

Queen's Convent School

Sector-25, Rohini, Delhi-85

ADMISSION GUIDELINES PRE SCHOOL SESSION: 2023-24

The admission criteria for admission of the students at Entry Level in Pre-School Class for the Academic Session 2023-24 is placed below.

Age of the child as on 31-3-2023 should be 3+ years (i.e. born between 01.04.2019 to 31.03.2020)

Pre-School General category application forms are available online only at the school website. (www.queensconvent.com)

The admission process will start w.e.f. 01.12.22 as per the admission schedule and the criteria prescribed.

DECLARATION OF SEATS UNDER VARIOUS CATEGORIES

Total No. of seats declared at the Entry Level in Pre-School Class = 125			
Sl. No.	Category	% of Seats	No. of Seats
1.	Economically Weaker Section (EWS)	25%	31
2.	Open/General Category	55%	69
3.	Management Quota	20%	25
Total		100%	125

The admission to **Open/General category seats** shall be made on the basis of fixed parameters and points as stated below:

ALLOCATION OF POINTS

Sl. No.	Criteria	Particulars	Points
1.	Neighbourhood	0-8 Km	70
2.	Sibling	Real Sister already studying at Queen's Convent School, Delhi only	20
3.	Alumni		10
Total =			100

Contd/-

Distance Criteria

Kms. Slab	Areas
0-8 kms	Sec-1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, Rithala Village, Budh Vihar, Pooth Kalan, Avantika, Prashant Vihar, Shahbad Dairy, Vijay Vihar, Krishan Vihar, Pitampura, Kohat Enclave, Saraswati Vihar, Lok Vihar, Rani Bagh, Deepali Chowk, Kirari, Sultanpuri, Pooth Khurd

LIST OF SUPPORTING DOCUMENTS TO BE SUBMITTED

(FOR OPEN/GENERAL CATEGORY)

Sl. No.	Document Required	Remarks
1.	Birth Certificate	Issued by the Municipal Corporation
2.	Proof of residence	<p>Any two of the following documents:</p> <ol style="list-style-type: none"> 1. Ration Card/ Smart Card issued in the name of parents (Mother/ Father having name of child) 2. Domicile Certificate of child or of her parents 3. Voter I-Card (EPIC) of any of the parents 4. Electricity Bill/ MTNL telephone bill/ Water bill/ Passport in the name of any of the parents or child 5. Aadhar Card/UID card issued in the name of any of the parents
3.	Proof of Sibling(s)	Latest Fee Receipt/Report Card/ I-card of real sister studying in the school
4.	Proof of Alumni	Passing Certificate for Class X/ XII of Queen Mary's School, Rohini

Contd/-

ADMISSION SCHEDULED FOR OPEN/GENERAL CATEGORY

Sl. No.	Remarks	Day and Date
1.	Uploading the criteria and their points in the module of the Department at the link mentioned at Point No.7	28/11/22 (Monday)
2.	Commencement of admission process and availability of forms	01/12/22 (Thursday)
3.	Last date of submission of application forms in schools	23/12/22 (Friday)
4.	Uploading details of children who applied to the school for admission under Open Seats	06/01/23 (Friday)
5.	Uploading marks (as per point system) given to each of the children who applied for admission under open seats	13/01/23 (Friday)
6.	The date for displaying the first list of selected children (including Waiting List) (along with marks allotted under point system)	20/01/23 (Friday)
7.	Resolution of queries of parents, if any (by written/email/ verbal interaction) regarding allotment of points to their wards in the first list.	21/01/23 (Saturday) to 30/01/23 (Monday)
8.	The date for displaying the second list of children (If any) (including Waiting list) (along with marks allotted under point system)	06/02/23 (Monday)
9.	Resolution of queries of parents, if any (by written/email/ verbal interaction) regarding allotment of points to their wards in the second list.	08/02/23 (Wednesday) to 14/02/2023 (Tuesday)
10.	Subsequent List of admission, if any	01/03/23 (Wednesday)
11.	Closure of admission process	17/03/23 (Friday)

Note: 1) The seats for **Economically Weaker Section (EWS)** and **Disadvantaged Group (DG)** quota will be filled through draw of lots. The guidelines for the **EWS and DG Category** will be issued by the Department of Education, NCT of Delhi shortly.

2) The entire process of admission including payment of registration fee of Rs. 25/- (Non-refundable) for **Open/General Category** students will be carried out online on School's Website.

Nalini Andrew
Principal