

No.

**Session
2019-2020**



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 with all the requirements. Please also note that incomplete forms shall be rejected outright.

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 have any special needs ? Give Detail : _____

B. About the Parents :

	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

Residential Address / Distance from School	Specification		(Tick the appropriate box) To be filled by the Parents	Points
				Maximum 35 points (To be filled by office only)
1. Residential Address _____ _____ _____ Distance _____ k.m.	Within 05 k.m.	35 pts.	<input type="checkbox"/>	
	05 - 08 k.m.	25	<input type="checkbox"/>	
	08 - 10 k.m.	20	<input type="checkbox"/>	
	Above 10 - 15 k.m.	15	<input type="checkbox"/>	
2. Sibling : Name _____ Class & Sec. _____ Admn. No. _____ (Refer Explanation Point - A)			<input type="checkbox"/>	05
3. Christian Candidate : Name & Address of the Church _____ _____			<input type="checkbox"/>	50
4. Alumni (Refer Explanation Point - B)			<input type="checkbox"/>	05
5. Single Parents			<input type="checkbox"/>	05
Total Points (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 stand 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 the Father _____

Signature of the 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 must have completed **3 years of age as on 01.04.2019 but should not have completed 4 years.**
6. Date of Distribution and submission of Registration forms will be from **15.12.2018 to 7.01.2019.**

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's 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 Parents 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 non judicial stamp paper of Rs. 10/- duly attested by notary public or oath commissioner or the magistrate, declaring : **(Compulsory)**
 1. The distance of your place of residence from the school.
 2. An undertaking that in the 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. Photocopy of Death Certificate / Divorce Papers. (If applicable)
9. Please submit a photocopy proof of your 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 rolls.

B. Alumni : Students who have passed Class Xth / XIIth of this School.

No.

Academic Session 2019-2020



The Helen Jerwood Preparatory School

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

RECEIPT

Received Registration Form No. _____

Date _____

Time _____

Authorised Signatory
(School Stamp)

(Admission Schedule and Criteria for admission in Pre-School Class for Session 2019-2020)

(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 with the registration form)	15.12.2018 between 10.00 a.m. to 1.00 p.m. (Except Holidays) At Gate No. 4
3.	Last date of distribution and submission of Registration Form	7.01.2019 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 candidates for General Category	4.02.2019 at 3.00 p.m.
6.	Date of documents verification, fee deposition and admission for successful candidates of the first list of General Category	5.02.2019 to 8.02.2019 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).	4.02.2019 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.)	21.02.2019 at 12.00 Noon at Gate No. 3
9.	Date of display of list of successful candidates in draw (General Category)	21.02.2019 at 3.00 p.m.

(B) ADMISSION CRITERIA FOR GENERAL CATEGORY* :

Age : The Child must have completed 3 years of age as on 01.04.2019 but should not be above 4 years.

S. No.	Criteria & point wise weightage	Points	Maximum Points Allotted
1.	Neighbourhood : (Distance in k.m.)		
a.	0 - 05 k.m.	35	35
b.	05 - 08 k.m.	25	
c.	08 - 10 k.m.	20	
d.	Above 10 k.m. - within 15 k.m.	15	
2.	Sibling : (A real (biological) sister of the applicant who is on the school roll in academic year 2018-19)	05	05
3.	Christian Candidate : (Minority institution)	50	50
4.	Alumni : (Students of Queen Mary's School, Tis Hazari, Delhi who have passed Class Xth /XIIth)	05	05
5.	Single Parents	05	05
	Total Points (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 non judicial stamp paper of Rs. 10/- duly attested by notary public or oath commissioner or 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.