

# Mar Baselios Public School

## Devalokam, Kottayam

### Admission Guidelines

- ❖ Admission forms are available from 1<sup>st</sup> November to 31<sup>st</sup> January.
- ❖ Parents should enquire for the admission forms & availability of seats at the school front office, in advance, to avoid inconvenience.
- ❖ Admission form and Prospectus (LKG to Class IX & XI) will be available at the School office. For classes LKG to IX Application form fee Rs.500 & for class XI Rs.550. **(Non-Refundable)**.
- ❖ Detailed information about the dates of submission of forms, entrance test (Std-II to IX & XI), result declaration, interaction with parent and student and appointment dates will be available from the school front office. There will be no entrance test for admissions to LKG, UKG & Std I.
- ❖ Decision by the Management will be final regarding selection & admission.
- ❖ Mere registration does not guarantee admission.
- ❖ No recommendations will be entertained.
- ❖ **NOTE: ADMISSION FORMS WILL ONLY BE AVAILABLE ACCORDING TO THE AVAILABILITY OF SEATS.**

### Documents to be submitted along with Admission form

- ❖ Self-attested copy of the Birth Certificate from Corporation/Municipality/Panchayath. **Affidavit or Certificate from a Hospital will not be accepted.** Information given in the admission form should be identical to details in the birth certificate.
- ❖ Copy of Report Card of present class (Annual Report Card/ if not available, Half yearly).
- ❖ Affix recent passport sized photographs (2 nos.) at the designated places on the admission form.
- ❖ Copy of Aadhaar Card of student. (Produce the original Aadhaar for verification).
- ❖ Documents once submitted along with the admission form will not be returned.

### Documents needed at the Time of Interaction

- ❖ Family photograph including all members (parents and siblings of student), for identification purposes.
- ❖ Original Transfer Certificate and Conduct Certificate, for Stds-II and above.

- ❖ If school bus facility is required, parents should enquire about availability along the required routes, **before admission** and submit school bus form.
- ❖ Originals of all the documents (as mentioned above) will be verified at the time of interaction.
- ❖ Medical certificate regarding physical challenges / special needs, if any.

## **Contact Us:**

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**Mar Baselios Public School, Devalokam, Kottayam**

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