

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION (ACT BRANCH)
OLD SECTT: DELHI-54**

NO.DE.15(01)/ACT/2008/ 7890-7910

Dated: 27/10/08

ORDER

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 7th 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 14th 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.

7. Fees from the parent(s) or guardian(s) of the selected children in the First List shall be accepted in the school till 16.00 hrs on 15th February. Similarly, fees from the parents or guardian of children selected from the Second list shall be accepted till 16:00 hrs. on 26th February. Fees from the parent(s) or guardian(s) of children selected from the Third and Fourth List will be accepted till 16:00 hrs. on 10th March and 25th March, respectively.

8. In case any fee is collected from the parent(s) or guardian(s) of a child whose admission is cancelled subsequently due to non-submission of original documents by the due date, or because some information or document submitted at the time of registration is proved to be wrong or false, the entire fee except registration fee shall be refunded.

9. If any parent or guardian, after depositing the full fee for admission of a child, chooses to withdraw the child from the school within one month from the date of the admission, then the school may retain the Registration Charges, Admission Fee and the Tuition Fee for one month only, and shall refund the entire amount of fees or other charges.

10. The school shall develop and adopt criteria for admission which shall be clear, well defined, equitable, non-discriminatory and unambiguous. The school shall adopt those parameters which are in the best interest of children and are in line with its own philosophy, and these shall include the following:-

- (i) Neighbourhood - It is in the interest of children that they are provided admission in a school nearest to their residence. The schools shall, therefore, give preference to children living in nearby areas. If the school is satisfied that a good and safe transport is available for a child, then, it may consider giving admission to such a child even if he/she lives at a place quite far off from the school. This is also important as distribution of schools is not uniform in the city.
- (ii) Background of the Child - Children from all social and economic backgrounds shall be equally considered for admission. The school shall make a conscious effort to admit children with special needs or from vulnerable backgrounds.
- (iii) Sibling - Generally, parent(s) or guardian(s) prefer that their children study in the same school. Therefore, the school may give preference to a child who has a sibling studying in that school.
- (iv) Transfer Case: - Many parent(s) or guardian(s) are working in transferable jobs, in the government and other private sectors. The school may give preference to the child of such parent(s) or guardian(s).
- (v) Single Parent i.e. divorced/widow/widower/unmarried:- The School may give preference to admit child of such single parent.

- (vi) Management Quota – School may have a management quota which shall not exceed twenty percent of the total seats available for admission in the class.
- (vii) Minority-All minority schools can keep the minority status of the child seeking admission as a criterion.
- (viii) Apart from the above, schools can also fix additional parameters, but are required to stipulate a point system for each criteria/parameter.

11. The admission criterion adopted by the school shall be made by managing committee and be intimated to the Directorate of Education.

12. The school shall not change, alter or modify its admission criteria during the admission process in an academic session.

13. An Admission Committee under the chairpersonship of the Principal of the school shall be constituted with the following, as members:-

- (i) Two representatives from the parent(s) or guardian(s) in the Managing Committee/ PTA;
- (ii) Headmaster/Headmistress of the school/In charge of the primary section.

14. The functions of the Admission Committee shall be as follows: -

- (a) Overall monitoring of the admission process;
- (b) Conducting the draw of lots, if required, in a transparent manner in front of parents or guardian and all members of the Admission Committee;
- (c) Ensuring that the norms and criteria specified by the school for admission are objectively applied to determine the eligible for admission.
- (d) Ensuring that the time schedule and other stipulations in the admission procedure are fully adhered to;
- (e) Attending to the complaints, if any, in an impartial manner and taking remedial and corrective manners.

15. i) In case, the Management of any school finds that the school does not have any vacancy for pre- primary class for ensuing academic session then, it shall notify the same on its website, prospectus and notice board, respectively and shall also inform the Deputy Director of the District concerned, in writing, by 14th December of the year i.e. before the school starts distribution of registration forms for admission.

ii) All children who have been given admission in a class lower to pre-primary class shall move to the pre-primary class for the academic session starting from April of next year till the Government frames separate guidelines for Pre-school.

16. There shall be one year of pre-primary class in every school. A class of one year duration preceding this called pre-school may be set-up as a neighboring pre-school. The schools which are already running pre-school class may continue to do so subject to the following conditions:

- (a) Every child admitted to pre-school shall be of minimum three years by 31st March of the year in which admission is being sought.
- (b) Admission to pre-school shall be subject to the guidelines which are being framed by a committee set up for the purpose.

