

**OUR LADY OF FATIMA CONVENT SECONDARY SCHOOL**  
**AJIT NAGAR, PATIALA 147001**  
**(A Private unaided Christian Minority Institution)**  
**Notice for L.K.G. Admission for Session 2024-2025**

Our Lady of Fatima Convent Secondary School is an English Medium private unaided Christian Minority Institution which has **90** seats at the LKG level. As such the norms of the minority institution are applicable in the admission process. The school imparts education to the Christian community around and also extends its services to the members of other communities to the extent possible.

**POLICY FOR APPLICATION FOR ADMISSION TO LOWER  
KINDERGARTEN (LKG) 2024-2025**

**THE COMPLETE FORM MUST BE PRINTED BACK TO BACK ON LEGAL SIZE (21.5 CM X 34.5 CM) WHITE PAPER. NO FORM PRINTED ON ANY OTHER SIZE OR COLOUR WILL BE ACCEPTED. BACK TO BACK PRINTING IS MANDATORY FOR PAPER CONSERVATION PURPOSES.**

**KINDLY NOTE:**

No forms will be available at the school. There are TWO pages in the form. The complete form must be downloaded and duly filled.

**DISCLAIMER:**

The school will not be held liable in case there are any server/internet problems resulting in an inability to access/print the form.

**ELIGIBILITY:**

Children born between **01st April 2019** and **31st March 2020** are eligible to apply for the session **2024-25** for the L.K.G. Admission. If your child is not within the age limit mentioned above, you are requested not to download the registration form. Parents can only download the Registration Form by logging into our School's website – **[www.ourladyoffatimapatiala.com](http://www.ourladyoffatimapatiala.com)**. There will be no screening of the children or their parents. Registration Forms will be available on the website on **December 11<sup>th</sup> and 12<sup>th</sup>, 2023** between **10:00 a.m. and 12:00 p.m.** Registration Forms duly filled with complete attested photocopies of the relevant documents are to be submitted along with the payment of **Rs. 500/-** (non-refundable) at the School Office on **January 5<sup>th</sup> and 6<sup>th</sup>, 2024** between **10:00 a.m. and 12:00 p.m.** No registration forms will be accepted after **12:00 p.m.** on **January 5<sup>th</sup> and 6<sup>th</sup>, 2024**. Only one registration form per child is to be submitted. In the event, if it is discovered that more than one registration form has been submitted for a child, all such registration forms shall stand rejected and the candidate stands disqualified automatically and will not be considered for the draw of lots.

Preference will be given to Catholics, Christian Children and Wards of Staff. Preference does not guarantee admission. Draw for open seats, after accommodating the reserved seats will be made by **draw of lots** on the **27<sup>th</sup> January, 2024** at **3:00 p.m.** **No donation or recommendation is accepted for admission.** There will be no second draw under any circumstances. If there will be any vacant seat(s), the Principal shall use her own discretion to fill such vacant seat(s). Principal's decision shall be final.

**The school has no transport facilities.** Please note that parents will be responsible for arranging transportation for their child. Parents using other means of transport will be

responsible for making safe arrangements of transportation for their children. This includes verification of drivers of the vehicle and all other requirements as directed by the CCPCR, CBSE, Central Government and Administration, Hon'ble Punjab and Haryana Court etc. Parents are therefore advised to take admission in school near their residence.

With the firm belief that children should not be exposed to the stress of long journeys, parents are advised to opt for neighborhood schools.

The school has already implemented numerous safety and security measures which are detailed on the school website <http://www.ourladyoffatimapatiala.com>. Parents are requested to please go through the safety and security measures and apply only after they are satisfied with the measures in place. No objection to the measures will be entertained once a child has been admitted into the school.

Please note that at the time of admission and at all times therefore, the medical details and record of the child shall be disclosed to the school keeping in the best interests and welfare of the child. Any previous medical history/any other information pertaining to the child's physical, emotional and mental health must be disclosed. Please note: Parents are requested to disclose all information as they may be possible in case of an emergency and in the handling of your child. Parents will be expected to submit an undertaking to the effect that no medical issue is being withheld from the school.

