



St Francis de Sales Hr Sec School, Bahalpur

Admission Notice: 2025 - 2026 Session

General Policy

1. St Francis de Sales Hr Sec School, Bahalpur, is an unaided, private, Catholic Minority School established in 2003 and as such the norms of Minority Institutions are applicable in the admission procedure. Catholic applicants are given preference for admission. However, applications from all communities and from people of all walks of life are also accepted.
2. The school reserves the right to increase the fees at any time of the year if an increment is deemed necessary.
3. Admission procedure is conducted by the Principal with the help of the Vice-principal, Headmistress and other staff from the management of the School. No other person in the School or outside has any hand in the selection of candidates for admission to the school.
4. The school does not accept donations for admission. Be careful of those known and unknown people who pose to be intermediaries in the admission process. Do not pay any money to them. Please avoid any third party that may approach you in connection with admission nor should you approach any third party for admission.
5. The final selection is based on an interaction, verification and lottery conducted by the Principal in the presence of the members of the Managing Committee of the School and other invitees. **Interaction will be conducted on the date specified in the submitted application form. Please note that slots for the interaction will be allotted upon the arrival of the candidate and will be based on a first-come, first-served basis.**
6. **The final results will be declared on 15th November 2024 at 3.00 pm.**
7. Neither the child nor the parents need any special training for the interaction at the Admission process. **Any attempt at seeking admission through dubious means, even if discovered subsequently, will result in cancellation of admission.**
8. Those interested in seeking admission are requested to go through the prospectus at the school website and apply only if you are satisfied with the system of education imparted at SFS Bahalpur.

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Admission to the NURSERY

1. **APPLICATION FORM:** The Application Form is available at the school website.
Nursery – From 1st November to 9th November 2024
2. **AGE GROUP: Application for NURSERY - Children aged between 3 to 4 years as on 01/04/2025**
3. Kindly log on to www.sfsbahalpur.ac.in. The process is simple and self explanatory.
 - a. Scroll down to the bottom of the notice and on having agreed to the clauses, you are asked to fill in the Application Form online. **Second Language once selected, cannot be changed later. No changes in Second Language will be entertained once the Application Form is submitted.**
 - b. **Before filling the form validate Date of Birth of the Applicant for eligibility.** If the child is eligible you will get, **Click to Apply** button and you can proceed to fill the form. **Fill the Application Form and proceed to make the payment (online) of Rs. 300/- for Application Form.**
 - c. Having completed the payment download the submitted Form
 - d. On submission, a PDF format of the completed application will be generated along with the Fee Slip and you will receive an e-mail at the email address you gave.
Note: All further communication will be sent via SMS and WhatsApp.
 - e. Get a print-out of the Form, together with the payment slip **on a white A4 size paper.** (Print Orientation: Portrait) **The printed Application Form, along with all required documents, must be submitted on the scheduled day of interaction. Failure to provide the Application Form and necessary documents on the specified day will result in the application being deemed invalid.**
 - f. **Having submitted the Application Form, the applicants will receive a WhatsApp message informing the Date for the Interaction. Alternatively, one may also log on to the school website to know these details (use your Mobile number and Date of birth of the child).**
4. **We are pleased to invite all valid applicants, along with both parents (father and mother), to an interaction session scheduled for the date specified in the submitted application form. Only the parents may accompany the child; no other individuals will be permitted. It is mandatory for both parents to be present for the interaction. Please note that slots for the interaction will be allotted upon the arrival of the candidate and will be based on a first-come, first-served basis.**

5. **Xerox copies of the Documents to be submitted along with the Application Form. (Please bring all the original documents for verification.)**
- Printed copy of the online Application Form duly filled.
 - A recent passport-size photograph of the student.
 - A recent photograph of the Family (Father, Mother and all children) (postcard size) is to be pasted on the Application Form.
 - Birth Certificate of the child.
 - Xerox copy of child's Aadhar Card (if available)
 - Xerox copies of the father's Aadhaar and Voter ID
 - Xerox copies of the Mother's Aadhaar and Voter ID
 - Xerox copy of the caste certificate (Child's or Father's or Mother's)
 - Proof of Income. (Self-attested)
 - Blood Group certificate (Photocopy)
 - Medical – Please submit documents if the child is undergoing/undergone treatment for Autism, Speech problem, Asthma and Hyper Activity Disorder.

(SELF ATTESTED XEROX COPIES OF THE ABOVE DOCUMENTS ARE TO BE SUBMITTED ALONG WITH THE APPLICATION FORM).

6. The selection is based on the interaction, verification and a lottery conducted by the Principal in the presence of the members of the Managing Committee of the School and other invitees.
7. **The list of the selected candidates will be published on 15th November 2024 at 3.00 pm.**
8. The selected students will receive a notification regarding the payment and completion of the admission process via WhatsApp message from the number 9476816485 on 15/11/2024. The payment must be completed by 17/11/2024 at the latest. Failure to make the payment will result in the reallocation of the seat. (Mode of fee payment is online).
9. **Please note:**
- Going through the above formalities does not ensure automatic admission.**
 - Please apply only after thoroughly reviewing the School Prospectus, ensuring that you are fully satisfied with the educational system offered and the admission procedure outlined above.**



Principal

St Francis de Sales Hr Sec School, Bahalpur
Dhubri - 783371