Sachdeva Public School

Sector 13, Rohini, Delhi 110085

NURSERY (BALVATIKA 1)
REGISTRATION AND ADMISSION PROCEDURE 2027–28

1. General Information

Particulars	Details
Academic Session	2027–28
Class	Nursery (Balvatika 1)
Age Eligibility	The child must be 3 years or above but below 4 years as on 31 March 2027.
Total Seats	160
Open General Category	88
Management Quota	32
EWS/DG Category	40

2. Criteria

Category	Application / Selection Process
EWS & DG Category	Apply online on the website of Directorate of education as per their schedule.
Open General Category	Selection will be based on the school-specific parameters

3. Admission Schedule – Open General Category

Admission Schedule		
1	Commencement of admission process and availability of Registration Forms – Online and Offline (9:00 a.m. to 1:00 p.m.)	01 December, 2026 (Tuesday)
2	Last date for submission of Registration Forms in school	28 December, 2026 (Monday) till 1:00 p.m.
3	Uploading details of children who applied to the school for admission under Open Seats on the school website.	04 January, 2027 (Monday) by 1:00 p.m.
4	Resolution of queries of parents, if any	05 January, 2027 (Tuesday)- 11 January, 2027 (Monday)
5	Display and uploading of final marks/points (as per points system)	12 January, 2027 (Tuesday)
6	Draw of Lots (If required)	16 January, 2027 (Saturday) at 09:30 a.m.
7	The date for displaying the First List of selected children (including Waiting List) (along with marks allotted under point system)	20 January, 2027 (Wednesday) at 11:00 a.m.
8	Resolution of queries of parents, if any, regarding allotment of points to their wards in the first list	21 January, 2027 (Thursday) to 28 January, 2027 (Thursday)
9	Admission against First List	21 January, 2027 (Thursday) to 28 January, 2027 (Thursday)
10	Admission against First Waiting List, if any	01 February, 2027 (Monday) to 03 February, 2027 (Wednesday)
11	The date for displaying the Second List of selected children, if any (including Waiting List) (along with marks allotted under point system)	05 February, 2027 (Friday)
12	Resolution of queries of parents, if any, regarding allotment of points to their wards in the second list and admission against vacant seats	06 February, 2027 (Saturday) to 12 February, 2027 (Friday)
13	Subsequent list of admission, if any	22 February, 2027 (Monday)
14	Closure of admission process	12 March, 2027 (Friday)

4. Registration Process

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 **Tuesday, 01 December, 2026 to Monday, 28 December, 2026** 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 **Monday, 28 December, 2026** to be eligible for valid registration.

5. School Specific Parameters for Selection Criteria – Open General Category (88 Seats)

Selection of eligible children 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 specific parameters as mentioned below:

Parameter	Eligibility / Area		Points
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 Pitampura	40	
	Rohini Sector-1, 2, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30	30	
	Remaining areas	0	
Sibling / Staff Ward	Real brother or sister currently studying at Sachdeva Public School, Sector 13, Rohini; OR Child of a school staff member		40
School Alumni	Parent who has passed Class XII from this school only		10
Total			100

Explanation:

- Neighbourhood points will be awarded according to the child's residence in the areas listed above.
- Sibling points apply only where the real brother or sister is studying at this school's Sector 13, Rohini campus.
- Alumni points are applicable only if a parent has passed Class XII from this school.

6. Documents to be Submitted

Please attach self-attested **photocopies** of the relevant documents listed below:

Purpose	Document Required
Date of birth	Birth certificate issued by the Municipal Corporation.
Aadhaar	Aadhaar cards of the father, mother and child.
Residence proof	Any two of the following: • Water/Electricity/MTNL telephone bill • Voter ID (EPIC) • Passport • Aadhaar card • Ration card/Smart card showing the names of the parents and child • Domicile Certificate of child or his/her parents.
Sibling	School-issued identity card or the latest fee receipt of the sibling.
Alumni	Class XII certificate or marksheet of the parent.
Staff ward	School staff identity card.
Separation / divorce / adoption / single-parent status	Relevant legal documents, wherever applicable.
Disability	Relevant medical document, wherever applicable.

7. Admission and Verification

- Eligible Candidates will be admitted without any discrimination of caste / religion / region etc.
- If the number of applicants in a particular point-based category exceeds the seats available, a draw of lots will be conducted in accordance with the admission schedule.
- 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.

In case of admission, Parents will have to make arrangements for transportation of their ward to and from school.

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