

## **Fundamental admission procedure for admissions to Pre Primary classes**

**Sub: Regarding Admission Procedure for Pre-Primary classes in the recognized schools imparting education in Delhi.**

It is brought to the notice of the managing committees of all private recognized schools in Delhi that all admissions in pre-primary class shall be made in the manner provided as follows:-

1. Display of information relating to proposed admissions. – Each school shall display the following information by the 30th November of every year on its notice board, in its prospectus and website (where available), namely:-

- (a) Total number of seats available for admission in pre-primary class;
- (b) Total number of seats to be filled with the children of economically weaker sections of society, if the school has been allotted land on concessional rates by Government agency;
- (c) Date, place, mode of distribution and receipt of registration forms;
- (d) Infrastructural facilities available in the school;
- (e) Details of Faculty of the school;
- (f) Facilities available for children with special needs;
- (g) Fee structure;
- (h) Past performance of the school in different fields, such as,-
  - (i) Academics;
  - (ii) Sports;
  - (iii) Cultural activities;
- (i) List of supporting documents to be produced by the parent at the time of admission (This list will be as per the requirement of the school)
- (j) Admission criteria adopted by it.

2. i) Every school shall use the Standardized Registration Form as per Form-I, ensuring that each form has a unique number.

ii) Photocopies of the supporting documents may be submitted with the Registration form. In no case, original documents shall be asked for at the time of registration. Parent or guardian shall submit all original documents at the time of admission.

iii) The school shall scrutinize the registration forms to verify the details and other particulars filled up by parents or guardian.

3. The school shall not conduct any interview of, or interaction with the child for whom admission is being sought. There shall also be no observation of the child either in formal or informal conditions. Similarly, the school shall not conduct any interview of/with the parent(s)/guardian(s). However, the school can have informal interaction with the parent(s)/guardian(s) in advance.

4. There shall be no overall lottery system to select/short list a child for admission. Limited use of lottery may, however, be adopted in case there is a tie amongst applicants.

5. Schedule of dates for admission.-The school shall make the admission as per the following schedule, namely: -

- (b) Filled up forms shall be accepted at the school till 7<sup>th</sup> January up to 16:00 hrs;
- (c) After scrutiny of forms as per admission criteria adopted by it, the school shall display the following information, namely: -
  - (i) lists of selected children (First list) and waiting list (Second List) on 1st February;
  - (ii) Third list, if any, on 28th of February;
  - (iii) Fourth list, if any, on 15th of March.
- (d) In such cases where the school likes to adopt their own schedule for admission, they should intimate the schedule adopted by the school to Director Education by 4.00 P.M. of 14<sup>th</sup> December of the year. In case no intimation is received by the scheduled time, the school shall have to adopt the schedule given as per (a), (b) & (c) above.

6. The school shall, display all the above mentioned four lists on their web-site (where available) and notice board on the dates above with the following information:-
- (i) Names and registration number of all the children whose standardized Registration Forms were received by the school;
  - (ii) Names and registration no. of children selected for admission;
  - (iii) Draw of lots and date, time and venue of the draw of lots in case of tie.