**SC JUDGMENT:** The Hon'ble Supreme Court of India has held in the case of Society for Unaided Private Schools of Rajasthan v/s U.O.I & others Writ Petition © No. 95 of 2010, that the provisions of the Right of Children to Free and Compulsory Education Act 2009 (RTE) shall not apply to Unaided Minority Educational Institutions. The National Commission for Minority Educational Institutions, Government of India, New Delhi has declared Our Lady of Fatima Convent Secondary School, managed by the Seraphina Educational Society to be a Minority Educational Institution within the meaning of Section 2 (g) of the National Commission of Minority Educational Institutions Act, 2004 ('NCMEI Act'). Therefore being a certified Christian Minority Unaided Educational Institution, Our Lady of Fatima Convent Secondary School does not have to reserve 25% seats for the E.W.S (Economically Weaker Section) as mandated in the Right of Children to Free and Compulsory Education Act 2009.

#### **AT THE TIME OF SUBMISSION OF FORMS:**

At the time of submission of forms, amount of **Rs. 500** is to be deposited with each downloaded form. You are requested to bring a single **Rs. 500** note as the school cannot furnish change for large denomination notes.

Kindly bring along an Original Date of Birth Certificate for verification purpose. The same will be returned immediately.

There will be a preliminary examination of the forms. All forms found incomplete/with documents missing/unattested/with incorrect information/ineligible will not be accepted.

The accepted forms will, thereafter, be subjected to further detailed verification after which the final list for eligible candidates for the draw of lots will be made up.

The Final list of eligible candidates for the draw of lots will be put up on **27<sup>th</sup> January 2024** outside the school and on the school website.

Please ensure that the acknowledgement slip that will be given to you, is retained and produced whenever you come to the school regarding all future dealing pertaining to the admission.

## **DOCUMENTS TO BE ATTACHED ALONG WITH THE REGISTRATION FORM:**

### **Photograph:**

- One latest postcard size photo of the child along with the parents taken in the month of **December 2023** or **January 2024**. (Mention date on photo)

### **Birth Certificate:**

- Photocopy of the Birth Certificate issued by the Municipal Corporation attested by gazetted officer or 1st class magistrate.

### **Income Proof/Certificate:**

- Income proof/certificate of Father and Mother (if both parents are working).

### **Residence Proof:**

- Photocopy of Voter ID or Valid Ration Card or Passport or Aadhaar Card (any one).

### **Catholics/Christians must attach:**

- A photocopy of the Baptism Certificate/dedication certificate of the child.
- A letter from their Parish Priest/Pastor testifying the membership of their Parish and their active involvement in their Church.

### **Single Parents must attach:**

Suitable supporting documents indicating custody of the child by the applicant. e.g., Divorce papers/court order/death certificate, etc. **Kindly note: This is for our information only and has no relevance to grant admission which is by solely draw of lots.**

### **Foreign Nationals, please attach the following documents:**

- Valid Visa
- Residential Permit or PIO/OCI Card

### **PLEASE NOTE:**

1. All documents submitted along with the registration form and photograph shall become the property of the school and will not be returned. **There will be no refund of registration fee.**
2. That the school on accepting the Registration Fee and on Registering the name is not in any way bound to provide admission to your ward.
3. Incomplete registration forms/those filled with incorrect information, unattested/not accompanied by the required documents, will not be considered for draw.
4. In case it comes to the knowledge of the Management, at any point of time that the information furnished is incorrect, the admission will stand cancelled without **having any right to claim the refund of the fee paid.**
5. If your child is selected for admission, all documents in original must be produced, for verification. In case, on verification, if any document is found to be fabricated, forged or tampered with, the Management reserves the right to cancel the admission. **Fees once paid at the time of admission will not be refunded at any cost.**
6. Both of the Parents must be present at the time of admission.



**Sr. Flevy David**  
**(Principal)**

**December 1, 2023**