



# CREANE HR.SEC.SCHOOL

(Creane Kislay Pre- Primary)

Near Aerodrome/Stadium, Jehanabad 804408(Bihar)

ADMISSION POLICY PROCEDURE – (2025-26)	LKG (Age Limit) Balvatika -II
	04 - 04½ years as on 31st March 2025.
	Seat -80(Girls) & 80(Boys)

## 1. Admission Policy and procedure:

- Being a Christian Minority institution all deserving Catholics seeking admission will be granted the same even beyond 25%.
- 15% seats are reserved for School Governing Body.

The Admission List will be prepared on the basis of following parameters (Maximum 100 points):

Sl	Particulars	WEIGHTAGE (MAXIMUM)
1	Ward of Creane Hr. Sec. School Staff	15
2	Neighborhood Children (within 03 KM–10 Points & Above 03 KM – 00 Points)	10
3	Sibling of the present student (2 <sup>nd</sup> Child – 10, 3 <sup>rd</sup> Child – 00)	10
4	Aadhar Card of the child	15
5	Mother's Qualification (Graduation & Above)	10
6	Ward of Defence Personnel / Differently abled parents	10
7	Valid Birth Certificate obtained within 06 months of birth	10
8	Complete and Correct Information with complete enclosures. (Points to be given by Admission Committee)	10
9	Proof of Income Tax Return (A Y -2024-25)	10

- Need to submit the filled Admission Request – FORM along with the required documents on 04/02/2025 and 05/02/2025. This form **in sealed envelope** should be submitted at Creane Kislay Reception between 09:30 am-12:30 pm.
- All the Original Documents / Certificates must be produced at the time of Verification of documents. Please submit self-attested photocopies for office use.
- It is the responsibility of the parents to see that the Admission Request Form is complete in all respect. Incomplete / illegibly written / overwritten/ lack of supportive documents or certificates will lead to rejection of Admission Request Form. False documents/ incorrect information found at any time, even after admission, will debar the candidate from getting admission or pursuing studies.
- All documents submitted at any time will become the property of the school and will not be returned.
- Selection of the candidates will be done by the **ADMISSION COMMITTEE**. No correspondence will be solicited regarding selection and admission of a candidate. Any recommendation, use of influence (direct or indirect), offer of donation, etc. will lead to cancellation of the Admission Request Form / admission of the candidate.
- If selected, admission must be taken within the time given for admission, thereafter the candidate will forfeit the chance for admission
- If there are more applicants than the available seats in the merit list prepared on the basis of given parameter, lottery will be taken from those selected within the above parameter.
- If the child is underage / overage the forms will be rejected. The Committee's decision will be final.
- Admission Request Form fee/Admission fees will not be refunded in any circumstance.

**11. Enclosures required to submit Application Form at Creane Kislay Reception Office**

**a) 02 – Colour Photographs with Father-Mother-Candidate**

**b) Enclosures List:**

- i. Valid Birth Certificate
- ii. Immunization Card
- iii. 2 Postcard Size Colour Photographs of the Candidate (Without Winter dress)
- iv. Aadhar Card of the Candidate, Father and Mother (Xerox in one page)
- v. Academic Qualification Certificates of Parents (Only Highest Qualification Certificate)
- vi. If Christian, Baptism Certificate and Letter from the Parish Priest
- vii. Sibling Candidate's latest Fee Receipt and copy of School ID (for Creane Student)
- viii. Xerox copy of Defence Personnel/Differently abled certificate
- ix. Half Yearly Result of Playgroup/Nursery

**12. Total Seats (Excluding Christian Minority): 160 (LKG. Balvatika II)**

**13. Application Form will be available at Creane Kislay Reception from **06/01/2025 to 31/01/2025.**(Timing: 09:30 am – 12:30 pm)**

**14. Date of Admission Request From submission : 04/02/2025 and 05/02/2025 (Timing: 09:00 am – 12:30 pm)**

**15. Document Verification : 06/02/2025 (Time : 08:00 am – 3:00 pm)**

**16. Counselling List : 07/02/2025 (School Website <https://www.creanehrsecschooljehanabad.in>)**

**17. Date of Counselling(Interview) With Father, Mother and Child : 09/02/2025 ( Time: 08:00 am – 3:00 pm)**

**18. Selection List for Admission : 11/02/2025 (School Website <https://www.creanehrsecschooljehanabad.in>)**

**19. Admission Request Form and Processing Fee : Rs. 800/-**

**20. Office Hours : 09:30 am to 01:00 pm**

**Fee Structure: -**

Particulars	Amount (in Rs.)
Admission Fee	Will be given Later
Tuition Fee	
Term Fee	
Examination Fee	
Expansion & Development	
Stationary (Book, Diary, I- Card)	

**21. You may seek admission if you are satisfied with the above given admission policy and procedure.**