



STEWART SCHOOL

MISSION ROAD, CUTTACK - 753001, ODISHA
(An Institution under the Management of the Diocese of Cuttack, CNI)



(APPLICATION FORM FOR REGISTRATION FOR ADMISSION SESSION 2027-28)

Sl. No. :

For Office only

A - Issue of Registration form does not Ensure Admission

B - The Admission Fee paid will be Non-Refundable

- General Instruction :**
1. Fill the form in CAPITAL LETTERS only.
 2. Do not enter registration number & receipt number by yourself.
 3. The form must be duly filled and signed by the parents only.
- Note : Incomplete form will be summarily rejected.

FOR OFFICE USE ONLY

Registration No. : _____

Receipt No. : _____

Principals Signature : _____

Date _____

Paste
Recent passport
size photograph
of father

Paste
Recent passport
size photograph
of mother

Paste
Recent passport
size photograph
of the student

Name of the Student (Applicant) : _____ Male/Female (Tick)

Date of Birth : Date Month Year

Date of birth : _____
 (in words) : _____

Aadhaar Number :
 (Note : Not Mandatory)

Class to which Admission is sought _____

Age as on 31.03.2027 _____

Nationality : _____

Nursery Age (2 year 6 month to 3 year 6 month)
Junior KG Age (3 year 6 month to 4 year 6 month)
Senior KG Age (4 year 6 month to 5 year 6 month)
Std. - 1 Age (5 year 6 month and above)

Social Category

Gen ☐ SC ☐ ST ☐ OBC ☐

Mother tongue : _____

Religion : _____

Blood Group _____

Name of the school last attended : _____

Present Residential Address (Please Give Complete Correspondence Address In Block Letter) :

_____ (Ward No.) _____

_____ Pin _____

Land line No. : _____ / _____

Mobile Number for sending official message (SMS) from School : _____

WhatsApp No. for sending official communication form School : _____

E-mail ID for sending official communication form School : _____

School Specific Parameters**Points****Marking Column**
(for office use)

- a) Christian Minority 50 ☐
- b) Sibling : Yes / No ☐ If yes, sibling's name _____
(only of biological / own brother or sister) _____

Studying in Stewart School, Cuttack

Class / Section _____

10☐

- c) School Alumni : Yes / No

Name : _____

i) Year of passing Std X (ICSE): _____

10☐**OR**

ii) Alumni who has read in school for at least five consecutive years specify _____

iii) Year in which appeared Class - X Exam. in ICSE.

- d) Transferable job : _____

10☐

(Central / State Government Employee only)

- e) Professionals: _____

10☐

- f) Resident of Cuttack : _____

10☐

Father	Mother
Phone Number : _____	Phone Number : _____
WhatsApp No. _____	WhatsApp No. _____
Email Id (In capital letters) : _____	Email Id (In capital letters) : _____
(Kindly open an email ID in case you do not have one)	(Kindly open an email ID in case you do not have one)
Aadhaar Number : _____	Aadhaar Number : _____
Occupation / Business : _____	Occupation / Business : _____
Designation : _____	Designation : _____
Organisation where working : _____	Organisation where working : _____

Permanent Address :

_____ Pin: _____

DECLARATION

I / We hereby certify that the above information provided by me / us is correct and I / We understand that if the information is found to be incorrect or false, my ward shall automatically be debarred from the selection / admission process without any correspondence in this regard. I / We also understand that the application / registration / short listing does not guarantee admission to my ward. I / We will accept the process of admission undertaken by the school and I / We will abide by the decision taken by the school authorities.

Name

Signature

Date: _____

Father: _____

Date: _____

Mother : _____

UNDERTAKING NO. - 1

Date _____

I know that Stewart School, Cuttack is a Christian Minority Educational Institution. The School begins with assembly, where religious instructions are imparted in Christian manner. I voluntarily give my willingness on behalf of my ward to attend the above assembly.

I hereby undertake that my ward will attend the school assembly in time.

Name of Father : _____

Name of Mother : _____

Signature of Father : _____

Signature of Mother : _____

UNDERTAKING NO. - 2 (For Christian Students only)

Date _____

Scripture will be taught to Christian Students in lieu of Moral Science/Value Based Education.

Name of Father : _____

Name of Mother : _____

Signature of Father : _____

Signature of Mother : _____

UNDERTAKING NO. - 3 (For Nursery, Jr KG and Sr KG)

I _____ (parent name) do hereby agree and undertake to pay Rs. 6,000/- annually every year (One time) at the beginning of each Academic Session towards the Activity Fee for Music, Art and Dance till my child completes **Sr KG**.

