

INFORMATION REGARDING AVAILABILITY AND SUBMISSION OF REGISTRATION FORM FOR NURSERY (PRE-SCHOOL) ADMISSION – SESSION 2019-2020

- Registration Form can be downloaded from the school website from **Saturday, 15th December 2018 till Monday, 07th January 2019.**
- Duly completed Registration Form along with the **relevant documents*** must be submitted in the school office **between 8:30 a.m. to 12:30 p.m. from Wednesday, 19.12.2018 to Monday, 07.01.2019 (on all working days).**
- The Receipt and Acknowledgement for the Registration will be provided after the submission of the form in the school office.

AGE ELIGIBILITY

- The child should be 3+ years as on 31st March 2019.
(i.e born between 1st April 2015 and 31st March 2016)

ALLOTMENT OF SEATS

	%	MORNING
Total number of seats for admission in Nursery	100%	175
Open seats under General Category	55%	96
EWS and Disadvantaged Group	25%	44
Management Seats	20%	35

ADMISSION SCHEDULE

Admission schedule for Pre-School (Nursery) for the session 2019-2020 is as follows:

S.no.	Particulars	Dates
1.	Commencement of admission process and availability of registration forms	Saturday, 15.12.2018
2.	Last date of submission of Registration forms in the school	Monday, 07.01.2019
3.	Uploading details of children who applied for admission under OPEN SEATS (General Category)	Monday, 21.01.2019
4.	Uploading points given to each of the children who applied for admission under OPEN SEATS (General Category)	Monday, 28.01.2019
5.	Display of List of Selected Candidates (First List & Waiting List)	Monday, 04.02.2019
6.	Resolution of queries of parents, if any	Tuesday, 05.02.2019 to Tuesday, 12.02.2019
7.	Display of Second List of selected candidates (2 nd Waiting List), if required	Thursday, 21.02.2019
8.	Resolution of queries of parents, if any	Friday, 22.02.2019 to Thursday, 28.02.2019
9.	Subsequent list of admission, if any	Friday, 15.03.2019
10.	Closure of Admission Process	Sunday, 31.03.2019

The Admission Schedule followed is in accordance with the guidelines issued by the Directorate of Education.

***LIST OF DULY ATTESTED DOCUMENTS TO BE ATTACHED WITH THE REGISTRATION FORM AT THE TIME OF SUBMISSION:**

- **Birth Certificate** of the child with name printed on it issued by MCD or competent authority.
- **Residence Proof** (any one of the following)
 - Ration Card issued in the name of the parents (Mother/Father having the name of the child)
 - Domicile Certificate of the child or of his/her parents
 - Voter I-Card (EPIC) of the parents
 - Electricity Bill/MTNL Telephone Bill/Water Bill/Passport in the name of the parents or child
 - Aadhaar Card/ UID Card issued in the name of the parents
- **First Born Child:** Declaration by the parents on Rs.10/- non-judicial stamp paper (format attached with the Registration Form)
- **Sibling:** Report Card and last Fee Receipt of the sibling
- **School Alumni:** **Class XII** School Leaving Certificate / Mark sheet of Salwan Public School, Rajendra Nagar
- Documents to substantiate parameters of **Serial Numbers 6, 7 & 8** of the Registration Form, if applicable

NOTE:

- Admission will be based on the information furnished, documentary evidences attached and verification of the original documents.
- The parents will be notified the dates for verification of the original documents at the time of submission of the Registration Form.
- Information regarding parents' profession and educational qualification is not part of the admission criteria. It will be used only for school data processing.
- Admission for the General Category of seats will be based upon the criteria as per school's policy for which points will be given. If there is a tie in the points for any seat/s to be allotted, there will be a draw of lots to finalize the sequence in which the admission would be offered.
- Parents who have more than two children including whose admission is sought, need not apply.
- Incomplete forms will not be considered for admission.