

NURSERY ADMISSION (Session 2025-2026)

Salwan Public School, Rajendra Nagar, established in the year 1953 is a co-educational Senior Secondary School affiliated to the 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 3500 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**

| | Percentage | NO. OF SEATS |
|--|------------|--------------|
| Open Seats under General Category | 55 | 102 |
| Managing Committee Seats* | 20 | 37 |
| EWS and Disadvantaged Group | 25 | 46 |
| Total number of seats for admission in Nursery | 100 | 185 |

***FOR FIRST LIST: ADMISSION WILL BE EXTENDED TO THE TOTAL NUMBER OF SEATS = OPEN SEATS + MC SEATS.**

ADMISSION TIMELINE

| S.No. | Particulars | Dates |
|-------|--|--|
| 1. | Commencement of online registration | Thursday, 28.11.2024 |
| 2. | Last date for online registration | Friday, 20.12.2024 |
| 3. | School to upload points given to the registered applicants under OPEN SEATS (General Category) on the Website of DoE | Friday, 10.01.2025 |
| 4. | School to upload points given to the registered applicants under OPEN SEATS (General Category) on the School Website | Wednesday, 15.01.2025 |
| 5. | Display of the First List of Selected Candidates (including the First Waiting List) | Friday, 17.01.2025 |
| 6. | Resolution of queries of parents, if any | Saturday, 18.01.2025 to Monday, 27.01.2025 (Appointment will be confirmed by the school) |
| 7. | Display of the Second List of selected candidates (including the Second Waiting List), if any | Monday, 03.02.2025 |
| 8. | Resolution of queries of parents, if any | Wednesday, 05.02.2025 to Tuesday, 11.02.2025 (Appointment will be confirmed by the school) |
| 9. | Subsequent list of admission, if any | Wednesday, 26.02.2025 |
| 10. | Closure of Admission Process | Friday, 14.03.2025 |

The Admission Schedule followed is strictly in **accordance** with the guidelines issued by the Directorate of Education (Order No. F.DE.15(172)/PSB/2016/6455-6464 dated 11.11.2024).

SCHOOL SPECIFIC CRITERIA

| | | |
|---|--|----------------|
| 1 | <p>Neighbourhood</p> <ul style="list-style-type: none"> – Up to 8 Kms <p style="text-align: right;">65 pts.</p> <p style="text-align: center;">OR</p> <p>The areas specified in the form on which the school is provisionally providing transport facility -</p> <ul style="list-style-type: none"> – From 8.1 & Above <p style="text-align: right;">50 pts.</p> | 65 pts. |
| 2 | <p>First Born Child*/Girl Child</p> <p>*(Self-attested declaration on a Non-Judicial Stamp Paper to be submitted at the time of verification of documents)</p> | 15 pts |
| 3 | <p>School Alumni</p> <p>Passed class XII from Salwan Public School, Rajendra Nagar/erstwhile GD SPS</p> | 10 pts |
| 4 | <p>Recognition/Achievement in the field of Research (Either/both Parent)</p> <ul style="list-style-type: none"> a) Published original Research work in any field b) Publication, Book, Article, Blog on any recognized online or print portal. | 05 pts |
| 5 | <p>Recognition/Achievement in the field of Sports/Culture (Either/both Parent)</p> <p>International/National/State recognition for achievement in any of the following discipline:</p> <p>Sports, Theatre, Art, Literature, Dance, Music, Environment, Rural/State development initiative. (Acknowledged by Government of India or GNCT of Delhi, State Govt. or a body recognized by or registered with them)</p> | 05 pts |
| | <p>Total Points</p> | 100 |

***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/sms.

FAQs (FREQUENTLY ASKED QUESTIONS)

1. How can I fill the registration form?

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

Please Note: Submission of *multiple forms of the same applicant will result in cancellation of all the forms.*

