



ST. MARY'S EDUCATION TRUST (R)

# ST. MARY'S ENGLISH SCHOOL

Affiliated to CBSE, Affiliation No. 831004

VIVEKANANDANAGARA, T. NARASIPURA, MYSORE DIST. 571124, Ph: 08227 -261446

## APPLICATION FORM

(PASSPORT SIZE)

PHOTO  
WITH  
DATE

(OFFICE USE)

Sl. No. \_\_\_\_\_ Admission No. \_\_\_\_\_ STS No. \_\_\_\_\_

Class to which admission is sought: \_\_\_\_\_

(TO BE FILLED IN BLUE INK AND IN BLOCK LETTERS ONLY)

### PERSONAL DETAILS:

1. Name : \_\_\_\_\_
2. Gender : Male  Female  Other
3. Date of Birth\* (dd/mm/yyyy):      
In words \_\_\_\_\_  
\*(Attach Date of birth Certificate issued by the Competent Authority)
4. Details of parents:

Details	Father	Mother	Guardian
Name			
Educational Qualification			
Occupation			
Residential Address			
Official Address			
E-mail			
Mobile			

Preferred Mobile Number for School SMS			
Landline			
Annual Income			

5. Whether the candidate is :

- (i) Single Girl Child:\* YES  NO
- (ii) Child with special needs:\* YES  NO  Specify: \_\_\_\_\_
- (iii) Belonging to the EWS:\* YES  NO   
 \*(Attach proof wherever applicable)

6. Nationality \_\_\_\_\_ Mother tongue \_\_\_\_\_

7. Religion: \_\_\_\_\_ Minority: YES  NO

8. Blood group \_\_\_\_\_

9. Second Language (for classes UKG to X) \_\_\_\_\_ Third language (for classes V to VIII) \_\_\_\_\_

10. Category : (Attach proof) : General  SC  ST  OBC  EWS

11. Aadhaar No. (Attach proof)

(i) Student Aadhaar No.

(ii) Father Aadhaar No.

(iii) Mother Aadhaar No.

12. Name & Address of the last attended school : \_\_\_\_\_

13. Class Last attended : \_\_\_\_\_

14. Last School affiliated to :

- (i) CBSE  (ii) ICSE  (iii) State Board  (iv) Any other (please specify) \_\_\_\_\_

15. Name and address of the previous school: \_\_\_\_\_  
 (not applicable for nursery)

16. Result of last class :

Subject	Maximum Marks	Marks Obtained	% of Marks	Remarks


17. Transfer Certificate Details:

Submitted Transfer Certificate: Yes  No

TC No\*: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

\* [In case, student is from other board, Transfer Certificate should be countersigned by the Competent Authority]

18. Details of siblings (if any )

Sl no	Name	Brother / Sister	Age	School studying in

**DECLARATION**

I hereby declare that the above information provided by me is correct to the best of my knowledge and belief. I understand that submission of application form does not guarantee admission to my ward as admission is limited and at the sole discretion of the school. I accept the process of admission undertaken by the school and I will abide by the decision taken by the school authorities.

Date: \_\_\_\_\_ Signature of the parent (s) / Guardian \_\_\_\_\_

Place: \_\_\_\_\_ Relation with Candidate: \_\_\_\_\_

## INSTRUCTIONS TO PARENTS FOR ACADEMIC YEAR - 2021-2022

Dear Parents,

We are fully committed to providing the best education and environment for overall development of your children. Keeping this in mind and there are a few changes in the School's functioning for this academic year we'd like to inform you.

Keeping in mind the need for safety measures for the children within the campus we have implemented the following:

- Closed Circuit (CCTV) Surveillance in all classrooms, corridors and playground.
- Bearer ID cards for parents and one guardian. It is mandatory for parents and / or guardians to be in possession of a school bearer card when they come to pick up their ward. The person (Bearer) authorized to collect your ward from the school must show this card before collecting the child. In case of lost Bearer Cards, parents are requested to apply for the same at the school fee counter.
- Entry to school campus will be restricted to parents and the authorized guardian only. Visitors will not be permitted.
- Parents, guardians are not allowed to visit the classrooms during school hours. Any need to meet the teachers may be done during monthly parents-teachers' meetings only.
- Lunch and snacks are to be sent with the children when they are sent to the school in the morning. In case of delay, the lunch bag with the child's name and class clearly marked may be handed over to the support staff/Aaya at the gate.
- Vehicles are not permitted within the campus.
- Parents who pickup or drop the children to school are requested to note that the parking is not permitted in front of the gate to ensure the safety of all children.
- Taking a U-turn in front of the gate is strictly prohibited, to avoid huge traffic jam in front of the school gate making it a public woe.
- Bearer cards must be produced before entering the school gate during the school hours if you are collecting your child for any reason.
- All children must be dropped by 8:30 a.m. and picked up by 3:30 p.m. Parents are reminded to be in the school 5 minutes prior to the dispersal time.
- Uniforms should be purchased from the authorized vendor specified by the school to ensure texture and quality of fabric is maintained
- The diary has to be checked regularly and the notes must be acknowledged by the parent.
- Kindly ensure that all belongings of the child like books, stationery kit, water bottle, snack box, school bag are labeled with the name of the child, grade and section.
- Kindly make sure that the child carries a napkin, spoon/fork along with the lunch box.
- Kindly avoid sending any junk food like chips, wafers or chocolates for snack or for lunch.
- Apart from the PTM, parents can meet the teachers by seeking an appointment which will be scheduled by the principal subject to their availability, on week days between 3:30 p.m. and 4:30 p.m. on working days.
- Children will be allowed into the campus only after 8:15 a.m.