Explanation: - For the purposes of this clause, the ages stipulated for entry into standard one, pre-primary class and pre school class are the minimum ages and there is no bar to children older than the ages specified in this clause being given admission to these classes.


17. Monitoring by Education Department:-Every school shall furnish a soft copy, and hard copy of the information in clause 5 (c) of this Order, duly signed by the Principal, to the Deputy Director (Education) of the District concerned by 30th November, who shall ensure that this is placed on the web-site of the Education Department (www.edudel.nic.in).

18. A Monitoring Cell shall be constituted in each district under the Chairmanship of the District Deputy Director, who shall look into complaints regarding admission and shall also conduct regular inspections to ensure that the process is hassle free, objective and transparent.

19. Any non-compliance of the above Order shall be viewed seriously and necessary action shall be taken as per the provisions of the Delhi School Education Act & Rules 1973.

This issues with the prior approval of the Competent Authority.

Encl: Registration Form



(DR. R.K. SHARMA)
ADDL. DIRECTOR OF EDUCATION (ACT)

Management of all recognized schools

Copy to:

1. P.S. to Secretary (Education)
2. P.S. to Director of Education.
3. All Regional Directors of Education.
4. All Deputy Director of districts (with a request to serve this order on Managements of the recognized Schools of their respective districts under proper acknowledgement.
5. Education Officers/Deputy Education Officers of respective zones.
6. OS (IT) with the request to upload the order on the Department's website. *in Public Domain.*
6. Guard File.



(ABHA JOSHI)
ASSISTANT DIRECTOR OF EDUCATION (ACT)

FORM-I**REGISTRATION FORM**

(To be filled in Block Letters)

PHOTOGRAPH
OF STUDENT

Form No. _____

Registration for Pre-primary/Pre-school
(Strike-out which ever is not applicable)

1. Name of the Student _____

2. Date of Birth:

Date

--	--

Month

--	--

Year

--	--

(In words) _____

3. Sex:

Male

Female

(Tick whichever is applicable)

4. Details of parents:

(a) Father's Name _____

Profession _____

is the job transferable?

Yes

No

(Tick whichever is applicable)

Designation (if applicable) _____

Office Address : _____

Residential Address _____

Tel. No. [Residence] _____

Off. Tel No. _____

Mobile No. _____

(b) Mother's Name _____

Profession _____

Is the job transferable?

Yes

No

(Tick whichever is applicable)

Designation (if applicable) _____

Office Address : _____

Residential Address _____

Tel. No.[Residence] _____

Off. Tel No. _____

Mobile No. _____

(c) Guardian's Name (if applicable) _____

Profession _____

Is the job transferable?

Yes	No
-----	----

 (Tick whichever is applicable)

Designation (if applicable) _____

Office Address : _____

Residential Address _____

Tel. No.[Residence] _____

Off. Tel No. _____

Mobile No. _____

(d) Are you a single parent?

Yes	No
-----	----

 (Tick whichever is applicable)

(e) Do you belong to minority community (only in case of Recognized Minority schools)

Yes	No
-----	----

 (Tick whichever is applicable)

If yes, please specify which one _____

5. (a) Is the School Transportation required?

Yes	No
-----	----

 (Tick whichever is applicable)

(b) If no, are you in a position to provide safe transportation to the student to and from the school?

Yes	No
-----	----

 (Tick whichever is applicable)6. Does the child have some special needs?

Yes	No
-----	----

 (Tick whichever is applicable)

If Yes, give details _____

7. Is the admission being sought under the seats reserved for economically weaker section of society?

Yes	No
-----	----

 (Tick whichever is applicable)

please give total annual income of both parents (in figures) _____
 in w. ls) _____

8. (a) Is a sibling of the student studying in this school? Please reply only with reference to own sister or brother.

Yes	No
-----	----

(Tick whichever is applicable)

(b) If yes please give following details of the sibling :-

Name: _____

Class: _____

Section: _____

9. School Specific Parameters- like girl child, minority community (in case of recognized minority schools).

10. Photocopy of the following documents are to be enclosed:

Please register my son/daughter/ward named above in your school I shall produce the requisite documents at the time of admission:

Signature

Undertaking

I _____ father/mother/guardian of _____ hereby declare the information given above by me is correct. Admission of my child may be cancelled if any information is found to be false.

Signature

NOTE:

1. Only photocopies of the documents are to be enclosed, originals will be checked at the time of admission.
2. Points 9 and 10 shall be as decided by the school.

Note: No weightage will be given to education qualifications, professions and financial status of parents.