



**GITARATTAN JINDAL PUBLIC SCHOOL**

# **ADMISSION MANNUAL**

*(An insight for Parents)*

**(2021-2022)**

## **PRE-SCHOOL, PRE-PRIMARY & I**

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D-14, SECTOR-7, ROHINI, DELHI -110085

CONTACT US AT: 011-27045607/08

WEBSITE: [www.gitarattan.com](http://www.gitarattan.com)

E-MAIL: [info@gitarattan.com](mailto:info@gitarattan.com)

## **REGISTRATION AND ADMISSION SCHEDULE FOR CLASSES PRE-SCHOOL, PRE-PRIMARY & I**

PARTICULARS	DATE
Commencement of admission process and availability of Registration form	18/02/2021
Last date of submission of registration forms in school	04/03/2021
Uploading details of children who applied to the school for admission under Open Seats.	09/03/2021
Uploading marks (as per point system) given to each of the children who applied for admission under Open Seats.	15/03/2021
The date for displaying the <u>first list</u> of selected children (including waiting list) (along with marks allotted under point system)	20/03/2021
Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their ward in the first list	22/03/2021 to 23/03/2021
The date for displaying the <u>second list</u> of children (If any) (including waiting list) (along with marks allotted under point system)	25/03/2021
Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the second list.	26/03/2021
Subsequent list of admission, if any	27/03/2021
Closure of Admission Process	31/03/2021

## **ADMISSION CRITERIA FOR CLASSES PRE-SCHOOL, PRE-PRIMARY & 1<sup>ST</sup>**

S.NO.	PARTICULARS	POINTS
1	Distance of Residence in Km 0 – 1/ 1 - 3/ 3 – 6 & above 6	60/50/40/30
2	Sibling	20
3	Single Parent	10
4	Alumni	10
	<b>TOTAL</b>	100

# **GENERAL INSTRUCTIONS FOR ADMISSION TO CLASS PRE-SCHOOL, PRE-PRIMARY & I**

1. The Registration Form is available free for cost at the school reception from 08.30 am to 12.30 p.m. & on the school website round the clock. The same can be downloaded on the school website ([www.gitarattan.com](http://www.gitarattan.com)) under ADMISSION SCROLL-filled REGISTRATION FORM tab.
2. The child should be minimum:

<b>Pre-School (Nursery)</b>	Age 3+ as on 31 <sup>st</sup> March 2021
<b>Pre-Primary (KG)</b>	Age 4+ as on 31 <sup>st</sup> March 2021
<b>Class I</b>	Age 5+ as on 31 <sup>st</sup> March 2021

3. Duly filled in registration form should be submitted at the school reception on or before 4<sup>th</sup> March 2021.
4. The photographs of the child and parent should be affixed at the space provided in the registration form and submit at the school reception on or before 4<sup>th</sup> March 2021.
5. Self-attested photocopies of all the documents must be attached with the registration form, however original documents will be required for verification at the time of admission.
6. The list of short listed candidates will be displayed at the school website ([www.gitarattan.com](http://www.gitarattan.com)) and the school notice board as per schedule.
7. Incomplete forms are liable to be rejected. There should be no cutting and over-writing in the form.
8. Fee will be deposited at the reception at the time of admission.

## **SELF ATTESTED DOCUMENTS REQUIRE AT THE TIME OF REGISTRATION :-**

- (i) Residential Proof: Passport/ Ration Card/ Voter ID Card (EPIC), Aadhaar Card / UID Card and Electricity Bill/ MTNL telephone Bill/ Water Bill in the name any of the parents or child. Domicile Certificate of child or of his/ her parents.
- (ii) MCD Birth Certificate of the Child with its name.
- (iii) Appropriate documentation in case of orphans/ physically challenged parent.
- (iv) Appropriate documentation in case of Single Parent/Alumni (12<sup>th</sup> Class passing certificate) / Sibling (Present I-Card of the School).
- (v) Appropriate documentation in case of change in name of mother/ father after marriage; divorce, adoption etc.
- (vi) ID proof of Both Father, Mother, Guardian other than residential proof.
- (vii) Aadhar Card of Mother, Father and Child.
- (viii) Transfer Certificate and Previous Class Report Card for admission in other classes except Pre-School

## **DOCUMENTS REQUIRE AT THE TIME OF ADMISSION AFTER SELECTION:-**

- (i) Parent need to fill admission form along with transport Form and Medical Form which is available at the school reception or can be downloaded from the school website ([www.gitarattan.com](http://www.gitarattan.com)).
- (ii) Three copies of the passport size photograph of the child and one each photograph of parent (father, mother & guardian).
- (iii) Registration Receipt.

## **ADMISSION FOR CLASS II AND ONWARDS :-**

- As per availability of seats.