



Presentation Convent Sr. Sec. School
S.P. Mukherjee Marg, Delhi- 6



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ADMISSION SCHEDULE (2020-21)

S.No.	Particulars	Time schedule
1.	Commencement of admission process – Issue of registration forms (online) <u>WWW.PCSDELHI.IN</u>	From 29/11/2019 To 27/12/2019
2.	Last date of submission of application forms in school	27/12/2019
3.	Display of List of candidates eligible for admission and list of candidates eligible for draw	06/01/2020
4.	Resolution of queries by parents (if any)	From 07/01/2020 To 10/01/2020
5.	Draw	11/01/2020
1.	Display of the candidates selected for Admission and Waiting List	24/01/2020
2.	Resolution of queries by parents	27/01/2020 – 03/02/2020
3.	Display of second list <u>(IF REQUIRED)</u>	12/02/2020



PRE-PRIMARY ADMISSION 2020-21

GENERAL INFORMATION

1. Presentation Convent Sr. Sec. School is a Christian Catholic minority unaided school under the management of the society 'Presentation Delhi'. The school is a Senior Secondary School recognized by the Directorate of Education, Govt. of NCT of Delhi and affiliated to Central Board of Secondary Education.
2. Presentation Convent Sr. Sec. School is an English Medium School for girls.
3. This registration form is only for Pre-Primary class. Please do not fill it for any other class.
4. Number of seats available is 180 only.
5. The following languages are taught in school: English (KG- XII), Hindi (KG-X) and Sanskrit (VI-X). Apply if the same is acceptable to you.
6. Girls born between **1st April 2015 and 31st March 2016** will be eligible for admission.
7. As a Christian Minority School, 50 points will be allotted to Christians.
8. Sibling criteria is applicable to those who have one daughter studying in this school and have applied for admission of their second daughter. It is not meant for those who have already two children studying in this school.
9. **Registration form should be filled in ONLINE and a print out of the same along with the required self-attested documents and payment slip to be submitted in the school by/before 27th December 2019 between 8.30 a.m. to 1.00p.m. No forms/documents will be accepted after the date mentioned above. Registration fee has to be paid online. Please retain a copy of the form and the acknowledgement slip for further enquiries/ communication with school.**

10. The point system will be as follows

Criteria	Points
Christian/Staff	50
Distance	
0-10 KM	30
Beyond 10 KM	20
Sibling (Applicable for ONLY TWO CHILDREN FROM A FAMILY).	20
Total	100

Note: In case of a tie, lottery system will be applied



11. The following documents need to be attached with the Registration Form

- a. Photocopy of the **Birth Certificate** from the Municipal Corporation. (No affidavits will be accepted)
 - b. Photocopy of **Residential Proof**
Any one (Aadhaar Card/ Voters ID/Passport/Electricity bill/Telephone bill/ rent agreement registered with the sub-registrar of the area.) If submitting mother's proof, submit the one which is made after marriage.
 - c. For Sibling : photocopy of **ID card/ Report Card/Fee Slip** of the academic year 2019-20
 - d. For Staff: photocopy of **ID Card**
 - e. For Christians : **Baptism Certificate and letter from the parish priest.**
12. Forms with **incorrect/incomplete** information will **not be considered**. **All the selections and admissions are done on the basis of the information given in the registration form and the documents submitted along with it. If, at any stage, this information is found to be incorrect, the admission of the child will be cancelled.** The school reserves the right to reject the forms that contains false information and/or if the documents forged.
13. The school does not accept any donation and will not entertain any recommendations.
14. The list of children selected and the list for draw (if any) will be displayed on the school notice board and on the website on 06/01/2020. First list for admission will be displayed on 24/01/2020.
15. All grievances will be addressed at the school office from 07/01/2020 -10/01/2020 and 27/01/2020 – 03/02/2020. Timing: 9.00 a.m.- 10.30 a.m. **Please do not make any enquiries before these dates.**
16. **Both the parents** and the **candidate** are required to be **present for the verification of documents and admission**. The parents are required to **produce the original copies of the documents** when they come for verification. No undertaking for verification of documents at a later date will be entertained.
17. **Draw if required – Either of the parents should be present** for the draw along with the **acknowledgement slip**. Only those who are present will be considered for the draw.
18. If the ward is selected for admission, submit the photocopy of her aadhaar card, and if belongs to OBC/SC/ST submit the certificate for the same as well.
19. The school will follow the Delhi Government's Fee refund policy in case of the withdrawal of the admitted children.
20. Kindly check the school website regularly for the updates.