



**ADMISSIONS GUIDELINE FOR 2023-2024 SESSION** - strongly advised, parents use a desktop or laptop, when completing the application form with a stable internet connection of at least 5MBPS Speed.

**DECLARATION** - By completing and submitting the application form you declare:

- You as parents, will support the school's Vision and follow all the school Rules and Regulations
- You have read and understood the school's policies published on the school website
- You are aware of all applicable fees and charges and will pay the required fees and charges as per the school's policy and deadline.
- The information provided in the application form and supporting documents, attested by you is true to the best of your knowledge, and belief.
- You will abide by all the rules and regulations of the school.
- All decisions of the School related to your son/daughter will be final and binding upon you.

### APPLICATION FORM AVAILABILITY

- Application forms for the 2023-2024 academic session, will be available online on the school website [www.stjoans.edu.in](http://www.stjoans.edu.in) - 19<sup>th</sup> August 2022 onwards
- It is strongly advised, parents use a desktop or laptop, when completing the application form
- Limited Seats Available

### AGE CRITERIA

CLASS	AGE	DATE OF BIRTH
Infant (Toddler)	1 ½ years onwards [the child should be able to walk before the session starts or else, we will have to wait for the child to start walking and then the child may join]	Children born between 1 <sup>st</sup> April 2020 – 31 <sup>st</sup> January 2022
Lower Nursery	3+ as of 31 <sup>st</sup> March 2023	Children born between 1 <sup>st</sup> April 2019 – 31 <sup>st</sup> March 2020
Upper Nursery	4+ as of 31 <sup>st</sup> March 2023	Children born between 1 <sup>st</sup> April 2018 – 31 <sup>st</sup> March 2019
K.G.	5+ as of 31 <sup>st</sup> March 2023	Children born between 1 <sup>st</sup> April 2017 – 31 <sup>st</sup> March 2018
Class 1	6+ as of 31 <sup>st</sup> March 2023	Children born between 1 <sup>st</sup> April 2016 – 31 <sup>st</sup> March 2017



### ONLINE APPLICATION PROCESS

- Complete application form online and upload documents
  - Refer to the list of documents below before you start the application
  - Save all documents in PDF format – less than 200kb and labelled correctly
  - Ensure documents are clear and are self-attested

### MANDATORY FIELDS AND DOCUMENTS

- Only Mandatory Fields have a \* **Red Asterix mark** against them.
- AADHAR Card Number has 12 Digits. If you do not have an Aadhar Card enter 000000000000
- AADHAR Card Upload Section – if you do not have an Aadhar Card – upload a declaration stating “Aadhar Not Available and Sign”
- **Filling up all the fields, even those marked as non-mandatory is important for the application form to be considered complete.**

### DOCUMENTS REQUIRED (PDF) WHEN COMPLETING THE FORM – Each file should be less than 200kb

1. **Birth Certificate**
2. **Blood Group Certificate**
3. **Medical Certificate from a Medical Practitioner** confirming there are no pre-existing medical conditions and there is no disability, learning need or health issue that may require reasonable adjustments to your child's learning environment
4. **Aadhar Card** - if you do not have an Aadhar Card – upload a declaration stating “Aadhar Not Available and Sign”
5. **Photograph** – Less than 20kb (Use an online app or website to re-size the image or go to a photo studio and ask them to help you)
  - a. Student
  - b. Father
  - c. Mother
6. **Previous School and Class Progress Reports** – if you do not have the report card – upload a self-attested statement saying “will be provided shortly and sign”
7. **Transfer Certificate from Previous School**
8. **Income Proof** – Must upload for at least one parent – Father and/or Mother (if the other is a home maker).
  - i. Latest Pay slip or Employer's certificate or Income proof/Income tax return
  - ii. Combine both parents Income proof into one PDF File when uploading



### APPLICATION FEE

- Rs. 500/- must be paid online and is non-refundable
- Make sure the payment of Rs.500/- is successful and you retain the successful transaction Number.
- If you are unable to access the payment page for some reason – use the username and password received in the sms to login and finalise the payments.
- Applications submitted without the application fee will not be considered valid.
- No disputes regarding refunds will be entertained once the application fee is paid.
  - Payment via the following methods: Net Banking/Debit card/Credit card

### WHAT YOU NEED TO DO AFTER SUBMITTING THE FORM ONLINE

- Parents who have copies of their Academic Transcripts or additional documents, must attach them in an email with a copy of the form, medical certificate (**to be downloaded from the school's website & filled by the child's pediatrician**) and supporting documents to [admissions@stjoans.edu.in](mailto:admissions@stjoans.edu.in) – In the Subject Line Include – Application Number, Student Name and Date of Birth.
- After **printing** the submitted Application Form, both parents must **sign** on it and either **post** or **drop** it off, along with the original **Medical Certificate** and **self-attested supporting documents** to - St. Joan's School – GD-346A, Salt Lake City, Kolkata – 700106.

### SELECTION OF CANDIDATES

- Submitting the application form does not guarantee admission.
- Admissions are subject to the availability of seats and selection of candidates is at the sole discretion of the School Management.
- Selected candidates will be contacted for interview/admission test – depending on the class.
- Ensure you enter the correct mobile number and email address and check them regularly.

**SCHOOL FEE** - School fees are published on the school website [www.stjoans.edu.in](http://www.stjoans.edu.in)

### NOTE FOR STUDENTS ADMITTED BEFORE 2021-2022 ACADEMIC SESSION

- The receipt of the security deposit must be preserved properly, if lost, refund will not be given.  
**IMPORTANT MESSAGE**- The school DOES NOT accept donations of any kind. If someone approaches you asking for donation, please inform the school authorities immediately by emailing [info@stjoans.edu.in](mailto:info@stjoans.edu.in)



# St. Joan's School

Affiliated to the Council for The Indian School Certificate Examinations, New Delhi for ICSE (Class X) & ISC (Class XII)



## St. Joan's K.G. School

Est. 1987



## St. Joan's Primary School

**CONTACT - [admissions@stjoans.edu.in](mailto:admissions@stjoans.edu.in) for admission related queries**