

# **COLUMBIA FOUNDATION SR. SEC. SCHOOL**

**D - BLOCK, VIKASPURI, NEW DELHI - 110018**

**The process of registration for Pre-School (Nursery) and Pre-Primary (KG) (2018-19) is as per the guidelines issued by the Directorate of Education, Govt. of Delhi**

1. Admission shall first be offered to students residing within 1 KM of the school.
2. In case the vacancy remains unfilled, students residing within 1 to 3 kms of the school shall be admitted.
3. If there are still vacancies, then the admission shall be offered to other students residing within 3 to 6 kms of the school.
4. Students residing beyond 6 kms shall be admitted only in case vacancies remain unfilled even after considering all the students within 6 kms area.
5. Siblings would be given higher priority in each criterion.
6. Single girl child will be given higher preference.

**Please Note:**

1. All documents to be verified before the grant of admission, once the final list of shortlisted candidates is published - **(Annexure - I)**.
2. For distance of home from school, please check - **(Annexure - II)**
3. Documents mentioned above are solely for the purpose of allocation of points and not for grant of admission.
4. Age Limit:

For Pre-school (Nursery)	Less than 04 years as on 31 <sup>st</sup> March of the year in which the admission is sought
For Pre-primary (KG)	Less than 05 years as on 31 <sup>st</sup> March of the year in which the admission is sought.

## **SEAT ALLOCATION SCHEME 2018 - 19**

<b>Total number of seats for Entry Level Classes</b>	
Pre-School (Nursery) (Age 3 + as on 31-03-2018)	40 (30 General (open seats) + 10 EWS/DG)
Pre –Primary (KG) (Age 4 + as on 31-03-2018)	40 (30 General (open seats) + 10 EWS/DG)

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## Schedule for Admission in Pre-School (Nursery) & Pre-Primary (KG) classes Session 2018-19 for General Category

(Timing 9:00 a.m. 12:30 p.m.)

S. No.	Detail	Date of Schedule
1.	Commencement of admission process & availability of application form for admission	27.12.2017 (Wednesday)
2.	Last date of submission of application form in school	17.01.2018 (Wednesday)
3.	Uploading details of children who apply for admission under open seats	01.02.2018 (Thursday)
4.	Uploading marks (as per point system) given to each child who applied for admission under open seats	08/02/2018 (Thursday)
5.	Date of displaying the <b>first list</b> of selected candidates (including waiting list) (along with marks allotted under point system)	15.02.2018 (Thursday)
6.	Resolution of queries of parents of parents, if any (by written / email / verbal interaction) regarding allotment of point ton their ward in the first list	16.02.2018 (Friday) to 20.02.2018 (Tuesday)
7.	The date of displaying the second list of selected candidates (if any) (including waiting list) along with marks allotted under point system)	28.02.2018 (Wednesday)
8.	Resolution of queries of parents of parents, if any (by written / email / verbal interaction) regarding allotment of point ton their ward in the Second list	01.03.2018 (Thursday) to 07.03.2018 (Wednesday)
9.	Subsequence list of admission, if any	15.03.2018 (Thursday)
10.	Closure of admission process	31.03.2018 (Saturday)

### Note:-

- \* There will be no screening, written test or interview for profiling parents
- \* The schedule is subject to change, with prior notification

**SUPPORTING DOCUMENTS AT THE TIME OF  
ADMISSION FOR PRE-SCHOOL (NURSERY)  
AND PRE-PRIMARY (KG) CLASSES 2017-18**

**ANNEXURE - I**

1	Birth Certificate with name printed issued by the MCD		
2	Resident Proof		
	Any one of the following:- ➤ Ration card issued in the name of parents (Mother/ Father) having name of child ➤ Domicile certificate of child or of his / her parents ➤ Voter I - Card (EPIC) of any parent ➤ Electricity bill / MTNL telephone bill / Water bill / Passport in the name of any of the parent ➤ Aadhaar card / UID card issued in the name of any Child, Mother, Father		
3	For Sibling Students	:	Sibling's ID card
4	For Alumni Students	:	Parents' report card/ ID card / Xth, XIIth passing certificate / SLC
5	For Single girl child	:	Affidavit
6	Aadhaar card / UID card issued in the name of Child, Mother & Father		
7	Copy of PAN Card	:	Father / Mother
8	Two Latest Photographs of student & parents (name & date printed on photographs)		
9	Medical Certificate from Govt. Hospital, in case of Disabilities/ special needs		

**ONLY FOR POINT TALLY**

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<b>Category</b>	<b>Description</b>	<b>Points</b>	<b>Verification Document</b>
Sibling		15	Annexure – I
School alumni		10	
Single girl child		10	
Distance from School	0 to 2 km.	35	Annexure – II
	> 2 to 4 kms.	15	
	> 4 to 6 kms.	10	
	Beyond 6 kms.	05	
<b>Total Points</b>		<b>100</b>	