GITARATTAN GLOBAL SCHOOL
(SENIOR SECONDARY, RECOGNIZED AND AFFILIATED)

ADMISSION MANUAL

SESSION 2025-2026
PRE SCHOOL, PRE-PRIMARY & I

CENTRALLY AIR CONDITIONED BUILDING COMING UP

Times SCHOOL SURVEY 2023 5th Rank in Times School Survey North Delhi 2 Leaders

FIT INDIA

AIM ATAL INNOVATION MISSION

75 आज़ादी का अमृत महोत्सव

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REGISTRATION AND ADMISSION SCHEDULE

SR.NO.	PARTICULARS	TIME SCHEDULE
1.	Uploading the criteria and their points in the module of the Department at the link mentioned at points No.7	25.11.2024 (Monday)
2.	Commencement of admission process and availability of forms	28.11.2024 (Thursday)
3.	Last date of submission of application forms in schools	20.12.2024 (Friday)
4.	Uploading details of children who applied to the school for admission under Open Seats	03.01.2025 (Friday)
5.	Uploading marks (as per points system) given to each of the children who applied for admission under open seats	10.01.2025 (Friday)
6.	The date for displaying 'the first list of selected children (including Waiting List) (along with marks allotted under points system)	17.01.2025 (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.	18.01.2025-27.01.2025
8.	The date for displaying the second list of selected children (if any) (including Waiting list) (along with marks allotted under points system)	03.02.2025 (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.	05.02.2025-11.02.2025
10.	Subsequent list of admission, if any	26.02.2025 (Wednesday)
11.	Closure of Admission Process	14.03.2025 (Friday)

ADMISSION CRITERIA

SR.NO.	PARTICULARS	POINT
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
	Total	100

1. GENERAL INSTRUCTIONS:

1. The Registration Form is available free of cost at the school reception from 08.30 a.m. to 1:30 p.m. & on the school website round the clock from 28 November 2024onwards. The same can be downloaded from the school website (www.gitarattan.com) and an amount of Rs. 25/- can be paid at the time of Registration.

   a. The first list of selected students for admission and the waiting list will be displayed on the school website(www.gitarattan.com) & on the school notice board on 17-01-2025.
   b. The Registration Form is to be submitted at the school reception but does not entitle the candidate to admission.
   c. An optional transport facility is made available to the students subject to the availability of seats from any particular area. In case, the school transport is not available, the parents will have to make their own arrangements. Routes charted by the school will not be changed.

THE AGE OF THE CHILD :

Pre-School (Nursery)	**Age 3+ as on 31st March 2025**
Pre-Primary (KG)	**Age 4+ as on 31st March 2025**
Class I	**Age 5+ as on 31st March 2025**

2. DOCUMENTS REQUIRED AT THE TIME OF REGISTRATION:-

a. Duly attested photocopies of all the documents required at the time of admission.

3. DOCUMENTS REQUIRE AT THE TIME OF ADMISSION:-

Residential Proof:-

- Aadhar Card of the parents and child.
- MCD Birth Certificate of the child.
- Parent need to fill the Admission Form along with Transport & Medical Form available at the school reception.
- Photostat copy of any one of the following documents as proof of the residence is also required at the time of verification of form.
- Passport
- Rent agreement
- Voter Card
- Telephone Bill
- Aadhar Card
- Two copies of passport size photograph of the child and one photograph each of parents (father, mother & guardian) to be enclosed in a duly labeled small envelope.

4. SCHOOL TIMINGS:

CLASS	TIME	DAYS
PRE-SCHOOL PRE PRIMARY CLASS I	8:00 AM TO 12:30 NOON	MON TO FRI
CLASS II-XII	8:00 AM TO 2:00 pm	MON TO FRI

5. ADMISSION FOR CLASS II AND ONWARDS:-

As per availability of seats.

a. **DOCUMENTS REQUIRED AT THE TIME OF ADMISSION:-**

- Previous school report card.
- School leaving certificate duly verified by concerned Education Officer.

6. The Fee Structure for the session 2025-2026 is available on the school website.