DELHI PUBLIC SCHOOL, DWARKA
Registration for Admission to Pre-School and Pre-Primary
Academic Session 2023-2024

GUIDELINES FOR FILLING THE REGISTRATION FORM UNDER GENERAL CATEGORY (OPEN SEATS)

As per the Directorate of Education, GNCTD, Notification No. F.DE.15(172) /PSB/2016/9483-9492 dated 21-11-2022

Delhi Public School, Dwarka welcomes you to Pre-School and Pre-Primary Admission process for Academic Session 2023-2024.

1. **General Information:**

    a. **Admission to Class Pre-School : 2023-2024**

        (i)   **Age Eligibility: Children born between 01-04-2019 and 31-03-2020 (03 years to less than 04 years as on 31-03-2023)**

        (ii)   **Seats Available For Admission**:

General category	120
EWS/DG Category	60
Management Quota	48
Staff Children Quota	12
Total seats	240

    b. **Admission to Class Pre-Primary : 2023-2024**

        (i)   **Age Eligibility: Children born between 01-04-2018 and 31-03-2019 (04 years to less than 05 years as on 31-03-2023)**

        (ii)   **Seats Available For Admission**:

General category	20
EWS/DG Category	10
Management Quota	08
Staff Children Quota	02
Total seats	40

2. The Online Registration Form will be available on the school website **www.dpsdwarka.com** from Thursday, 01-12-2022 to Friday, 23-12-2022.

3. **Admission Parameters for Pre-School and Pre-Primary under General Category (Open Seats) :**

S. No.	Criteria	Specification	Points	Max. Points
1	**Neighbourhood** (By aerial distance between the school and residence of the applicant.)	**0-3 km**	40	**40**
		Above 3 km - 6 km	35	35
2.		**Beyond 6 kms**	30	30
3.	**Sibling**	Real brother/ sister of applicant studying in DPS Dwarka during academic session 2022-2023	35	**35**
4.	**Alumni**	Offspring of pass out students of Delhi Public Schools wholly owned by the DPS Society. (DPS Core Schools only)	• Mother : 10 Father : 10 • 05 points extra for DPS Dwarka Alumni.	**25**
	Total			100

4. Final scores will be calculated automatically by the software.

5. List of all the registered applicants will be displayed on the school website on Friday, 06-01-2023.

6. List of all registered applicants in descending order of their claimed points will be displayed on Friday, 13-01-2023.

7. In case of registered applicants getting identical total points in the cut-off score, a limited use of the lottery system would be adopted, subject to availability of seats.

8. **Guidelines for Filling ONLINE Forms**

    • Select the appropriate class for admission (PRE-SCHOOL / PRE-PRIMARY)

    • This is an electrometric registration form for Delhi Public School, Dwarka only. Please read the instructions carefully before filling the form.

    • You may access the **Google map** for referring to the aerial distance between the school and your residence.

9. **Non-refundable Registration Fee:**

    a) **Online payment of Rs. 25/- towards the registration fee.**

        • Please keep your credit card/ debit card and other banking details handy while filling up the registration form.

10. After successful transaction, a Registration Number will be generated.

- A Copy of the registration form will be sent to the Email Id entered for ±correspondenceqin the registration form. Take a print out as a proof and quote this Registration Number for all further correspondence with the school. An SMS will also be sent to the number mentioned for ±communication purposeq in the registration form.

- **Kindly Note:**

  o Incomplete forms will not be accepted by the software.

  o Only one registration form will be accepted for one applicant.

  o In case of corrections/changes required to be made in the duly submitted registration form, please follow the steps given below:

    ➢ Click on ±Edit Registration Formq
    ➢ Fill the required information to get OTP.
    ➢ Make corrections/changes as desired.
    ➢ Click on ±SUBMITqbutton.

- Kindly note that editing option is available till the last date of registration only. No changes/corrections will be entertained by the school after closure of the registration process.

Schedule of the Admission Process : General Category (Open Seats)

ACTIVITY	DAY & DATE
Commencement of Online Registration	Thursday, 01-12-2022
Last date for Online Registration	Friday, 23-12-2022
Uploading details of children who applied to the school for admission under open seats.	Friday, 06-01-2023
Display of list of registered applicants with points as claimed by the applicant (as per point system).	Friday, 13-01-2023
Verification of documents of shortlisted applicants.	Monday, 16-01-2023 to Wednesday, 18-01-2023
Draw of lots(if required).	
Verification after Draw of Lots (If required).	
Display of first list of selected applicants (including Waiting List).	Friday, 20-01-2023
Resolution of queries of parents, if any	Saturday, 21-01-2023 to Monday, 30-01-2023
Admission formalities.	Tuesday, 31-01-2023 to Friday, 03-02-2023
Display of **Second List** of children, if any (Including waiting List).	Monday, 06-02-2023
Closure of admission process.	Friday, 17-03-2023

11. Parents are requested to keep checking the school website on a regular basis for new updates. No separate communication will be sent via sms or any other modes of communication.

12. **Documents required to be verified before Admission to Pre-School and Pre-Primary (2023-2024):** (Final admission is subject to verification of the following documents in original. Photocopies will not be accepted).

   a) **Date of Birth:**

   Original Birth Certificate of the child issued by Municipal Corporation or equivalent authority.

   b) **Neighbourhood:**

   Some indicative documents as per DoE guidelines, which can be submitted as proof of residence include (any one proof): **

   i) Ration card/Smart Card issued in the name of Parents (Mother/Father having name of child)

   ii) Domicile certificate of child or of his/her parents.

   iii) Voter-I Card (EPIC) of any of the parent.

   iv) Latest Electricity bill/MTNL bill/Water bill/Passport in the name of any of the parent or child.

   v) Aadhar card/UID card issued in the name of any of the parent.

   ** • **If any document other than those mentioned above are submitted as proof of residence, then an additional document in the name of either of the parents must also be produced to support the claim.**

   ** • **The School also reserves the right of Home visit, if required.**

   c) **Sibling:**

   School RFID Card / Latest Fee Receipt of the sibling studying in DPS Dwarka.

   d) **Alumni:**

   Copy of AISSCE (Class XII) Board Pass certificate/ Marks Statement of the parent(s) for claim under Alumni Category.

   e) Medical fitness certificate of the child issued by a Medical Officer.

13. **Please note that Self Attested photocopies of the above documents are to be submitted. No undertaking regarding the documents mentioned above will be accepted at the time of verification of documents.**

14. **Fee Structure:**

   Fee structure for the year 2023-2024 will be notified in due course of time.

Date: 28-11-2022   **Principal**