



DLF Public School

(Managed by - Darbari Lal Foundation)

ADMISSION GUIDELINES

Please carry original documents along with the self-attested copies for verification at the time of Admission.

- ❖ Following age limits are applicable on or before **July 31st** of the calendar year in which admission is sought.
 - ◆ Foundation : 2 years & above
 - ◆ Pre KG : 3 years & above
 - ◆ Jr. KG : 4 years & above
 - ◆ Sr. Kg : 5 years & above
 - ◆ Other Classes : 1 year per class to be added
- ❖ For children seeking admission in Grades **Foundation to JKG**, informal interaction is conducted in order to understand the child's school readiness, development milestones and special needs, if any.
- ❖ For admission class **SKG** onward there will be a written evaluation. For admission to Grade I -IX and XI, to assess where the child stands on the learning continuum and to understand their competencies in various learning domains, there will be a written assessment. The assessment is designed to gauge the language skills (Hindi + English), mathematical aptitude, general awareness and other specific subjects as applicable. Written evaluation is followed by an interaction with the student. Photocopy of report card of the last two annual examinations passed must be attached with the Registration Form for classes I & above. Transfer certificate (TC) issued by previous school is required.
- ❖ For admission in Grades **X and XII**, there is a provision to consider only transfer cases of another district (i.e. district other than Ghaziabad). In such cases, Transfer certificate (TC) issued by previous school duly signed by state education authority is required.

CBSE Clause for X & XII admission for candidates from another district:

 - ◆ Application for admission to be granted.
 - ◆ Transfer Certificate (TC) issued by previous school duly countersigned by the concerning Examining Body in case from CBSE system.
 - ◆ Progress report of qualifying class IX & XI by candidates & registration number.
 - ◆ Copy of Transfer orders of parents or original affidavit as proof on account of actual shifting of family/house from one place to another with valid reasons.
 - ◆ Declarations by Head of the institution in the prescribed format already sent by this office.
- ❖ For admission to Grade XI, each case will be considered subject to the availability of seats. Exciting Scholarships are available for meritorious students. Please contact school reception for more details. Photocopy of Birth Certificate issued by Municipal Corporation or Registrar of Birth & Deaths along with the Original must be submitted at the time of admission for verification purpose. The original certificate would be immediately returned after verification (Photocopy attested by Notary will not be accepted).

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- ❖ Photocopy of either the Passport, Voter I-Card or Telephone bill should be submitted at the time of admission as proof of residence. Originals are required for verification purpose.
- ❖ Please ensure school office is informed in case of any changes in the communication address, phone number, email id or any other relevant information for timely updation of your records to avoid any future inconvenience. All relevant notices and circulars will be sent by SMS or E-mail.
- ❖ Scholarships are awarded to meritorious students. Please contact reception for details.
- ❖ The Management of the school reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate. (The selection procedure is designed by a Committee and the selection of the candidate is done by the Management.).
- ❖ School does not accept any donation for admission. Please beware of third parties making false claims of procuring admission and collecting money on behalf of School. School will not be responsible for any such transaction done. Please intimate school authorities in case you come across such parties so that appropriate action can be taken.
- ❖ The school's academic session commences in April every year. Classes Foundation to V have three terms and there are two terms for Class VI onwards.
- ❖ An Orientation Program is conducted for parents in the last week of March. Communication regarding the same is sent in advance using appropriate medium.

PROCEDURE FOR FEE PAYMENT

- ❖ Please pay admission fees before the due date to secure admission of your ward after result declaration. Admission cannot be guaranteed if the admission fees is not paid by the due date. This is one-time payment. Special concession is available for wards of Air Force Employees.
- ❖ Quarterly fee is charged in the month of April, Jul, Oct & Jan respectively.
- ❖ For Bus Goers, Transport fee will be charged along-with quarterly fee.
- ❖ Fee is payable by A/C payee Cheque, Cash, online or Demand Draft /Pay Order in favour of DLF Public School.
- ❖ The name of your ward, class and registration number should be written at the back of the Cheque/Demand Draft/ Payorder. Any fees paid to the school is non-Refundable.