



GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI
DIRECTORATE OF EDUCATION : SCHOOL BRANCH
OLD SECRETARIAT : DELHI-110054

No. DE.23 (638)/Sch.Br./2018/333

Dated: 14/03/2018

CIRCULAR

Sub.: Guidelines regarding admissions to Nursery (3+) , KG, Class-I and Class -II in Schools of Excellence for the Academic Session 2018-19 (for parents).

Guidelines for admission to Nursery (3+), KG, Class-I and Class -II in Schools of Excellence for the Academic Session 2018-19:-

1. Schools of Excellence shall have three section(s) of Nursery, KG, Class I and Class II of 25(Twenty-Five) students in each section.
2. Children will be admitted to these classes on the basis of neighbourhood criteria as per RTE Act and through draw of lots. There will be no screening of the children and parents under any circumstances. The neighbourhood criteria would be the same as used for EWS admissions ranging from 0-1 Km, 1-3 Km, 3-6 Km and beyond 6 Km.
3. The draw of lots will first be held for children residing from 0-1 km. However , if adequate children (25 per section) do not apply, draw will be held for children residing from 1-3 km. In case the seats still remain vacant, the draw will be held for children residing from 3-6 km and then from children residing beyond 6 km.
4. If the number of applications received for Nursery ,KG,Class-I and Class-II is less than or equal to the required number of students to be admitted in each class, draw of lots will NOT be conducted and all eligible candidates shall be admitted.
5. For the academic session 2018-19, the issuance of application form will commence w.e.f **15.03.2018 (Thursday)** and the last date for submission of filled in application forms by the parents is **24.03.2018 (Saturday)** during the school working hours.
6. Application forms alongwith Guidelines for parents are available on Department's website. The same will be downloaded by Heads of Schools and provided (free of cost) to parents who wish to apply for admission of their wards. **Application forms to be freely available with the guard at entrance of school, so that parents don't have to wait to obtain application form.**
7. An acknowledgement slip (Part-E of application form) will be issued to the parents/guardians as a token of receipt of filled in application form.

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8. The application forms of only those children will be considered for admission to Nursery Class who have completed 3-years of age as on 31-03-2018 (child must be born between 01-04-2014 and 31-03-2015), for admission to Class KG, those children who have completed 4-years of age as on 31-03-2018 (child must be born between 01-04-2013 to 31-03-2014) , for admission to Class I, those children who have completed 5-years of age as on 31-03-2018 (child must be born between 01-04-2012 and 31-03-2013) and for admission to Class II those children who have completed 6-years of age as on 31-03-2018 (child must be born between 01-04-2011 and 31-03-2012). Further, the age relaxation of upto 30 days may be granted at the level of Heads of Schools in the maximum as well as minimum age of 30-days for Classes Nursery, KG, Class-I and Class II as per circular no. DE.23.(363)/Sch. Br./2016/1553 dated 19.09.2016.

Additional age relaxation is to be provided to Specially abled children, as per circular No.DE.40(20)/EVG/IEDC/Circular/98/7109-8699 dated 6.01.2003.

9. The draw of lots shall be held in the presence of parents/guardians on **27.03.2018 (Tuesday) at 11.00 AM** in the schools. The list of selected and waitlisted children through draw of lots shall be displayed on school Notice Board on **28.03.2018 (Wednesday) at 11.00 AM**. Admission procedure will start from **31.03.2018 (Saturday)** and be completed by **05.04.2018 (Thursday)**. Admission of wait-listed children will start from **06.04.2018 (Friday)** and be completed by **07.04.2018 (Saturday)**.

The following documents are required to be produced by the parent/guardian at the time of admission:-

1. Details of Date of Birth (any one):

- i. Original Date of Birth Certificate issued by MCD or any other local body.
- ii. Anganwadi record.
- iii. Hospital/Auxiliary Nurse and Midwife (ANM) register record.
- iv. An Undertaking by the Parents regarding Date of Birth as per Part-B of the Application Form.
- v. School Leaving Certificate from last attended Recognized school.

2. One passport size photograph of the child.

3. Anyone of the following documents as residence proof:-

- i. Ration Card issued in the name of parents having name of the child.
- ii. Domicile certificate of child or parents.
- iii. Voter I card of any of the parents.
- iv. Electricity bill/MTNL telephone bill/Water bill.



- v. Bank Passbook in the name of child or parents.
- vi. Aadhar card of parents/child.
- vii. Passport in the name of any of the parents/child.

Note: Admission will not be denied to any specially abled child, destitute child, refugee/asylum seeker, homeless, migrant, orphan or Child in Need of Care & Protection in any Govt. school due to non availability of essential documents at the time of submission in the School.

Provisional admission for 30 days will be allowed on the basis of simple undertaking on plain paper by the parents/guardians.

13. Primary Classes will begin w.e.f **02.04.2018**.

14. Information regarding number of seats available in Nursery, KG, Class-I and Class II shall be available on School Notice Board.

This issues with prior approval of the Competent Authority.

S. Sain
14.3.18
Dr. Saroj Sain
Addl.DE (Schools)

Encl: As above.

DE.23 (648)/Sch.Br./2018/333

Dated: 14/03/18

All Heads of Schools of Excellence under Directorate of Education through DEL-E.

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education).
3. All RDsE/DDEs(District/Zone) to ensure compliance.
4. Programmer (MIS) for uploading on MIS.
5. Guard File.

Uin
Nodal Officer
Schools of Excellence