

# Queen's Convent School

Sector-25, Rohini, Delhi-85

## ADMISSION GUIDELINES PRE SCHOOL SESSION:2025-26

The admission criteria for admission of the students at Entry Level in Pre-School Class for the Academic Session 2025-26 is placed below.

Age of the child as on 31-3-2025 should be 3+ years (i.e. born between 01.04.2021 to 31.03.2022)

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

The admission process will start w.e.f. 25.11.2023 as per the admission schedule and the criteria prescribed.

## DECLARATION OF SEATS UNDER VARIOUS CATEGORIES

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

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

## ALLOCATION OF POINTS

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

## Distance Criteria

|                  |   |
|------------------|---|
| <b>Kms. Slab</b> | <b>A<br/>r<br/>e<br/>a<br/>s</b>  |
| 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)**

| <b>Sl. No.</b> | <b>Document Required</b> | <b>Remarks</b>  |
|----------------|--------------------------|---|
| 1.             | Birth Certificate        | Issued by the Municipal Corporation   |
| 2.             | Proof of residence       | <b>Any two of the following documents:</b><br><b>1.</b> Ration Card/ Smart Card issued in the name of parents (Mother/ Father having name of child)<br>Domicile Certificate of child or of her parents<br>Voter I-Card (EPIC) of any of the parents<br><b>4.</b> Electricity Bill/ MTNL telephone bill/ Water bill/<br>Passport in the name of any of the parents or child<br><b>5.</b> 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   |

## **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                                      | 25/11/24 (Monday)                              |
| 2.      | Commencement of admission process and availability of forms  | 28/11/24 (Thursday)                            |
| 3.      | Last date of submission of application forms in schools  | 20/12/24 (Friday)                              |
| 4.      | Uploading details of children who applied to the school for admission under Open Seats   | 03/01/25 (Friday)                              |
| 5.      | Uploading marks (as per point system) given to each of the children who applied for admission under open seats                                   | 10/01/25 (Friday)                              |
| 6.      | The date for displaying the first list of selected children (including Waiting List)<br>(along with marks allotted under point system)           | 17/01/25 (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.  | 18/01/25 (Saturday)<br>to 27/01/25<br>(Monday) |
| 8.      | The date for displaying the <b>second list</b> of children (If any) (including Waiting list)<br>(along with marks allotted under point system)   | 03/02/25 (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. | 05/02/25 (Wednesday)<br>to 11/02/25 (Tuesday)  |
| 10.     | Subsequent List of admission, if any   | 26/02/25 (Wednesday)                           |
| 11.     | Closure of admission process   | 14/03/25 (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**