

# ST. THOMAS SCHOOL, SAHIBABAD

## GUIDELINES FOR FILLING - UP THE ONLINE REGISTRATION FORM

### ADMISSIONS – [2025 – 2026]

CLASSES: PRE-NURSERY to CLASS - IX

**ONLINE REGISTRATION: 3<sup>rd</sup> FEBRUARY 2025 ONWARDS**

\*PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING-UP THE FORM, TO AVOID INVALIDATION OF THE ELECTRONIC REGISTRATION FORM.

#### ELIGIBILITY CRITERIA

1. PRE-NURSERY	: 2 YEARS TO 3 YEARS	(DOB from 01-04-2022 to 31-03-2023)
2. NURSERY [BALVATIKA-1]	: 3 YEARS TO 4 YEARS	(DOB from 01-04-2021 to 31-03-2022)
3. L.KG. [BALVATIKA-2]	: 4 YEARS TO 5 YEARS	(DOB from 01-04-2020 to 31-03-2021)
4. U.KG. [BALVATIKA-3]	: 5 YEARS TO 6 YEARS	(DOB from 01-04-2019 to 31-03-2020)
5. Class I	: 6 YEARS TO 7 YEARS	(DOB from 01-04-2018 to 31-03-2019)
6. Class II	: 7 YEARS TO 8 YEARS	(DOB from 01-04-2017 to 31-03-2018)
7. Class III	: 8 YEARS TO 9 YEARS	(DOB from 01-04-2016 to 31-03-2017)
8. Class IV	: 9 YEARS TO 10 YEARS	(DOB from 01-04-2015 to 31-03-2016)
9. Class V	: 10 YEARS TO 11 YEARS	(DOB from 01-04-2014 to 31-03-2015)
10. Class VII	: 12 YEARS TO 13 YEARS	(DOB from 01-04-2012 to 31-03-2013)
11. Class IX	: 14 YEARS TO 15 YEARS	(DOB from 01-04-2010 to 31-03-2011)

*\*[As per the New Education Policy, students will have to undergo three years of Foundational Courses (Nursery, L.KG. and U.KG.) prior to Class I (One)]*

1. The admission form will be available exclusively on the school's website from February 3, 2025, to February 25, 2025.

Upon submission, each form will be assigned a unique registration number. Please keep a copy of the completed registration form for your records.

2. Filling of Form:

- If the Registration Form flickers to refresh while filling out, please wait until the refresh is complete and Do Not enter or select any data till refreshing is completed to avoid losing data.
- Use the TAB key or mouse to navigate between fields; do not use the ENTER key.
- Once the form is completed, click the "SUBMIT FORM" button. You will then be directed to the Payment Options for the registration fee.
- Submit only one form per applicant.
- All fields are mandatory. Incomplete Form will not be accepted by the system.

- f. Ensure that your contact number and email address are entered correctly, as these will be used for future communication.
- g. If the page does not display after submitting the form, you can click on the "Proceed for Payment, if form already filled" option at the upper right corner of the page. Enter the application number you received via email and proceed with the payment.
3. A non-refundable registration fee of Rs. 700/- payable through Debit/Credit Card, Internet Banking, or UPI is mandatory.
4. For any queries, please contact us at [stssahibabad@gmail.com](mailto:stssahibabad@gmail.com) or call us at 0120-2630677, 2631336, 9599200219.
5. For more information, please contact the school office.

### **DOCUMENTS TO BE SCANNED AND UPLOADED ALONG WITH THE REGISTRATION FORM**

1. Birth Certificate issued by the Municipal Corporation/Municipality or any other competent authority. (Affidavit or Hospital Certificate will not be accepted. (Max. 500 Kb)
2. Residence Proof. (Rent Deed, Registration of the House, Electricity/Telephone Bill / Passport / Lease Deed / Electoral Card/ Aadhar Card/ Driving License etc.)
3. PASSPORT Size Photos of Both parents (1 each) (Max 500 Kb)
4. Combined postcard size Family Photograph (Max 500 Kb)
5. Passport size photograph of the candidate (Max 500 Kb)
6. Medical Certificate (Original), Immunisation Certificate/Card of the Child. (Max 500 Kb).
7. Aadhar Card copy of the parents and Child need to be produced at the time of parental interaction.
8. SC/ST/OBC Certificate of the child/Father (if applicable). (Max 500 Kb)

### **ROUTES/LOCATIONS COVERED BY SCHOOL TRANSPORT**

All areas of Lajpat Nagar, Shyam Park, Karhera, Mohan Nagar, Rajendra Nagar, Raj Nagar Extn., Shalimar Garden Main (Extn. - I & II), Arthala, Sahibabad Village, Parsvanath Paradise (Mohan Nagar), Vasundhara, DLF, Pasonda, Bhopura.

#### **Note:**

1. Admission to L.KG. (Balvatika -1) ,U.KG. (Balvatika -2) and Class I onwards, will include a written examination (Eng, Hin.,Maths (Science from Class VI, onwards based on the syllabus of the previous class.
2. The decision of the concerned authorities regarding admission will be final and binding.
3. Please note that submitting the Registration Form Online does not guarantee admission.