



# ST. MARY'S CONVENT SR. SEC. SCHOOL

Tillawala, Airport Road, Jagatpura, Jaipur, Rajasthan, India-302025

(Affiliated to Central Board of Secondary Education, Delhi)

Email Id - fsma.jaipur@gmail.com , Website - www.stmarysconvent.in

Phone No. - + 91 141 2988823

## New Admission for Session 2025-26

### GUIDELINES FOR ADMISSION

Dear Parents/ Guardians,

Kindly read the following online instructions before you fill in the information for classes Nursery to IX & XI admission which will be available on the school website [www.stmarysconvent.in](http://www.stmarysconvent.in) from Wednesday, December 4, 2024. (Only Online Registration)

(Please Note: - Once the seats are filled, the online registration form will not be available.)

1. Registration for New Admission for Classes Nursery to IX & XI is open.
2. Registration form for new admission will be filled only through the online mode. No form will be issued from the school office.
3. Only one application form per candidate is permitted.

#### ADMISSION CRITERIA

**\*\*There will be written entrance exam for classes HKG to IX & XI admission.**

**Date & time of the exam will be shared later. \*\***

4. The online form fee is ₹ 2000/- to be deposited online through the school website.
5. The above fee is **non-refundable** in case of rejection / disqualification.  
(No claim will be entertained, whatsoever.)
6. After submitting online form, take a print-out of the same and submit it to the school office in between **9:00 AM to 1:00 PM** for verification along with the following self-attested documents: -
  - a) **Photocopy of birth certificate** issued by Government Authority is essential for admission. No admission will be granted without a valid Birth Certificate **(Birth Certificate without name or handwritten name will not be accepted)**.
  - b) **1 Passport size photograph** of the child and recent **1 family photograph (postcard size – 4 x 6 in landscape)** with the child sitting in the center, in case of sibling, family photograph must be with the sibling in the school uniform.
  - c) **Address proof** of parents (photocopy of Electricity Bill / Mobile Bill / Driving License / Aadhar / Latest Rent Agreement) **(Any one of them)**
  - d) Photocopy of either **Bonafied Certificate / ID Card / half yearly marksheet** of the session 2024-25.
  - e) Photocopy of the previous class **Final Marksheet and Original TC** required only once the admission is confirmed, which needs to be submitted on or before 10<sup>th</sup> April, 2025.
7. **Permanent Education Number (PEN)** of the student in case of classes LKG to IX & XI is mandatory to be filled in the Registration Form only.

**If PEN is not available of the applicant, then the admission will be based on the age criteria. As of July 31<sup>st</sup> 2025, the candidate's age should be as per the age requirement mentioned below: -**



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CLASSES	AGE	CLASSES	AGE
NURSERY	3 +	IV	9 +
LKG	4 +	V	10 +
HKG	5 +	VI	11 +
I	6 +	VII	12 +
II	7 +	VIII	13 +
III	8 +	IX	14 +

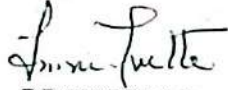
- Once the documents are verified by the school office, a specific date will be shared with the parents to come along with the candidate for the final round of **interview/entrance exam**.
- For the final round of interview/entrance exam **both the parents** need to be present.

**(The decisions taken pertaining to the admission process are totally under the purview of the School Management. Its decision shall remain final and binding.)**

List of the students for provisional admission to **classes Nursery to IX & XI** will be displayed on school website and on the noticeboard near to school Guardroom.

**Final admission is confirmed only once the Admission Fee of ₹ 20000 (Non-Refundable) along with 1<sup>st</sup> Quarter fee is paid within a stipulated time that will be informed later.**

Date : - 02/12/2024

  
**PRINCIPAL**  
**Principal**  
**St. Mary's Convent Sr. Sec. School**  
 Jagatpura, Jaipur (Raj.) 302025