

No.

Session  
2018-2019



# The Helen Jerwood Preparatory School

## (Queen Mary's School, Tis Hazari, Delhi-110054)

(A Christian minority institution under the Management of the Helen Jerwood Memorial Education Society of the Diocese of Delhi, Church of North India)

### Registration Form for Pre School

For Office Use	
Reg. No.	
Receipt No.	
Date	
Signature	

Recent Passport Size Photo  
Of the Child with Parents

Recent  
Passport Size  
Photo of the  
Child

**Note: Please read the Rules & Regulations attached herewith before filling the registration form and comply all the requirements. Please also note that the incomplete forms shall be rejected out rightly.**

#### A. About the Child

1. Name of the Child \_\_\_\_\_  
(In Block Letters)
2. Date of Birth: DD   MM   YYYY
3. Nationality: \_\_\_\_\_
4. Mother Tongue: \_\_\_\_\_
5. Religion: \_\_\_\_\_
6. Does the child require any special needs? Give Detail: \_\_\_\_\_

#### B. About the Parents:

Father

Mother

	Father	Mother
1. Name		
2. Occupation/ Profession		
3. Designation		
4. Organization's Name		
5. Organization's Address		
6. Office Telephone No.		
7. Residence Telephone No./ Mobile No.		

8.	<b>Area in which they can contribute to the enrichment of the school.</b> (Please Put a Tick(✓) against your choice.)	Cultural	<input type="checkbox"/>	Media	<input type="checkbox"/>
		Sports	<input type="checkbox"/>	Academics	<input type="checkbox"/>
		Medical	<input type="checkbox"/>	Professional	<input type="checkbox"/>
		Any other	<input type="checkbox"/>		

**C. Other Information:**

1. Residential Address/ Distance from the School	Specification		(Tick the appropriate box) To be filled by the Parents	Points
				Maximum 35 Points (To be filled by office only)
Residential Address	Within 05 k.m.	35 pts.	<input type="checkbox"/>	
_____ _____ _____ _____ Distance ____K.m.	Within 08 k.m.	25 pts.	<input type="checkbox"/>	
	Above 08 k.m. – within 10 k.m.	20 pts.	<input type="checkbox"/>	
	Above 10 k.m. – within 15 k.m.	15 pts.	<input type="checkbox"/>	
<b>2. Sibling :</b> (Refer Explanation Point – A) Name _____ Class & Sec _____ Adm No _____			<input type="checkbox"/>	<b>5</b>
<b>4.Christian Candidate :</b> Name & Address of the Church _____ _____			<input type="checkbox"/>	<b>50</b>
<b>6. Alumni :</b> (Refer Explanation Point – B)			<input type="checkbox"/>	<b>05</b>
<b>7. Single Parent :</b>			<input type="checkbox"/>	<b>05</b>
<b>Total Marks (out of 100) :</b>				<b>100</b>

**Declaration From the Parents**

I/We hereby certify that the above information provided by me/us is correct and I/We understand that if the information is found to be incorrect or false, my ward shall be automatically debarred from selection/admission process without any correspondence in this regard. If admitted, her admission stands cancelled. I/We also understand that the application/registration/short listing does not guarantee admission to my ward. I/We accept the process of admission undertaken by the school and I/We will abide by the decision taken by the school authorities.

**Signature of Father** \_\_\_\_\_ **Signature of Mother** \_\_\_\_\_

**Name of the Father** \_\_\_\_\_ **Name of the Mother** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Rules & Regulations

General Instructions

1. Use only **Ball Pen** to fill the form.
2. Use appropriate tick mark as (✓) in the relevant box.
3. Submit duly completed forms only. Incomplete form will be rejected/disqualify automatically.
4. The school reserves the right to reject any form which has false information or documents.
5. The child should have completed 3 **years of age on 01/04/2018**.
6. Date of Distribution and submission of Registration forms will be from 27/12/2017 to 17/01/2018.

**Note: Timings for Distribution and submission of Forms 10.00 a.m. to 01.00 p.m.**

**LIST OF SUPPORTING DOCUMENTS TO BE SUBMITTED AT THE TIME OF REGISTRATION**

1. Photocopy of the Date of Birth Certificate of the child. **(Self Attested) (Compulsory)**
2. Photocopy of Proof of Residence. **(Self Attested) (Any one of the following)**
  - A) Ration Card issued in the name of the parents and having name of the child.
  - B) Domicile Certificate of the child of her parents.
  - C) Voter ID card of any of the parents.
  - D) Aadhar Card / UID Card issued in the name of Child / parents.
3. Electricity Bill / MTNL Telephone Bill / Water Bill / Passport / Lease Deed (Last 3 years) in the name of any of the parent of child **(Compulsory)**
4. Proof of Sibling (Wherever applicable)
5. Photocopy of certificate of Baptism or Church affiliation (in case of Christian Child)
6. Passing Certificate of Class Xth / XIIth of mother (Wherever applicable)
7. An affidavit on the non judicial stamp paper of Rs. 10/- duly attested by public of oath commissioner of the Magistrate, declaring: **(Compulsory)**
  1. The distance of your place of residence from the school.
  2. An undertaking that in event of the distance stated in the affidavit or any information stated therein found to be incorrect at any stage, the admission shall stand cancelled automatically.
8. Self attested copy of Death Certificate/ Divorce paper.
9. Please attach photocopy proof of occupation/profession.

