

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 incomplete forms shall be rejected out right.

A. About the Child

- Name of the Child _____
(In Block Letters)
- Date of Birth: DD MM YYYY
- Nationality: _____
- Mother Tongue: _____
- Religion: _____
- Does the child have 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.	Area in which they can contribute to the enrichment of the school. (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"/>	
_____	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"/>	
Distance ____ K.m.				
2. Sibling : (Refer Explanation Point – A) Name _____ Class & Sec _____ Adm No _____			<input type="checkbox"/>	5
4.Christian Candidate : Name & Address of the Church _____ _____			<input type="checkbox"/>	50
6. Alumni : (Refer Explanation Point – B)			<input type="checkbox"/>	05
7. Single Parent :			<input type="checkbox"/>	05
Total Marks (out of 100) :				100

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 will 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 forms will be rejected/disqualified 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 as on 01/04/2018, but should not be above 4 years.
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 or 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:

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

(B) ADMISSION CRITERIA FOR GENERAL CATEGORY*:

Age: The child must have completed 3 years of age as on 01/04/2018, but should not be above 4 years

S.No	Criterion & Point wise weightage	Points	Maximum Points allotted
1.	Neighbourhood : (Distance in km)		
a.	0-05 k.m	35	35
b.	05 - 08 k.m.	25	
c.	08 -10 k.m	20	
d.	Above 10 km – within 15 km	15	
2.	Sibling : (A real (biological) sister of the applicant who is on the school roll in academic year 2017-2018)	05	05
3.	Christian Candidate (Minority Institution)	50	50
4.	Alumni :(Queen Mary’s School, Tis Hazari, who have passed Class Xth / XIIth)	05	05
5.	Single Parent	05	05
Total Marks (out of 100) :			100

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