



ST. XAVIER'S SCHOOL

Committed to Human Excellence

A Jesuit, Christian Minority School

Affiliated to CISCE: School Code: JH 006

Sector 1/C, Bokaro Steel City, Jharkhand - 827001

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ADMISSION TO THE PREPARATORY CLASS OF 2024-25 Instructions

Parents who wish to educate their children at St. Xavier's are expected to acknowledge the Christian Minority status of the school and be willing to share the values, vision, and mission of the school.

For the Preparatory Class usually there are several times as many candidates as available seats. To minimize the chances of elimination of the candidate from the admission process parents should adhere to the schedule and provide true, accurate and complete information in the online application form and the documents which are to be uploaded.

The candidates applying for admission are expected to have rudimentary literacy, verbal skills, quantitative reasoning, and social skills appropriate for children of about five years of age. Those who have completed the level of pre-schooling equivalent to that offered in the Prep Class (e.g., UKG) will not be eligible for admission.

Age:

Between four years and six months and five years and six months of age on April 1, 2024, (that is, children born between Oct 1, 2018, and Sep 30, 2019).

Date of Birth Certificate:

- A birth certificate issued by the relevant government agency *from the place of birth of the child* is required.
- ***Birth certificates issued after Apr 1, 2023, will not be considered.***
- If the birth was not registered and the certificate issued within six months of the child's birth, credible documents to authenticate the given date should be submitted. Baptism certificates of Catholic candidates will be accepted as credible documents.
- Affidavits will not be accepted in lieu of birth certificates.

Other Documents

- a) A standard passport size photograph of the child.
- b) Aadhar Card of the child.

- c) Both parents' photo ID (with present address) issued by a government agency (e.g., Aadhaar Card, Voter Id, Driving License, Passport, Employment Certificate, Bank Passbook issued at least six months earlier, etc.)

Documents Applicable for Special Categories

- a) Caste/ income/ disability certificate (optional).
- b) A baptism certificate and a letter from the Pastor/Parish Priest to certify that the candidate is a practising Christian (mandatory for Christian candidates).
- c) Receipt of Life Membership of BOXA (for BOXAn parents who expect special consideration for admission).

Please note:

- a) Application form for admission will not be issued or accepted beyond the mentioned dates over the counter in the school office.
- b) The school authorities or staff will not entertain admission related matters outside the school office or outside school hours.
- c) Candidates, on whose behalf attempts to influence the admission process have been observed, may be disqualified.
- d) The Admission Application forms for Prep Class 2024-25 will be available at the school office counter between **8:00 a.m. to 1:00 p.m. from 25th September to 27th September 2023**. The applicant must collect the form within the mentioned time duration. A fee of **₹1000** should be paid at the counter. The filled in application form will be accepted in the school office between **8:00 a.m. to 1:00 p.m. from 28th September to 30th September 2023**.
- e) Care should be taken to provide complete, accurate, and true information.
- f) The date of birth registered at the time of admission will not be altered. The school will not entertain requests for change throughout the child's school life.
- g) Incorrect declarations of age or any other matter will disqualify a candidate for admission. Subsequent discovery by the school authorities of wrong declarations may lead to cancellation of admission.
- h) Candidates who had applied previously for Prep will not be considered.
- i) Forms may be rejected if any mandatory field is left blank and/or the required documents are not attached.
- j) Candidates whose applications are accepted will be notified through the **notice on the school website/ school notice board on 18th October 2023** with a schedule for group interaction. The ID card for the Prep Interaction 2024-25 will be issued on 19th and 20th October 2023 after the verification of the documents submitted with the Application Form. It is mandatory to bring **the original documents for verification to collect the ID card**. The list of candidates under consideration for admission will be published in the second week of November. Admission formalities are expected to be completed by third/fourth week of November. This timeline is subject to change for reasons beyond the school's control.