



ST. FRANCIS SCHOOL,

SADABAD

REGISTRATION/ADMISSION NOTICE FOR UKG (2025-2026)

1. **Registration:** 01st March 2025 – 15th March 2025 to be filled up ONLINE only on www.stfrancisschoolsadabad.com
2. **Registration Fee:** Registration Fee:300/- (non-refundable)
3. **Admission Fees:** Rs.12000/- (Only)
4. **Age limit:** On 31/03 /2025 the child should be between 4 years 8 months to 5 years 7 months 29 days.
5. **Requirements:**
 - * Registration form fully completed.
 - * **Hard Copy of Online filled Forms will be submitted in the School Office with the necessary documents from 17th March 2025 to 22th March 2025 only.**
 - * Recent photograph of the child along with the parents, affixed on form.
 - * Proof of current residential address (either Passport/Rent agreement/Electricity bill /Land line phone bill, /Lease agreement/ Voter ID / Aadhar Card).
 - * Sibling (Real Brother not cousin) proof – Photocopy of the latest mark sheet of St. Francis School, Sadabad.
6. **Verification of the child:**
 - * On the given date and time, both parents must be present with the child for verification.
 - * **Bring along the original Birth Certificate of the child and the Residential proof for verification**
7. **Admission: Please note:**
 - a) Over aged children will not be admitted in UKG.
 - b) No change of NAME & DOB will be accepted. The NAME & DOB mentioned in the Registration Form will only be applicable.
 - c) As soon as the child is selected for admission, his/her Admission fee is to be submitted by Online/ Demand Draft in favor of St. Francis School payable at Sadabad.
 - d) The Management is not responsible for any unauthorized persons or activities in the name of admission; no one is authorized to act on behalf of the school.
 - e) School fees for the first quarter of April- June 2025 is to be paid along with Admission fees.
 - f) NO TRANSPORT FACILITY AVAILABLE FROM THE SCHOOL SIDE.

8. Payment Instructions:

- a) Before you proceed with payment make sure that the entries are absolutely correct.
- b) Once payment is made, no correction whatsoever will be acknowledged/entertained.
- c) Registration Form can only be downloaded after payment is made.
- d) Fees Once paid will not be refunded.

9. Important Instructions:

- a) Admission status of the applicant would be displayed on admission dashboard only.
- b) No list will be displayed in the school office; no enquiry regarding the status for the admission from the school office will be entertained (refer admission dashboard only)
- c) To know the status kindly:
 - Log in to the Admission Portal.
 - Use your registered Mobile No. (that you used during form filling process).

PLEASE NOTE: EVERY FURTHER COMMUNICATION REGARDING ADMISSION WOULD BE DONE/DISPLAYED ON ADMISSION PORTAL ONLY, SO WE REQUEST YOU TO CHECK YOUR ADMISSION DASHBOARD ON A REGULAR BASIS. DO NOT WAIT FOR ANY KIND OF SMS FROM SCHOOL SIDE.

We hope and pray that in the years to come, the relationship between you and the school will be in the best interest of your child, our student.

Regards,

Fr. Suresh D'Souza

Principal

St Francis School,

Sadabad



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