

## **Rules to be followed by the school's management while defining the admission process for Pre-Primary Classes**

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.