



St. John's High School

(A Private Unaided Christian Minority Institution)

APPLICATION FORM FOR UPPER KINDERGARTEN 2025-26

Submission of Application Form does not guarantee Admission

For Office Use

THE COMPLETE FORM MUST BE PRINTED ON A4 SIZE (21.0 CM X 29.7 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

Please read the instructions carefully before filling the Application Form

Note : Kindly download the application form from 5th to 20th December, 2024 till 10.00 a.m. Duly completed form along with attested documents will be accepted in the school office only from 7th to 20th December, 2024 from 09.00a.m. to 11.00 a.m. Online submission of form will not be entertained.

Registration Fee to be paid : Rs.150/-

Please Note : ST. JOHN'S HIGH SCHOOL IS AN ALL BOYS' SCHOOL

Dear Parents,

Thank you for applying for your son's admission to St. John's High School. We wish you all the best.

CHECK LIST: Kindly tick off the documents being submitted along with your child's/ward's form.

Please ensure that all documents are legible and attested by a Gazetted Officer or a 1st Class Magistrate or Oath Commissioner or Notary. The attestation must not be more than 6 months old. Please note: SELF ATTESTED FORMS WILL NOT BE ACCEPTED.

1) **Birth Certificate**

Birth certificate of the child issued in accordance with the provisions of the Registration of Births & Deaths Act, 1969 with the child's name and the parents' names on it.

Please note: The parents' names must **exactly match** the names on the applying child's Date of Birth Certificate **and no changes will be accepted later.**

2) Please attach any one of the documents listed below showing identification proof of parents :

Please attach **one for each parent** :

(i) Passport (valid) (ii) Driving License (valid) (iii) Voter I-Card (iv) Pan Card

(v) Aadhar Card (vi) Any other Govt. identification document

Father Mother

Please note: Details on the parents' identity documents must exactly match those on the child's Birth Certificate

3) **Christians** must attach both:

(i) Baptism Certificate/Dedication Certificate of the **child.**

(ii) A letter from the respective Parish Priest/Pastor testifying to the membership of their Parish and their active involvement in the Church.

4) **Alumni**(All five) :

(i) School leaving certificate/Class 10/12 pass certificate

(ii) Membership cards of (a) SJOBA and

(b) SJOBA Foundation

(iii) List detailing how you have been engaged with SJOBA

(iv) List detailing how you have been engaged with St. John's High School

(v) Letters verifying membership from the current

(a) Secretary, SJOBA

(b) Secretary, SJOBA Foundation

5) **Sibling in School:**

(i) Birth certificate of sibling with parents' names clearly indicated.

(ii) "No Dues" Certificate from the School for the sibling currently studying in the School.

Please Note: The parent's names in the sibling's DOB certificate must **exactly match** the names on the applying child's Date of Birth Certificate.



6)(a) **Recent Passport sized photograph of the child**(not more than one month old)

with the **child's name and date of taking** the photograph printed below(as per sample shown)

(b) **Postcard sized latest photograph of the parents (only) with the child and siblings.**

(not more than one month old)

7) **Documents issued by the Government displaying each parents'/ Legal Guardian's signatures.**

Father Mother

8) **Single parents:** Suitable supporting documentation **indicating legal custody of the child** by the applicant

e.g.: divorce papers/Court order/death certificate etc.

9) **Legal Guardian** (if any): Suitable documents indicating legal custody of the child.

10) **If foreign national, please attach the following documents:**

i) Valid Passport.

ii) Valid Visa and Residential Permit or PIO Card/OCI Card.

11) Children who are **differently abled and can be mainstreamed:**

i) Learning Disability Certificate issued by the certifying authority designated under sub-section 1, Section 57 of the Rights of Persons with Disabilities Act, 2016.

ii) Detailed assessment report indicating that the child can be mainstreamed.

Kindly note: The information asked for below is for our information only and has no relevance to the admission which is by draw of lots.

12) **Schedule Caste / Schedule Tribe/ Other Backward Class:**

SC/ST/OBC Certificate of the child, issued by the appropriate authority.

TOTAL NO. OF DOCUMENTS ATTACHED

Signatures:

Father

Mother

Legal Guardian (if any)

For St. John's High School: _____

(Name with Date)



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Kindly note that all admissions are done ONLY by the School as per the procedure prescribed. NO ONE HAS BEEN AUTHORISED TO GIVE ADMISSION/ASSURANCE REGARDING THE ADMISSIONS.