**Kindly Note: Please bring all the above documents in original to be shown at the time of admission.**

**EXPLANATIONS:**

- A. Sibling: A real (biological) sister of the applicant who is on the school roll.
- B. Alumni: Students who have passed Class Xth /XIIth of this School.

No.



**The Helen Jerwood Preparatory School**  
**(Queen Mary's School, Tis Hazari, Delhi-110054)**

Academic Session 2016-2017

**RECEIPT**

Received Registration Form No \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

**Authorised Signatory**  
**(School Stamp)**

**(Admission Schedule and Criteria for admission in Pre-School Class for Session 2018-2019)****(A) SCHEDULE FOR REGISTRATION AND ADMISSION:**

<b>Total Number of Seats</b>		<b>350</b>
<b>S. No.</b>	<b>Detail</b>	
<b>1.</b>	<b>Seats Available</b>	<b>(a) General Seats : 332 (b) Staff: 18 (5%)</b>
<b>2.</b>	<b>Date of starting of distribution and submission of Registration Form (Kindly pay Rs. 25/- alongwith the registration form)</b>	<b>27/12/2017 Between 10:00 a.m. to 1:00 p.m. (Except Holiday) At Gate No.4</b>
<b>3.</b>	<b>Last date of distribution and submission of Registration form</b>	<b>17/01/2018 till 1:00 p.m.</b>
<b>4.</b>	<b>Form distribution and submission timings</b>	<b>10.00 a.m. to 1.00 p.m.</b>
<b>5.</b>	<b>Display of First list of selected candidate for General Category</b>	<b>15/02/2018 at 3.00 p.m.</b>
<b>6.</b>	<b>Date of documents verification, fee deposition and admission for Successful candidate of first list of General Category</b>	<b>16/02/2018 to 20/02/2018 Between 10.00 a.m. to 1.00 p.m.</b>
<b>7.</b>	<b>Date of display of list of eligible candidate for draw/lottery for General Category (if needed).</b>	<b>15/02/2018 at 3.00 p.m.</b>
<b>8.</b>	<b>Date of draw / lottery for General Category (if needed)</b>	<b>25/02/2018 at 12:00 Noon at Gate No.3</b>
<b>9.</b>	<b>Date of display of list of successful candidate in Draw (General Category)</b>	<b>25/02/2018 at 3.00 p.m.</b>
<b>10.</b>	<b>Date of documents verification, fee deposition and admission for successful candidate out of lucky draw</b>	<b>02/03/2018 to 04/03/2018 10.00am to 1.00 pm</b>

**(B) ADMISSION CRITERIA FOR GENERAL CATEGORY\*:**

**Age: The child must have completed 3 years of age as on 01/04/2018.**

<b>S.No</b>	<b>Criterion &amp; Point wise weightage</b>	<b>Points</b>	<b>Maximum Points allotted</b>
<b>1.</b>	<b>Neighbourhood : (Distance in km)</b>		<b>35</b>
a.	0-05 k.m	<b>35</b>	
b.	05 - 08 k.m.	<b>25</b>	

c.	08 -10 k.m	<b>20</b>	
d.	Above 10 km – within 15 km	<b>15</b>	
<b>2.</b>	<b>Sibling :</b> (A real (biological ) sister of the applicant who is on the school roll in academic year 2016-2017)	<b>05</b>	<b>05</b>
<b>3.</b>	<b>Christian Candidate (Minority Institution)</b>	<b>50</b>	<b>50</b>
<b>4.</b>	<b>Alumni :</b> (Queen Mary’s School, Tis Hazari, who have passed Class Xth / XIIth )	<b>05</b>	<b>05</b>
<b>5.</b>	<b>Single Parent</b>	<b>05</b>	<b>05</b>
<b>Total Marks (out of 100) :</b>			<b>100</b>

**Note:**

In pursuance to notifications/ orders issued by the Directorate of Education, Govt. of NCT of Delhi and the Hon’ble High Court of Delhi regarding admission on the basis of distance from the school, accordingly you are directed to submit application form alongwith an affidavit on the non judicial stamp paper of Rs. 10/- duly attested by notary public or oath commissioner or the magistrate, declaring:

1. The distance of your place of residence from the school.
2. An undertaking that in event of the distance stated in the affidavit or any information stated therein found to be incorrect at any stage, the admission shall stand cancelled automatically.

\*Any change subject to modification by the Hon’ble Courts/ Govt. of N.C.T. of Delhi

## **THE HELEN JERWOOD PREPARATORY SCHOOL, TIS HAZARI, DELHI-54**

(A minory institution runs by the Helen Jerwood Memorial Education Society of Diocese of Delhi, Church of North India)

### **PRE SCHOOL ADMISSION YEAR 2018-2019**

**DATE OF STARTING OF DISTRIBUTION AND SUBMISSION OF REGISTRATION FORM :-**

**27/12/2017 to 17/01/2018 (Sunday/Second Saturday/Holiday closed)**

**LATE DATE OF SUBMISSION OF REGISTRATION FORM :- 17/01/2018**

**TIMING :- 10:00 A.M. TO 01:00 P.M.**

**COST OF FORM/REGISTRATION CHARGER :- Rs. 25/- (Cash Only)**

**FOR MORE DETAILS VISIT :- [www.queenmarystishazari.com](http://www.queenmarystishazari.com)**

**MS. RITU. P. SOLOMON**

**(PRINCIPAL)**

**MRS. RITA WILSON**

**(MANAGER)**

