO 02:00 PM
Saturday	07:15 AM TO 12:00 PM	08:00 AM TO 12:00 PM



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ADMISSION INFORMATION

Session: 2024-2025

SCHOOL UNIFORM: SUMMER

BOYS (LKG-V)

- Half Pant (Light Grey)
- White Shirt Half Sleeves with Monogram
- Tie & Belt
- Black Shoes & White Socks

BOYS (VI-XII)

- Full Pant (Light Grey)
- White Shirt Half Sleeves with Monogram
- Tie & Belt
- Black Shoes & White Socks

GIRLS (LKG-IV)

- Tunic (Light Grey)
- White Shirt Half Sleeves with Monogram
- Tie & Belt
- Black Shoes & White Socks

GIRLS (V-VII)

- Divided Skirt (Light Grey)
- Frill Blouse White
- Tie & Belt
- Black Shoes & White Socks

GIRLS (VIII-XII)

- Salwar Suit (Light Grey) with White Dupatta
- Black Shoes & White Socks.

LKG-XII HOUSE (SPORTS) UNIFORM BOYS & GIRLS ON WEDNESDAY & SATURDAY

White Pant, House Color T-Shirt, White Socks with House Color Strip, White Shoes Canvas

SCHOOL UNIFORM: WINTER

BOYS (LKG-XII)

- Full Pant (Steel Grey)
- White Shirt Full Sleeves with Monogram
- Coat (Navy Blue Woolen)
- Half Sleeves Sweater (Grey)
- Tie & Belt
- Black Shoes & Winter Socks Grey

GIRLS (LKG-IV)

- Tunic (Light Grey)
- White Shirt Full Sleeves with Monogram
- Coat (Navy Blue Woolen)
- Half Sleeves Sweater (Grey)
- Tie & Belt
- Black Shoes & White Socks

GIRLS (V-VII)

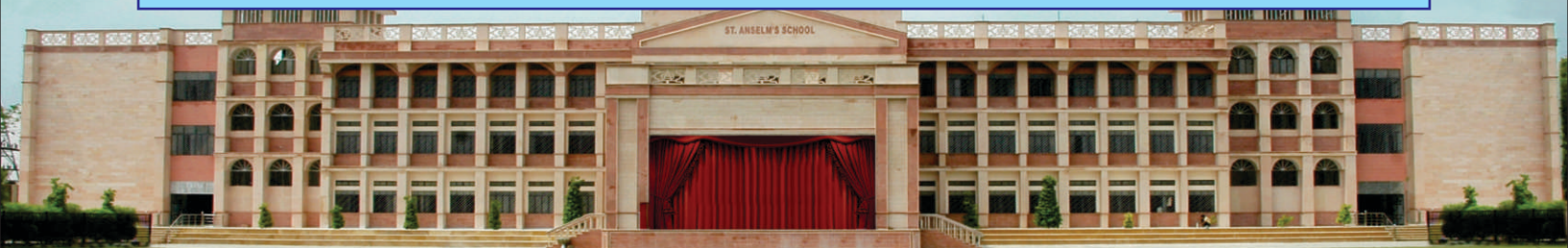
- Divided Skirt (Light Grey)
- Frill Blouse White Full Sleeves
- Coat (Navy Blue Woolen)
- Half Sleeves Sweater (Grey)
- Tie & Belt
- Black Shoes & White Socks

GIRLS (VIII-XII)

- Salwar Suit (Light Grey) with White Dupatta
- Coat (Navy Blue Woolen)
- Half Sleeves Sweater (Grey)
- Black Shoes & White Socks.

LKG-XII HOUSE (SPORTS) UNIFORM BOYS & GIRLS ON WEDNESDAY & SATURDAY

White Pant, House Color T-Shirt, Coat (Navy Blue Woolen), White Socks with House Color Strip, White Shoes Canvas



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Session: 2024-2025

AGE CRITERIA FOR THE BELOW MENTIONED CLASSES AS PER NEP 2020

LKG	Between 4 Years and 5 Years till 1 April 2024
HKG	Between 5 Years and 6 Years till 1 April 2024
I (FIRST)	Between 6 Years and 7 Years till 1 April 2024
II (Second)	Between 7 Years and 8 Years till 1 April 2024
III (Third)	Between 8 Years and 9 Years till 1 April 2024
IV (Fourth)	Between 9 Years and 10 Years till 1 April 2024
V (FIFTH)	Between 10 Years and 11 Years till 1 April 2024
VI (SIXTH)	Between 11 Years and 12 Years till 1 April 2024
VII (SEVENTH)	Between 12 Years and 13 Years till 1 April 2024
VIII (EIGHTH)	Between 13 Years and 14 Years till 1 April 2024
IX (NINTH)	Between 14 Years and 15 Years till 1 April 2024

