

**NURSERY ADMISSION**  
**(Session 2023-2024)**

Salwan Public School, Rajendra Nagar, established in the year 1953 is a co-educational Senior Secondary School affiliated to Central Board of Secondary Education. The institution occupies a place of eminence among the premier schools of the country.

Guided by the values of our founder the great visionary Late Pt. Girdhari Lal Salwan, the school offers "Quality Education for All ". The school is spread over an area of ten acres in the heart of the city, with a current enrolment of about 2500 students. The school endeavours to provide a conducive learning environment with state-of-the-art infrastructure, technology enabled classrooms and latest facilities for holistic development of the students.

**IMPORTANT INFORMATION**

**ALLOTMENT OF SEATS**

	%	NO. OF SEATS
<b>Open Seats under General Category</b>	55%	96
<b>EWS and Disadvantaged Group</b>	25%	44
<b>MC Seats</b>	20%	35
<b>Total number of seats for admission in Nursery</b>	100%	175

**ADMISSION TIMELINE**

S.no.	Particulars	Dates
1.	Commencement of online registration	<b>Thursday, 01.12.2022</b>
2.	Last date for online registration	<b>Friday, 23.12.2022</b>
3.	School to upload points given to the registered applicants under OPEN SEATS (General Category) on the Website of DoE	<b>Friday, 06.01.2023</b>
4.	School to upload points given to the registered applicants under OPEN SEATS (General Category) on the School Website	<b>Friday, 13.01.2023</b>
5.	Display of the First List of Selected Candidates (including the First Waiting List)	<b>Friday, 20.01.2023</b>
6.	Resolution of queries of parents, if any	<b>Saturday, 21.01.2023 to</b> <b>Monday, 30.01.2023</b>  (Appointment will be confirmed by the school)

7.	Display of the Second List of selected candidates (including the Second Waiting List), if any	<b>Monday, 06.02.2023</b>
8.	Resolution of queries of parents, if any	<b>Wednesday,08.02.2023to Tuesday, 14.02.2023</b>  (Appointment will be confirmed by the school)
9.	Subsequent list of admission, if any	<b>Wednesday, 01.03.2023</b>
10.	Closure of Admission Process	<b>Friday, 17.03.2023</b>

The Admission Schedule followed is strictly in **accordance** with the guidelines issued by the Directorate of Education (Order No. F.DE.15(172)/PSB/2016/9483-9492 dated 21.11.2022).

### **SCHOOL SPECIFIC CRITERIA**

1	<b>Neighbourhood</b> Upto 5 Kms - <b>60 pts.</b>  Upto 8 Kms - <b>50 pts.</b>
2	<b>First Born Child</b> <b>10pts</b>  (Self-attested declaration on a Non-Judicial Stamp Paper to be submitted at the time of verification of documents) (Format attached)
3	<b>Girl Child</b> <b>05 pts</b>
4	<b>School Alumni</b> <b>15 pts</b>  (Passed Class XII from Salwan Public School, Rajendra Nagar)
5	<b>Sibling</b> <b>10 pts</b> (Real brother/sister only) Sibling studying only in Salwan Public School, Rajendra Nagar

**\*If the number of applicants with the same points exceeds the number of seats, then a draw of lots will be conducted to determine the order of applications.**

**The Date for Draw of lots (if applicable) will be intimated to the parents via email.**

### **FAQs (FREQUENTLY ASKED QUESTIONS)**

**1. How can I fill the registration form?**

**Answer:** All registrations are accepted online, through the link available on the school website [www.salwanpublicschool.com](http://www.salwanpublicschool.com). Your registration will be complete upon submitting the form, uploading all required documents and payment of registration charges of Rs.25.

## 2. What are the documents required for the admission process?

**Answer:** Scanned/digital copy of the following documents to be uploaded to complete your submission:

- Child's Photograph (jpeg or png file of maximum 500 KB)
- Father's Photograph (jpeg or png file of maximum 500 KB)
- Mother's Photograph (jpeg or png file of maximum 500 KB)
- Residence Proof (pdf of 1 MB size)
- Birth Certificate of the Child (pdf of 1 MB size)
- Proof of Sibling
- Affidavit of the first-born child

**Birth Certificate** with name of the child issued by MCD or a competent authority.

**Residence Proof** (any one of the following)

- Ration card issued in the name of parent
- Domicile certificate of child or parent
- Voter I-Card (EPIC) of the parent/s
- Electricity bill/MTNL telephone bill/Water bill/Passport in the name of the parent/s or child
- Aadhaar Card/UID card of the parents

