



Presentation Convent Sr. Sec. School S.P. Mukherjee Marg, Delhi- 06



PRE-PRIMARY ADMISSION 2025-26 **ADMISSION SCHEDULE**



Commencement of Admission	28/11/2024
Last date of submission of application forms in school	20/12/2024
Display of the list for Draw (if required)	07/01/2025
Resolution of queries of parents, if any	08/01/2025 -10/01/2025
Draw (if required)	10/01/2025
Resolution of queries of parents, if any	18/01/2025-22/01/2025
Display of First list	17/01/2025

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-VIII). Apply if the same is acceptable to you.
6. Girls born between **1 April 2020 and 31 March 2021** will be eligible for admission.
7. As a Christian Minority School, 50 points will be allotted to Christians.
8. 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 20/12/ 2024 between 09.00 a.m. to 4.00 p.m. No forms/documents will be accepted after the date mentioned above. Registration fee Rs.25 has to be paid online. Please retain a copy of the form and the acknowledgement slip for further enquiries/ communication with school.
9. **The point system will be as follows**

Criteria	Points
Christian/Staff	50
Distance	
0-10 KM	25
Beyond 10 KM	15
Sibling	10
Alumni	15
Total	100



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

10. The following self-attested 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 registered before 30 May 2023.) If submitting mother's proof, submit the one which is made after marriage.
 - c. Aadhaar card copy of the child
 - d. For Staff: photocopy of **ID Card**
 - e. For Christians : **Baptism Certificate and letter from the parish priest.**
 - f. For Sibling : photocopy of elder daughter's (Not Cousins) last result, **ID Card and fee payment receipt.**
 - g. For Alumni: **photocopy of mother having passed class X/XII from this school and Alumni Membership Card.**
11. 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.
 12. The school does not accept any donation and will not entertain any recommendations.
 13. The list for draw (if any) will be displayed on the school notice board and on the website on 07/01/2025 and draw will be held on 10/01/2025.
 14. The list of children **selected for admission** will be displayed on 17/01/2025.
 15. Grievances if any will be addressed at the school office from 08/01/2025 to 22/01/2025
Timing: 9.00 a.m.- 11.00 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** submitted along with registration form 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 self-attested copy of 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. In the admission process the decision of Principal is final and binding.
 21. Kindly check the school website regularly for the updates.

Principal
Presentation Convent Sr. Sec. School
Delhi-6