LIST OF SUPPORTING DOCUMENTS TO BE SUBMITTED ALONG WITH THE REGISTRATION FORM:

- 1) **Municipal/Nagar Nigam Birth Certificate.** Original to be brought for Verification. The Birth Certificate issued by the competent authority must bear the complete candidate Name with all other details. The certificate preferably be submitted in English.
- 2) **A Study Certificate from the school where the child is presently studying** should be deposited (Except for LKG) along with the registration form in Original. The Study Certificate should consist student name, father's name, mother's name and Date of Birth of the candidate.
- 3) **Proof of residence** / either Driving License/Pan Card/Voter Card/Electricity Bill/Ration Card/Aadhar Card (Photocopy)
- 4) **Transfer Certificate of the Previous School in Original**, once the admission is confirmed. Transfer Certificate from PSP Portal is to be submitted. TC is not required to be submitted for Class LKG only.
- 5) **Previous Class Final Exam Marksheet of child Compulsory (Photocopy)** (Not applicable for class LKG)
- 6) **Annual Income Proof.**
- 7) **Aadhar Card of child, father and mother (Photocopy)**
- 8) **One Family Photo and Two Passport Size photo of the student.**
- 9) **All the Documentation should be self -attested with Date along with the Receipt of Rs 2000/- Reg Amt generated after filling the form.**
- 10) **SC/ST/OBC Certificate**, in case the student does not belong to general category
- 11) **The Parents are required to get the PEN ID (Permanent Education Number) of their ward from the Previous School.**



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Session: 2024-2025

FEE STRUCTURE 2024-25

- The school Fees will be charged in 4 Quarters on 20th of the mentioned month April, July, October, January. **At the Time of New Admission, the parents are required to pay the admission fees and the 1st Quarter Fee.**
- The parents are required to pay the school fee on time as per the mentioned date in the school fee booklet.
- The Fees of any kind (Registration fees/Admission fees/Quarterly fees) will not be refunded in any case.**

Registration Fee 2,000/- (Non-Refundable and non-adjustable)
Admission Fee (For all classes) 25,000/- (One Time Payment and Non-Refundable)

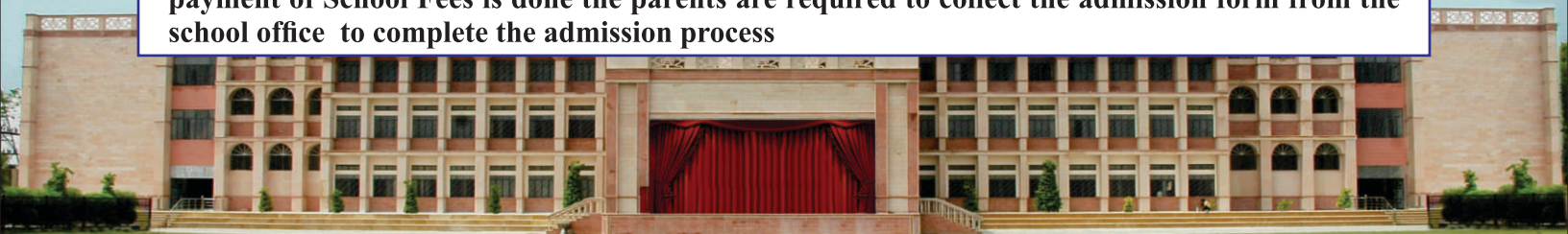
SCHOOL FEE (EXCLUDING BUS FEE, BOOKS & UNIFORM)

Class – LKG – IV	76,440/- Rs (To be paid in Four Installment)
Class - V	68,200/- Rs (To be paid in Four Installment)
Class - VI	67,080/- Rs (To be paid in Four Installment)
Class - VII - VIII	70,040/- Rs (To be paid in Four Installment)
Class - IX - X	74,440/- Rs (To be paid in Four Installment)

