



# Sachdeva Public School

Sector 13, Rohini, Delhi 110085

## PROCEDURE FOR PRE SCHOOL (L.K.G) REGISTRATION AND ADMISSION (2025-26)

### 1. GENERAL INFORMATION

| Admissions 2025-26 |                       |   |
|--------------------|-----------------------|---|
| 1                  | Academic Session      | 2025-26                                 |
| 2                  | Class Name            | Pre-School (L.K.G.)                     |
| 3                  | Age Eligibility       | 3+ as on 31.03.2025 (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.)                               | 28 November, 2024 (Thursday)                                 |
| 2                  | Last date for submission of Registration Forms in school   | 20 December, 2024 (Friday) till 1:00 p.m.                    |
| 3                  | Uploading details of children who applied to the school for admission under Open Seats on the school website.  | 03 January, 2025 (Friday) by 1:00 p.m.                       |
| 4                  | Draw of Lots (If required)   | 13 January, 2025 (Monday) at 10:30 a.m.                      |
| 5                  | The date for displaying the <b>First List of selected children</b> (including Waiting List) (along with marks allotted under point system)           | 17 January, 2025 (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   | 18 January, 2025 (Saturday) to 27 January, 2025 (Monday)     |
|                    | <b>Admission</b> against First List  | 18 January, 2025 (Saturday) to 22 January, 2025 (Wednesday)  |
|                    | <b>Admission</b> against First Waiting List, if any  | 23 January, 2025 (Thursday) to 27 January, 2025 (Monday)     |
| 7                  | The date for displaying the <b>Second List of selected children</b> , if any (including Waiting List) (along with marks allotted under point system) | 03 February, 2025 (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         | 05 February, 2025 (Wednesday) to 11 February, 2025 (Tuesday) |
| 9                  | Subsequent list of admission, if any   | 26 February, 2025 (Wednesday)                                |
| 10                 | Closure of admission process   | 14 March, 2025 (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, 28 November, 2024 to Friday, 20 December, 2024 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, 20 December, 2024 to be eligible for valid registration.**

## 5. SCHOOL SPECIFIC PARAMETERS FOR ADMISSION IN 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 based parameters as mentioned below:

| S.No. | School Based Parameter / Criteria   | Points |
|-------|---|--------|
| 1     | <b>NEIGHBOURHOOD</b>  | 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     | <b>SIBLINGS (Real brother or sister studying in SPS, Sector-13, Rohini only) / STAFF WARD</b> | 40     |
| 3     | <b>SCHOOL ALUMNI</b>  | 10     |
|       | Total Points  | 100    |

### EXPLANATION:

- (i) **Neighborhood:** Points allocated in the neighbourhood category are between 0 and 50.
  - Children residing in Rohini Sector-9, 13, 14, 15 and Prashant Vihar shall be allocated 50 points.
  - Children residing in Rohini Sector-3, 4, 5, 6, 7, 8, 11, 16, 17, 18, 19 and Pitampura shall be allocated 40 points.
  - Children 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 children 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 (EPIC)
- 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.