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)
- Affidavit of the first-born child(where applicable)
- Documents for Recognition/Achievement in the field of Research(where applicable) (Either/both Parent)
- Documents for Recognition/Achievement in the field of Sports/Culture (where applicable) (Either/both Parent)

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/s
- 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). (To be submitted in original at the time of verification)

School Alumni: Class XII School leaving certificate/ Marksheet of Salwan Public School, Rajendra Nagar/ GD SPS of either or both parent

Girl Child: Birth certificate of the child with name

- **Recognition/Achievement in the field of Research:** Printout of publication/paper if applicable. (Either/both Parent)
- **Recognition/Achievement in the field of Sports/Culture:** Documents to substantiate, if applicable. (Either/both Parent)

Please Note: *The school authorities reserve the right to cancel the admission if information submitted is found incorrect.*

3. 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.

4. What happens after I submit the form online?

Answer: Once you have completed the online registration process, the date for verification of documents will be informed via email/SMS wherein you must carry all original documents along with their self-attested copy and a print out of the registration form. The originals will be returned to you after verification and the

copy of the form and attested documents will be retained by the school. (The First born affidavit, in original, will be retained by the school)

5. Does Verification of documents guarantee admission of my ward?

Answer: No. Submission of online registration form/verification signifies the acceptance of the form.

Admission to class nursery undergoes the following steps:

- Admission offered as per the order of First/Waiting/Second list
- Payment of Fee and submission of completed admission form

6. 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/2016/6455-6464 dated 11.11.2024** is as under:

- Minimum age - 3 years as on 31st March 2025.
(i.e. born between 1st April 2021 and 31st March 2022)
- Upper age limit should be less than 04 years as on 31st March 2024. (30 days age relaxation has been granted as per the Directorate of Education **Order No. F.DE.15(172)/PSB/2016/6455-6464 dated 11.11.2024.**

7. My child does not meet the age criteria. Is age relaxation given for admission?

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 admissions@salwanpublicschool.com on commencement of online registration.

- **The registration form will accept application with age relaxation eligibility.**

8. How is admission considered in case of twins who are firstborn, what is their selection procedure?

Answer: **Both twins** qualify for points for the Firstborn. In case of draw of lots and the Twin Siblings, if the first child gets selected the second child will automatically be eligible for admission. Both will be offered admission on selection.

9. What documents need to be submitted against school specific criteria of S: No 4&5 (Recognition/Achievement)?

Answer:

For Serial Number 4 (Recognition/Achievement in Research):

For Published Original Research Work:

- A copy of the research paper or journal publication with ISSN/ISBN number and the author's name.
- Proof of publication in a recognized academic or scientific journal.

For Published Books/Articles/Blogs:

- A copy of the book cover and relevant pages showing authorship and ISBN number.
- Links or screenshots of articles/blogs published on recognized online or print platforms.

For Serial Number 5 (Recognition/Achievement in Sports/Culture):

For Sports:

- Certificates of participation or recognition at International, National, or State levels issued by official bodies such as the Sports Authority of India, National Federations, or State Sports Associations.

For Cultural Achievements:

- Certificates or awards in fields like theatre, art, literature, dance, music, or environment.

****Documents should indicate acknowledgment from the Government of India, GNCT of Delhi, State Government, or a recognized/registered body.**

10. How will points be calculated for the Admission List?

Answer: The points will be generated automatically and are subject to the verification of documents. The admission procedure is conducted under the supervision of an Admission Committee of the school. The decision of the Admission Committee in all regards will be final and binding.

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

Answer: The list of areas is mentioned on basis of the aerial location of the school. <https://maps.app.goo.gl/h1Lw8kzu9wclP5u36>

12. When and 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. All information will be available on the school website.

13. 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.

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. How can I book a school tour?

Answer: On request on-site visits can be arranged after submission of the registration form. To book your slots write to us at info@salwanpublicschool.com/ admissions@salwanpublicschool.com by mentioning your registration number.

16. DO I fill the registration for seat under 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

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

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