



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 2026-27

GUIDELINES FOR ADMISSION

Dear Parents/ Guardians,

Kindly read the following online instructions before you fill in the information for classes Nursery to V & XI admission which will be available on the school website www.stmarysconvent.in from **Monday, December 1, 2025.** (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 V & 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

****Written entrance exams for Classes HKG to V and XI admissions will be conducted. Date & time for 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 marksheets** of the session 2025-26.
 - e) Photocopy of the previous class **Final Marksheets** and **Original TC** required only once the admission is confirmed, which needs to be submitted on or before 10th April, 2026.
7. **Permanent Education Number (PEN)** of the student in case of classes II to V & XI is mandatory to be filled in the Registration Form only.

(Without PEN, admission form for classes II to V & XI will not be entertained)



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8. For classes Nursery, LKG, HKG and I, if PEN is not available, then the admission will be based on the age criteria. As of March 31st 2026, the candidate's age should be as per the age requirement mentioned below: -

CLASSES	NURSERY	LKG	HKG	I
AGE	3 +	4+	5+	6+

9. 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 **entrance exam** followed by final round of **interview**.
10. Both parents are required to be present for the final round of interview/entrance exam for Classes HKG to V and XI admissions. The School Management's decision regarding admissions will be final and binding.

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

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

Date : - 20/11/2025


PRINCIPAL