



Sachdeva Public School

Sector 13, Rohini, Delhi 110085



PROCEDURE FOR PRE SCHOOL (L.K.G) REGISTRATION AND ADMISSION (2024-25)

1. GENERAL INFORMATION

Admissions 2024-25		
1	Academic Session	2024-25
2	Class Name	Pre-School (L.K.G.)
3	Age Eligibility	3+ as on 31.03.2024 (Less than 4 years)
4	Total Seats	160
5	Open General Category	88
6	Management Quota	32
7	EWS/DG Category	40

2. CRITERIA

Category		
1	EWS & DG Category	Apply online on the website of Directorate of Education as per their schedule
2	Open General Category	School Specific Parameters

3. FOR OPEN GENERAL CATEGORY SEATS

Admission Schedule		
1	Commencement of admission process and availability of Registration Forms – Online and Offline (9:00 a.m. to 1:00 p.m.)	23 November, 2023 (Thursday)
2	Last date for submission of Registration Forms in school	15 December, 2023 (Friday) till 1:00 p.m.
3	Uploading details of children who applied to the school for admission under open seats along with marks (as per point system)	05 January, 2024 (Friday) by 1:00 p.m.
4	Draw of Lots (If required)	08 January, 2024 (Monday) at 3:00 p.m.
5	The date for displaying the First List of selected candidates (including Waiting List) (along with marks allotted under point system)	12 January, 2024 (Friday) at 11:00 a.m.
6	Resolution of queries of parents, if any, regarding allotment of points to their wards in the first list	13 January, 2024 (Saturday) to 22 January, 2024 (Monday)
	Admission against First List	13 January, 2024 (Saturday) to 17 January, 2024 (Wednesday)
	Admission against First Waiting List, if any	18 January, 2024 (Thursday) to 22 January, 2024 (Monday)
7	The date for displaying the Second List of candidates (if any) (including Waiting List) (along with marks allotted under point system)	29 January, 2024 (Monday)
8	Resolution of queries of parents, if any, regarding allotment of points to their wards in the second list and admission against vacant seats	31 January, 2024 (Wednesday) to 06 February, 2024 (Tuesday)
9	Subsequent list of admission, if any	21 February, 2024 (Wednesday)
10	Closure of admission process	08 March, 2024 (Friday)



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4. REGISTRATION

- i. Registration forms for general seats shall be available online on the school website and also at the Fee counter of the school on all working days from **Thursday, 23 November, 2023 to Friday, 15 December, 2023 between 9:00 a.m. and 1:00 p.m. on payment of ₹25/- only.**
- ii. **Offline / Online Registration Form (downloaded hard copy) along with self attested photocopies of all required documents must be submitted at the School Gate No. 2 on any working day between 9:00 a.m. and 1:00 p.m. by Friday, 15 December, 2023 to be eligible for valid registration.**

5. SCHOOL SPECIFIC PARAMETERS FOR ADMISSION IN OPEN GENERAL CATEGORY (88 SEATS)

Selection of eligible candidates for filling 88 Open General Category seats shall be made in the order of points earned by the applicants on 100 points system. The points will be allocated on the basis of school based parameters as mentioned below:

S.No.	School Based Parameter / Criteria	Points	
1	NEIGHBOURHOOD		50
	Rohini Sector-9, 13, 14, 15 and Prashant Vihar	50	
	Rohini Sector-3, 4, 5, 6, 7, 8, 11, 16, 17, 18, 19 and Pitam Pura	40	
	Rohini Sector-1, 2, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30	30	
	Remaining areas	00	
2	SIBLINGS (Real brother or sister studying in SPS, Sector-13, Rohini only) / STAFF WARD		40
3	SCHOOL ALUMNI		10
	Total Points		100

EXPLANATION:

- (i) **Neighborhood:** Points allocated in the neighbourhood category are between 0 and 50.
 - Candidates residing in Rohini Sector-9, 13, 14, 15 and Prashant Vihar shall be allocated 50 points.
 - Candidates residing in Rohini Sector-3, 4, 5, 6, 7, 8, 11, 16, 17, 18, 19 and Pitampura shall be allocated 40 points.
 - Candidates residing in Rohini Sector-1, 2, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30 shall be allocated 30 points.
 - No points will be allocated for the candidates residing in other areas.
- (ii) **Siblings:** Real brother or sister studying in Sachdeva Public School, Sector-13, Rohini only.
- (iii) **Alumni:** Students who have Passed Class XII from this school only.



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6. DOCUMENTS REQUIRED

(i) Date of Birth:

- Self attested photocopy of the birth certificate of child issued by the Municipal Corporation.

(ii) Aadhar Card:

- Self attested copy of Aadhar card of Father, Mother and Child

(iii) Residence Proof of the parents (Any 2 from the below mentioned list)

- a. Utility Bill (Water/ Electricity/ MTNL telephone)
- b. Voter I-Card
- c. Passport / Aadhaar Card
- d. Ration Card / Smart Card showing name of parents and child.
- e. Domicile Certificate

(iv) Sibling: Self attested photocopy of I. Card issued by school or the latest fee receipt showing the admission number of the sibling.

(v) Alumni: Self attested photocopy of Class XII Certificate or marks sheet of the parent.

(vi) Proof of Staff Ward: Staff ID

(vii) Legal Documents in case of separation / divorce / adoption / single parent.

(viii) Medical Document in case of Disability.

7. ADMISSION

Eligible candidates will be admitted without any discrimination of caste / religion / region etc.

8. In case the applications in a particular point based category are more than the seats available, draw of lots will be held as per schedule.

9. Original documents will be verified at the time of admission. In case any discrepancy is found, the admission will not be considered even if the name of the child appears in the 'List of Selected Candidates' and the seat will automatically be shifted to next eligible candidate in the list.