COLUMBIA JUNIOR SCHOOL

F - BLOCK, VIKASPURI, NEW DELHI - 110018

Registration process for Pre - School (Nursery) & Pre-Primary (KG) for the session 2024-25 as per the guidelines issued by the Directorate of Education, Govt. of N.C.T. of Delhi

1. **Distance:-**

    a. Admission shall first be offered to students residing within 1 km of the school.
    b. In case the vacancy remains unfilled, students residing between 1 to 5 kms of the school shall be admitted.
    c. Students residing beyond 5 kms shall be admitted only in case if vacant seats remain vacant even after considering all the students within 5 kms area.
2. Siblings & School Alumni would be given priority
3. To promote girl child education, the parents who have '**Single Girl Child'** would be given priority.

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 checking of the distance from school to residence, please refer**–(Google Map)**
3. Documents mentioned in **Annexure-I** are solely for the purpose of allocation of points and do not guarantee admission.

4. **Age Limit:**

For Pre-school (Nursery)	Age 3+ but less than 04 years as on 31st March 2024
For Pre-primary (KG)	Age 4+ but Less than 05 years as on 31st March 2024

SEAT ALLOCATION SCHEME 2024 – 25

Total number of seats for Entry Level Classes	
Pre-School (Nursery)	20 (15 General (open seats) + 5 EWS/DG)
Pre –Primary (KG)	20 (15 General (open seats) + 5 EWS/DG)

Admission Schedule for Pre-School (Nursery) & Pre-Primary (KG) classes for General Category Session 2024-25

S. No.	Detail	Date of Schedule
1.	Uploading the criteria and their points in the module of the department at the link mentioned at points No.7	20.11.2023 (Monday)
2.	Commencement of admission process and availability of forms	23.11.2023 (Thursday)
3.	Last date of submission of application forms in schools	15.12.2023 (Friday)
4.	Uploading details of children who applied to the school for admission under open seats	29.12.2023 (Friday)
5.	Uploading marks (as per points system) given to each of the children who applied for admission under open seats.	05.01.2024 (Friday)
6.	The date for displaying the first list of selected children (including waiting list) (along with marks allotted under points system).	12.01.2024 (Friday)
7.	Resolution of queries of parents, if any (by written / email / verbal interaction) regarding allotment of points to their wards for the first list.	13.01.2024- 22.01.2024
8.	The date for displaying the second list of selected children (if any) (including waiting list) (along with marks allotted under points system)	29.01.2024 (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.	31.01.2024 to 06.02.2024
10.	Subsequent list of admission, if any	21.02.2024 (Wednesday)
11	Closure of admission process	08.03.2024 (Friday)

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) & PRE-PRIMARY (KG) CLASSES 2024-25

ANNEXURE - I

1	Birth Certificate with name printed issued by the MCD		
2	**Resident Proof**		
	Any one of the following:- ➢ Ration card /Smart 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 of the parent ➢ Electricity bill / MTNL telephone bill / Water bill / Passport in the name of any of the parent ➢ Aadhar card / UID card issued in the name of 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	Aadhar card / UID card issued in the name of Child, Mother & Father		
7	One latest passport size photographs of student & parents (name & current date printed on photographs)		
8	Medical Certificate from Govt. Hospital, in case of Disabilities/ special needs		

CRITERIA

Category	Description	Points	Verification Document
Sibling	-	20	Annexure – I
School alumni	-	20	
Single girl child	-	10	
Distance from School	0 to 1 km.	50	Google Map
	> 1 to 5 kms.	25	
	Beyond 5 kms.	20	
Total Points		**100**	