Sachdeva Public School

Sector 13, Rohini, Delhi 110085

PROCEDURE FOR PRE SCHOOL (L.K.G) REGISTRATION AND ADMISSION (2022-23)

1. GENERAL INFORMATION

Admissions 2022-23		
1	Academic Session	2022-23
2	Class Name	Pre-School
3	Age Eligibility	3+ as on 31.03.2022 (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	15 December, 2021 (Wednesday) 9:00 a.m. to 1:00 p.m.
2	Last date for submission of Registration Forms in school.	07 January, 2022 (Friday)
3	Uploading details of children who applied to the school for admission under open seats along with marks (as per point system)	21 January, 2022 (Friday)
4	Draw of Lots (If required)	02 February, 2022 (Wednesday) at 11:00 a.m. (Tentative)
5	The date for displaying the first list of selected candidates (including Waiting List) (along with marks allotted under point system)	04 February, 2022 (Friday)
6	Resolution of queries of parents, if any regarding allotment of points to their wards in the first list	05 February, 2022 (Saturday)to 12 February, 2022 (Saturday)
	Admission against First List	05 February, 2022 (Saturday) to 15 February, 2022 (Tuesday)
	Admission against First Waiting List, if any	16 February, 2022 (Wednesday) to 19 February, 2022 (Saturday)
7	The date for displaying the second list of candidates (if any) (including Waiting List) (along with marks allotted under point system)	21 February, 2022 (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.	22 February, 2022 (Tuesday)to 28 February, 2022 (Monday)
9	Subsequent list of admission, if any	15 March, 2022 (Tuesday)
10	Closure of admission process	31 March, 2022 (Thursday)

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 **15 December, 2021 - 07 January, 2022 between 9:00 a.m. and 1:00 p.m. on payment of ₹25/- only**.

ii. Offline / Online Registration Form (downloaded hard copy) alongwith 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, 7 January 2022 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 seats shall be made in the order of points earned by the applicants on 100 points system, 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 **OR**	50	
	Rohini Sector-3, 4, 5, 6, 7, 8, 11, 16, 17, 18, 19 and Pitam Pura **OR**	40	
	Rohini Sector-1, 2, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30 **OR**	30	
	Remaining areas	0	
2	**SIBLINGS** (Real brother or sister studying in SPS, Sector-13, Rohini only)		30
3	**SCHOOL ALUMNI**		10
4	**STAFF WARD**		10
	Total Points		100

EXPLANATION :

(i) **Neighbourhood:** 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 Pitam Pura 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.

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) **Valid proof of residence :**
- Voter I.D.Card (EPIC) of any of the parent.
- Ration Card in the name of parents having name of the child.
- Passport in the name of any of the parent.
- Electricity Bill / Water Bill / Aadhar Card / Court Registered Rent Deed / MTNL Bill in the name of parents.

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

7. ADMISSION

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

8. In case 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'. As a result the seat will automatically be shifted to next eligible candidate in the list.