**First Born Child:** Affidavit on a non-judicial stamp paper of Rs. 10/-, to be signed by both parents (Deponent 1, Deponent 2)

**School Alumni:** Class XII School leaving certificate/ mark sheet of Salwan Public School, Rajendra Nagar of either or both parents

**Girl Child:** Birth certificate of the child

**Sibling:** Report Card / Latest Fee Receipt of the sibling studying in the school (Only real brother/sister)

**Please Note: If information is found to be false, the school authorities have the right to cancel the admission.**

## 3. What happens after I submit the form online?

**Answer:** Once you have completed the online registration process, you are required to submit a hard copy of the form along with self-attested photocopies of the documents uploaded. The date for verification of documents will be informed via email/SMS wherein you must carry all original documents. They will be returned to you after verification and the copy of the form and attested documents will be retained by the school.

**Please Note: Multiple forms will result in cancellation of all the forms.**

## 4. Is admission confirmed upon verification?

**Answer:** No.

Admission to nursery is finalized after the admission process is complete after

- Name is reflected in the selection list (First/Waiting/Second)
- fee is deposited by the parent and admission formalities are completed

Filling of online registration form/verification only allows the form to be considered for admission.

## 5. What is the age criterion for admissions?

**Answer:** The age eligibility for admission in class Nursery as per the Directorate of Education **Order No. F.DE.15(172)/PSB/2016/9483-9492 dated 21.11.2022** is as under:

- Minimum age - 3 years as on 31<sup>st</sup> March 2023.

**(i.e. born between 1<sup>st</sup> April 2019 and 31<sup>st</sup> March 2020)**

- Upper age limit should be less than 04 years as on 31<sup>st</sup> March 2023.

**6. My child does not meet the age criteria. Is age relaxation given for admission and how much?**

**Answer:** As per the Directorate of Education, age relaxation of 30 days in the minimum and upper age may also be granted. Parents seeking age relaxation may write to us along with a copy of the Birth Certificate of the child at [nurseryadmissions@salwanpublicschool.com](mailto:nurseryadmissions@salwanpublicschool.com) on commencement of online registration.

**7. How do I know if my form has been submitted successfully?**

**Answer:** A confirmation message and email will be sent to the registered email id/contact number. You can also check the status on the School Website.

**8. If my children are twins and firstborn, what is their selection procedure?**

**Answer:** Both twins will get points for the Firstborn. In the case of Twin Siblings, if the first child gets selected the second child will automatically get admission.

**9. How will the school calculate the distance? Is it Road distance or Aerial Distance?**

**Answer:** The School will calculate the aerial distance between the applicant's address to the school.

**10. How will I get to know whether my child has been admitted to the school or not?**

**Answer:** The school will upload the list of selected candidates as per the DOE timeline. The list of candidates who qualify will be placed in order of points.

**11. How will points be calculated for the Admission List?**

**Answer:** The points will be generated automatically, but are subject to the verification of documents. The admission procedure is conducted under the supervision of an Admission Committee. The decision of the Admission Committee in this regard will be final and binding.

**12. What happens when 2 or more applicants get the same points?**

**Answer:** DOE has defined an authentic and 'surveillance lottery system' in which a draw of lots is conducted to determine the order of applications for admission. Date, time and venue of draw of lots (if required) will be intimated on the school website.

**13. How can I apply, if I belong to the EWS/ DG category?**

**Answer:** To apply under the EWS/DG category, please visit the website of the Department of Education, Delhi – [www.edudel.nic.in](http://www.edudel.nic.in)

No application under this category will be accepted by hand/post/e-mail or any other means by the school.

**14. Does the school provide a transport facility?**

**Answer:** The school offers a provisional transport facility on specific routes and designated stops. Independent routes are run for the students of Nursery-Pre-Primary. The routes are subject to modifications at the sole discretion of the school management.

**15. Can I visit the school campus and see the campus?**

**Answer:** On request on-site visits can be arranged after submission of the registration form. You can message to book your slots by mentioning your registration number on 8800593456 or write to us at [info@salwanpublicschool.com](mailto:info@salwanpublicschool.com)/[nurseryadmissions@salwanpublicschool.com](mailto:nurseryadmissions@salwanpublicschool.com)

**\* Please write to the school @ [info@salwanpublicschool.com](mailto:info@salwanpublicschool.com), [nurseryadmissions@salwanpublicschool.com](mailto:nurseryadmissions@salwanpublicschool.com) for any query related to admissions.**