UNDERTAKING NO. - 4

1. I promise to abide by the rules of the school as mentioned in the School Diary and also available in School Website.
2. I will regularly visit the School website for taking notes of school notice.
3. I hereby give my consent that I will have no objection towards the decision of enhancement of school fee or any genuine hike that may occur from time to time as per the decision of Justice K.P. Mohapatra Fee Structure Committee.
4. I will respond to all notices through SMS / School Diary from time to time.
5. I will attend all parent-teachers' meeting as and when informed by the school physically or virtual Parent-Teacher Meeting.
6. I will ensure that my ward will not carry single used only pack to school for carrying tiffin / snacks / other articles.
7. I will ensure that my ward will attend On-line classes in the event classes are suspended due to any natural calamity or epidemic. I will ensure that my ward will write on-line examination in case classes are suspended.
8. In case of any child right violation happens to my child, I shall immediately report to ACPO (Assistant Child Protection Officer) of the School in written.
E-mail ID : _____ Phone No. : _____
9. To ventilate any other grievance, I will meet the Principal of Stewart School, Cuttack on Wednesday between 5 - 7 P.M. (This is without prior appointment)

Name of Student : _____

Date _____

Parents Signature



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Health Status

(Parents are requested to fill in each column carefully)

Name of the Child _____

Class to which admission is sought _____

Height _____

Weight _____

Blood Group _____

Vision (L) _____ (R) _____

Oral Hygiene _____

Specify if child's is allergic to any drug / food Yes ☐ No ☐

If yes give details

- Medication (in case the child is suffering from any chronic disease)

- State whether the child has been immunized with these vaccine

OPV	DPT	MMR	DT	BCG	HEPATITIS-B
☐ ☐	☐ ☐	☐ ☐	☐ ☐	☐ ☐	☐ ☐
YES NO	YES NO	YES NO	YES NO	YES NO	YES NO

Any other health issue you would like to inform the school about

1 - Name of the drug to which the child has reaction _____ (if any)

2 - Name of the preferred Doctor/Nursing Home / Hospital the child has to be referred to, in case of any medical emergency _____

Emergency Contact Number _____

(Kindly inform the school if at any time the number changes)

I hereby certify that the above details submitted by me are true basing on medical records and doctor opinion.

Date: _____ Signature _____

Name of the Father

Date: _____ Signature _____

Name of the Mother

SUBMIT A MEDICAL FITNESS CERTIFICATE FROM CDMO / REGISTERED MEDICAL PRACTITIONER)

DOCUMENTS REQUIRED TO BE ENCLOSED WITH THE APPLICATION FORM

1. Passport size Photos of both the Parents and Ward to be affixed on the form at prescribed place. ☐
2. Photocopy of the Birth Certificate of the ward duly self-attested by the Parents. ☐
3. In case of Christian candidate, Baptism Certificate of both the parents have to be submitted along with recommendation of Church's Secretary / Pastor / Priest in the prescribed format (shall be given at the time of admission). ☐
4. Photocopy of the proof of employment / Profession / Business / Shop (Self attested) ☐
5. In case either Parent is an alumnus, a photocopy of the ICSE Pass Certificate duly attested. (As per C of School specific Parameter in Page-2 of form) ☐
6. In case the sibling of the applicant, is studying in Stewart School, Cuttack, the photocopy of the previous year's report card duly self-attested by the parents. ☐
7. Photocopy of Aadhar Card of both the parents duly self attested. ☐
8. Proof of local Residential Address (Self attested)
(Electric Bill / Telephone Bill / Voter ID Card / Driving License) ☐
9. Medical fitness certificate of the child from a registered medical practitioner. ☐
10. Photocopy of caste certificate of parents/students (Self attested) ☐

Stewart School (since 1882)

Stewart School, Kataka has a glorious, legend-filled past. Stewart School, Kataka was founded in 1882 by the enterprise and generosity of Dr William Day Stewart, a Civil Surgeon based at Kataka.

Stewart School, Kataka, is a prestigious ICSE & ISC institution, which operates with a dual-campus system to cater to its growing student body. The school offers classes from Nursery to Standard 12, providing a complete and continuous educational journey.

The main campus, located centrally on Mission Road, Buxi Bazar, Kataka, handles administration, admissions, and academic support for both campuses. It also accommodates the higher classes and key facilities.

The second campus - Stewart School, Pre-Primary Block, at a distance of about 400m-functions as a supporting academic framework with additional infrastructure and classroom space for the Pre-Primary classes.

The main campus manages all admissions and student services, ensuring a unified approach and smooth coordination. Parents and guardians are advised to contact the main campus for any admission-related queries or academic assistance.

With its two campuses and centralised support system, Stewart School continues to deliver quality education while creating an environment that nurtures both academic and personal growth.