Kindly read the instructions carefully before you submit the application form:

- SC Judgement:** 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 (C) 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 **St. John's High School, managed by the Congregation of Christian Brothers in India, to be a Minority Educational Institution within the meaning of Section 2(g) of the NCMEI Act. St. John's High School, Sector 26, Chandigarh, therefore, being a certified Christian Minority, Unaided Educational Institution, does not 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.** The school imparts education to the Christian community around and extends its service to the members of other communities to the extent possible.
- There are 5 printed pages in the form. Kindly ensure you have downloaded all the pages.
- Only those boys born between **1st April, 2019 and 31st March, 2020** will be eligible for KG admission for the academic year **2025-26**. If your child is not within the age limit specified, he will **NOT** be considered for admission.
- There will be no screening of the children or their parents. Number of seats in UKG, in total = 160.
- Selection for free and open seats, if available after allocation of other seats, will be made by draw of lots on **18th January 2025** at the School premises at **10.00 a.m.** **Only a parent or an adult representative (ONE ONLY), CARRYING THE ACKNOWLEDGEMENT SLIP will be permitted to attend the draw of lots. Please do not bring children along.**
Note : Children will not be allowed inside the School premises for the draw of lots.
- Finalization of selected candidates and waiting list will be displayed by **20th of January, 2025.**
- Only filled-in application forms along with **photocopies** of relevant documents duly attested by a Gazetted Officer or a 1st Class Magistrate or an oath commissioner or Notary (the attestation must not be more than 6 months old) will be accepted between **09.00 am to 11:00 am** from **7th December to 20th December 2024** inclusive of both days (excluding holidays) **at the School.** No entry will be permitted for submission of forms **after 11.00 am on 20th December 2024** under any circumstances. No self-attested form will be accepted.
- Incomplete forms/those filled with incorrect information/unattested forms or forms without all the required documents, will NOT be considered for admission. The list of eligible candidates will be displayed on 14th January, 2025. No. queries will be entertained if the name is rejected.**
- No enquiries will be entertained at the time of submission of forms.**
- If the names and surnames given in the application form do not match with the birth certificate of the child and the identity proof of the parents, the application form will be considered incomplete and will **NOT** be considered for admission. No changes will be entertained thereafter in the School records. In case of sibling, the parent's names in the sibling's DOB certificate must exactly match the names on the applying child's Date of Birth Certificate. No spelling differences will be entertained.
NB: The names of the parents and the child must also match the LKG School leaving certificate that will be submitted, in case of admission.
- No alteration will be permitted in the application form once the same has been submitted. Hence, you are strongly advised, if you so desire, that the necessary rectifications like addition/deletion of the name/surname/parent's name/s is got done legally from the Issuing Authority **before** submission of the Application Form.
- In case it comes to the knowledge of the School Management, on detailed verification of the documents submitted or at any point thereafter, that the information furnished is incorrect or wrong, or the documents submitted have been forged/fabricated/tampered with, the admission will stand cancelled forthwith, without any notice and without having any right to claim a refund of the fee paid. The School Management also reserves the right to initiate appropriate proceedings in case of any of the above contingencies.
- Submission of the Application Form and/or participation in the draw of lots does not guarantee admission. The admission process will be considered complete only on completion of all formalities of admission, verification of all documents and payment of fees within the stipulated time.
- Both parents must be present with the child on the day of admission,** which will be a date after the draw of lots, as the signatures of both are imperative.
- Originals of all documents must be produced at the time of admission,** to permit verification. In case, on verification or at any subsequent point of time, any document is found to be fabricated, forged or tampered with, the School Management reserves the right to cancel the admission forthwith.
- 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 dealings pertaining to admissions.**
- The School being a Minority Institution reserves its constitutional right to give preference to children from the Christian Community. Preference will also be given to Siblings, Wards of Alumni, Management and Wards of Staff. (Only wards of those Alumni, will be considered in the Alumni category who have studied in the school for a minimum period of ideally 5 years; are members of the SJOBA Foundation as well as of SJOBA, have ideally been active for 5 years in SJOBA and who have been engaged with the School.) Conditions apply.
- Please note:** In case the applications for these categories exceed the number of seats available, a draw of lots will be held within the various categories. You are, therefore, advised to apply in other schools as well as in the interest of your child's future.
Kindly Note: Preference does not guarantee admission. All alumni are requested to attach the documents mentioned as well as lists detailing how they have been engaged with SJOBA Foundation, SJOBA and St. John's High School.
- With the firm belief that children should not be exposed to the stress of long journeys, parents are advised to opt for neighbourhood schools.
The school is not responsible for providing transport facilities. There are, however, a few private contractors plying buses which are being run on pre-designated routes. The routes on which the buses are plying are fixed by the private contractors and are available on the School website. Parents are therefore advised to apply to neighbourhood schools. Please note that parents will be responsible for arranging transportation for their child if no seat is available on the buses being run by the private contractors or the child stays outside the already designated routes. Please note: **NO REQUESTS FOR NEW ROUTES/CHANGE IN ROUTES WILL BE ENTERTAINED** by the School as the routes are fixed by the private contractors.
Please note : Parents using other means of transport, barring the buses run by the private contractors, 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 UT Administration, Hon'ble Punjab and Haryana High Court etc. Parents are, therefore, advised to take admission in schools near their residence.
- The School has already implemented numerous **safety and security measures** which are detailed on the School website <http://www.stjohnschandigarh.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 adopted by the School will be entertained once a child has been admitted into the School.
- Regarding School Rules:** Parents are expected to strictly adhere to the rules in the interest of the discipline and safety and security of their children as well as the upbringing of a well-rounded human being. Timings must be strictly adhered to especially as regards the dropping and pick-up timings to/from the School, as per School Rules.
- Please note that at the time of admission and at all times thereafter, the medical details and record of the child shall be disclosed to the school keeping in mind the best interests and welfare of the child. Any previous medical history/or 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 vital 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.
- Being a Christian Minority Educational Institution and in imitation of Jesus, who made a preferential option for the poorest of the poor of society, the School has independently been educating children from the E.D.G.(Economically Disadvantaged Group) since 1996 and currently has nearly 290 students from this category fully integrated into the School. For the year 2025-26, **the children from the E.D.G. have already been admitted** as the School policy is to admit these children one year earlier at the preparatory level in order to bring them up to a standard that permits them to be fully integrated into the mainstream.
Kindly Note : This is an entirely voluntary exercise as the School being a Christian Minority, Private, Unaided School does not come under the purview of the RTE Act in the matter.
- Only ONE application form per child is to be submitted. In the event of it being discovered that more than one application has been submitted for a child, all such forms will stand rejected and the candidate shall be disqualified and not be considered for the Draw of Lots.
- Parents to reach one hour prior in case of draw held in person.
- Forms and all the accompanying documents/photographs, once submitted, will become the property of the School and **shall not be returned.**
- At the time of submission of forms:**
 - Kindly bring along an **Original Date of Birth Certificate** for verification purposes. 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 will not be accepted.
 - The accepted forms will, thereafter, be subjected to further detailed scrutiny after which the final list of eligible candidates for participation in the draw of lots will be prepared.
- The final list of eligible candidates for the draw of lots will be put up on **14th January, 2025 outside the School and on the School website.**
- Contact numbers/Email IDs given must be permanent, valid and working. In the eventuality that the School is unable to reach you at the number(s) given, the School will not be held responsible for the consequences.