IMPORTANT DATES TO REMEMBER

Issue of Registration Forms Online & Offline (on Working Days)	03-01-2024 To 16-01-2024
Submission of Filled up Registration Forms in the School Office (with relevant documents) on working days 9:00 AM To 12: 00 PM	05-01-2024 To 17-01-2024
Interaction of the candidates for admission (Parents both father & mother along with the students) ONLY FOR LKG & HKG	Will be intimated through Telephonic Call & SMS
ENTRANCE TEST FOR CLASS- I to IX	Date of Entrance- 20-01-2024
	Reporting Time- 08:30 A.M
	Test Begins- 09:00 A.M
	Test End- 12:00 P.M
Declaration of list of selected candidates	24-01-2024
Payment of School Fees (selected candidates)	25-01-2024 TO 31-01-2024 on working Days

Payment of School Fees can be done either online or Cash in the Bank through challan, once the payment of School Fees is done the parents are required to collect the admission form from the school office to complete the admission process



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Session: 2024-2025

SELECTION CRITERIA FOR ADMISSION

- Selection Criteria for Admission in Class- LKG & HKG is through Interaction with the child.
- Selection Criteria for Admission in Class I to IX will be through entrance Test. The admission will be granted strictly on the basis of Merit in the Entrance Test. The principal will not be available for discussion on rejected cases, as there will be no reconsideration whatsoever
- **Subjects for Entrance Test for Class I to V will be of English and Math's & for Classes VI to VIII will be of English, Math, Science and for Class IX & XI (English, Math, Science)**
- **Duration of Test will be of 1 Hr for each subject**
- **Test Requirement - Bring your pen, pencil, eraser, ruler and other stationery (Geometry Box for Class-IX & XI). Bring your Acknowledgement /Registration Slip (Admit Card)**
- **Syllabus of Previous Class will be covered.**
- **Date of Entrance - 20-1-2024 / Reporting Time- 08:30 A.M / Test Begins – 09:00 AM**

TRANSPORTATION BY THE SCHOOL BUS:

Boys till Class-X will be permitted to avail the School Bus Transport Facility offered by the school. Students of Class-X upwards will have to arrange for their own mode of conveyance. **The school does not take any responsibility of the private transport vehicles plying as a service to students. The Parents, the driver, the private bus/auto in-charges must see to this matter. But at the same time, we are willing to help parents with problems of Private Transport as much as we can.**

School Bus No	Routes
Bus No-05	Loha Mandi, Balaji College, Benad, Nangal, Shyam Nagar, Nadi Ka Phatak
Bus No- 04	Shastri Nagar, Jhotwara, Joshi Marg, Medical Center, 21 South
Bus No- 02	Dher ke Balaji, Murlipura, Dadi Ka Phatak, Kedia Palace.
Bus No-03	Vaishali Nagar, Khirni Phatak, Chitrakoot, Joshi Marg, Ganesh Mandir
Bus No- 01	Vidhya Dhar Nagar, Ambabadi



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Online Application (How to Proceed)

1. Open the School Website (www.northcityanselm-jpr.ac.in) (Use Google Chrome Browser preferably)
2. Click on the link **Online Admission 2024-2025**
3. Read Prospectus (**Before Filling the Form**)
4. Create a New user account on the LHS by clicking on the link-(Create New User Account Here)
5. In **"NEW USER ACCOUNT CREATION"**
6. Enter valid Mobile No **with a Password** (Remember the Mobile No and Password it will be used for further use.
7. Enter Name of the Applicant
8. Enter Mobile No
9. Click the **SAVE BUTTON** to complete the **NEW USER REGISTRATION**
10. Then **CLICK RETURN TAB** to return on the **ONLINE REGISTRATION PAGE**
11. Fill the Registration Form by entering the Mobile No and Password and Click on (Sign in)
12. Select Class (**LKG/HKG/I-IX**)
13. Click (**NEW**) **Form**
14. Enter Details Carefully.
15. Upload a Passport Size Photo of the applicant. Digital, Max file size **256kb,jpg** format only.
16. Upload a Date of Birth Certificate of the Applicant. Digital, Max.file size **1024kb,jpg** format only.
17. At the bottom of the **Form Select Agree to display the (Submit) Button.**
18. Next Click the(Pay REGISTRATION Fee Online) button and make the payment online through UPI/Debit Card/*Credit Card/*RTGS/NEFT/*NET Banking(*Charges applicable) **Print Acknowledgement Receipt(this may not generate if Firewall/Antivirus is on)**
19. On the Main Application Page, the checklist on the **RHS** would be all set to **YES**
20. Return to the form and take the **FINAL PRINTED OF THE REGISTRATION FORM IN LEGAL PAPER SIZE**
21. Deposit the **FINAL PRINTED FORM DULY SIGNED BY THE PARENTS (A4 PAPER SIZE) on the Date mentioned in the Registration (BOTTOM OF PAGE)**