We trust you'll understand the need to implement these steps to ensure the safety of your children and to ensure peaceful and healthy academic atmosphere and extend your complete cooperation in making the campus a safer place.

### **FEE PAYMENT SCHEDULE**

Installment Schedule	Due Date
1 <sup>st</sup> Installment	During Enrolment
2 <sup>nd</sup> Installment	September 15 <sup>th</sup>

- Pupils will not be permitted to sit for tests/examinations unless all fees due are paid to date
- Transfer Certificate will not be issued to a pupil who has not paid all fees in full

## **INSTRUCTIONS TO STUDENTS FOR ACADEMIC YEAR 2021-2022**

As we embark a new journey in this academic session, we would like you to remember a few general instructions which are listed below. These are school policies which, only with your cooperation, will help ensure discipline of the system.

- School Timings: LKG to X Std: 8:30 a.m. to 3:30 p.m. (Monday to Friday). Saturday 8:30 a.m. to 12:30 p.m. Saturday is an off day for KG classes.
- It is mandatory for students to attend the first and the last day of school (i.e., before and after every vacation). Refer to school calendar for vacation schedule.
- For any other day of absence, the parents should submit a written explanation in the diary.
- A late entry is marked for those come within 15 minutes from the bell timing. Any student, who comes after 15 minutes will be sent back.
- When a long term absence is anticipated, student must obtain a written permission from the Principal.
- Only in case of emergencies, the students will be permitted to leave early with the permission of the Principal and Parent/Guardian should submit a written request.
- Children, who are sick with any kind of illness, should not be sent to school until they have recovered completely.
- ID card is mandatory while in the campus
- Girls need to use only black colored rubber bands, clips and hair bands. Long hair must be tied neatly in two pony tails or plaits along with a hair band.
- Boys need to be well groomed. Fancy hairstyles/ haircuts will not be permitted.
  - Students must carry the school diary regularly
  - The first page of the diary needs to be filled without fail.
  - Toys, magazines, comics, mobile phones, electronic gadgets etc. are not permitted to school and in case confiscated will be returned only to the parent personally after a meeting with the principal.
- Homework is assigned on a daily basis and needs to be submitted as per the schedule mentioned in the diary.
- We sincerely solicit your co-operation in making this academic year a successful one.

Regards

**Principal**

# UNDERTAKING BY PARENTS / GUARDIAN

Name of Student: \_\_\_\_\_

Class: \_\_\_\_\_

Admission. No. : \_\_\_\_\_

1. I/We hereby undertake that I/We agree to abide by the rules & regulations of the School.
2. I/We have gone through the schedule of fees, we accept the same. I/We will deposit the fees in full before the beginning of each term. If the school fees due are not paid by me within 30 days from due date, I/We may be asked to withdraw my/our ward. I/We agree to do so.
3. I/We understand that my ward shall be removed from the school for the following acts :
  - a) Using unfair means in any examination.
  - b) Consistent unsatisfactory progress.
  - c) Violation of moral values.
  - d) Stealing or extortion of money and/or items from other students.
  - e) Contempt of authority.
  - f) Breaking bounds.
  - g) Damaging school property.
  - h) Any word or action likely to undermine the reputation of the institution.
  - i) Bullying, assaulting or ragging in any form or any unlawful act according to the law of the land.
4. I/We understand that the school will do its best to provide basic medical aid, but will not be held responsible for any kind of sickness and for all undisclosed diseases. In case of communicable/ infectious diseases, and for planned operations/procedures, ward will be sent home till he/she recovers.
5. I/We shall ensure that my ward will report punctually to the school on the school opening days specified in the School Calendar failing which he exposes himself to disciplinary action including withdrawal.
6. I/We shall ensure that my ward does not carry any cash, electrical/electronic gadgets or any other expensive items to the school.
7. I/We & my/our family shall visit the school only on the days and with prior appointment specified in the Visiting Schedule for the Parents/guardian.
8. I/We assure that I/We will extend full co-operation to the School authorities in the interest of my ward. I/We have read the rules & regulations of St. Mary's English School and agree to abide by them.

Signature of Father/Guardian  
(In case of Guardian, Relationship:)

\_\_\_\_\_

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Signature of Mother/Guardian  
(In case of Guardian, Relationship:)

\_\_\_\_\_

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_