NOTE : All admissions which are granted shall be on a provisional basis and subject to the detailed verification/scrutiny of all documents against the original at the time of admission. If any document is found to be false/tampered with or if the child is found to be ineligible on any ground, the admission shall stand cancelled. I hereby certify that I have carefully read all the above instructions and agree to abide by them.

Signatures:

Father

Mother

Legal Guardian (if any)



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Language spoken at home:

Is your child an only Child: Yes No

If No, have you any other child/children already studying in St. John's High School/Other schools? If so,

Name(s)	Class, Section & Adm. No.	Name of the school
1.
2.
3.
4. Non school going : NA <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, No. of Brother(s) <input type="checkbox"/> Sister(s) <input type="checkbox"/>		

Is the child's father an ex-pupil of St. John's? : Yes No

(a) If yes, Year of Graduation:.....(b) House.....

(c) Years studied in St. John's Year to Year

(d) Class to..... Class (e) Admission No.

Is the child's father a member of SJOBA Yes No

Is the child's father a member of the SJOBA Foundation Yes No

Please attach separate lists detailing how he has been engaged with SJOBA Foundation, SJOBA and St. John's High School.

Family Information (Please tick):

THE STUDENT LIVES WITH Both Parents Mother only Father only Other Specify

LEGAL CUSTODY Both Parents Mother only Father only Legal Guardian Specify
(Attach legal documents)

CORRESPONDENCE TO Both Parents Mother only Father only Other Specify

CHECK IF APPROPRIATE Father deceased Mother deceased

Parents Divorced Parents separated

Father remarried Mother remarried

Parents living outside India Parents not living in Tri-city

One Parent not living in Tri-city Father Mother

Please attach custody papers if parents divorced or separated.

Is your child differently abled but can be mainstreamed? Yes No

Signature of Father

Signature of Mother

Signature of Legal Guardian (If any)

For Christians Only : As my child is a Christian, I understand and accept that he will be attending Catechism classes for the duration of his stay in the School.

Signature of Father

Signature of Mother

Signature of Legal Guardian (If any)

Note: The school does not accept any donations/capitation fees for admissions.

Signature: _____
Father

Mother

Legal Guardian (If any)

Name: _____
Father

Mother

Legal Guardian (If any)

