St. Xavier's School, Rajkot.
(Affiliated to CBSE Board)
Guidelines For Online Registration Form for Pre.KG & LKG
(2024-2025)

Pre.KG & LKG Online Application Forms for Boys & Girls for the academic session 2024-25 will be available from 3rd December 2023 at 08:00 am till 5th December 2023, 08:00 pm.

The registration form will be available on School Website i.e., **www.stxaviersrajkot.org**

Please ensure that you have the following details ready with you before the registration:

1. Recent Passport size photographs of the Child, Father and Mother separately (in Jpeg/Jpg format for uploading, Size shall not exceed 20KB).
2. Child's Birth Certificate, issued by Municipal Corporation with the name of the child printed on it and its clear Image (in Jpeg, Jpg format for uploading, Size Shall not exceed 100KB).
3. Child's Aadhar Card, if available (in Jpeg / Jpg format for uploading).

Special Note:

1) **Age Criteria**

   - **Pre.K.G** → The age of the child should be between 3 years and 4 years as on 01 June, 2024 **(Born between 01.06.2020 – 31.05.2021)**. If your child is NOT within the age limit specified. He/She will not be eligible for admission.

   - **L.K.G** → The age of the child should be between 4 years and 5 years as on 01 June, 2024**(Born between 01.06.2019 – 31.05.2020)**. If your child is NOT within the age limit specified. He/She will not be eligible for admission.

2) **The selection of the students is the prerogative of the school management and it reserves its right and is not bound to give reasons for admission or non-admission of any applicant.**

3) **The school management does not accept any donation for admission from anyone.** Kindly be vigilant that you are not cheated by anyone.

4) Registration Charges Rs.300/-to be paid Online (Non-refundable).

5) **Step for filling online Application form:**

   ❖ Go to School Website: **www.stxaviersrajkot.org**
   ❖ You will be able to see pop ups regarding admission.
   ❖ Click on the button Pre.Kg Registration Form / LKG Registration Form.
   ❖ **Before filling the form, please read all the instructions** then, tick on" I Agree" and click on Proceed.

- ❖ Please fill all the mandatory details.
- ❖ **Kindly fill the child, father, mother names and surname details as per the child's birth certificate.**
- ❖ **PLEASE DO NOT WRITE FULL NAME IN ANY FIELD,** In the "SURNAME" box, write your surname only, in "PUPIL'S NAME" box, write only child's name, in "FATHER NAME" box, write only father's Name and in "MOTHER NAME" box, write only mother's name.
- ❖ Please check all the details you have filled in the Application form before submitting. Then Click on **"Submit"**. Please note that you won't be able to Edit the form after the Submission.
- ❖ Make Online Payment of Registration Fees after the submission of the Application/Registration Form.
- ❖ Please download and get a **print-out of the Application /Registration form** and **acknowledgment receipt** once you submit your online Application Form. **This Form and receipt shall be produced at the time of verification.**

6) **In case of any error/technical problem faced during payment do not fill the new form INSTEAD go to VIEW SUBMITTED FORMS link, select your class, write child name and DOB of child as per filled in application form.**

7) **Kindly bring the print-out of the Application/Registration Form and Acknowledgement receipt dully attached a self-attested copy of Child's birth certificate.**

8) **Kindly bring Child's Original Birth Certificate and Parents (both) Education Certificate which mentioned in application form (Original/ Photocopy) at the time of Verification (Original documents will be returned to the parents immediately after the verification).**

9) **Verification of documents at school will be done on 9th & 10th December 2023, date and time will be intimated in the acknowledgement receipt. It shall be adhered to and will not be postponed or anticipated**. **The presence of Parents (both mother and father) with the child is compulsory during the procedure.**

10) For any "QUERY REGARDING THE ONLINE APPLICATION FORM", you may please contact at Help Line Number: 011-46107487. Or School Admin Office 8128272158, 8758107225 during School Hours (8:00am to 12:30 pm). **The Venue of verification will be at St. Xavier's School, Rajkot, P.B.No.26, Near Wockhardt Hospital, Opp K.K.V Hall, Kalawad Road, Rajkot-7.**

Principal