

**ITL PUBLIC SCHOOL**  
**SECTOR-9, DWARKA**

**Admission Policy 2025-26**

- 1) **Age: -Pre School** -Minimum 3 years and maximum 4 years as on 31<sup>st</sup> March 2025.
- 2) A point-based 1 to 100 scale devised for determining admission on the following basis

S.No.	Criteria and their points for General Category	Maximum Points Allotted
1	Neighborhood 0 – 12 kms – 65 Points Beyond 12 kms – 55 points	65
2	Sibling studying in school	15
3	Staff ward	10
4	Alumni	10
	Total	100

- 3) The Admission Committee shall be constituted with the following members.
  - (a) Principal of the School – Chairperson
  - (b) Member from PTA – Vice Chairman
  - (c) H.M. Primary Section of the School
- 4) The School shall use the standardized Registration Form bearing a unique number. Registration form for admission will be available both online & offline at school gate from 28th November 2024. Parents are requested to check school website for the same.
- 5) Parents will be required to submit the self attested photocopies of the supporting documents with the registration form both online & offline. Parent shall submit all original documents for verification at the time of admission.
- 6) The School office shall scrutinize the registration forms to verify the details and others particulars filled up by the parents or guardian.
- 7) The School shall not conduct any interview or interaction with parent and the child for whom admission is being sought.

Contd....2/-

- 8) However the School can have informal interactions with parents only with the purpose to ascertain the veracity and correctness of the documents/ details, in case of discrepancies.
- 9) The School will adopt lottery system to select/short list a child for admission only in case of tie amongst applicants (scoring highest marks on a hundred point scale).

10) **ADMISSION SCHEDULE**

1	Uploading the criteria and their points on department site link	25.11.2024 (Monday)
2	Distribution of registration forms	28.11.2024 (Thursday)
3	Last day of submission of application form in school (duly filled)	20.12.2024 (Friday)
4	Uploading details of children who applied for admission under open seats	03.01.2025 (Friday)
5	Uploading marks (as per point system) given to each of the children who applied for admission under open seats	10.01.2025 (Friday)
6	Any queries in respect of their points or other parameters may contact school authority	15.01.2025 (Wednesday)
7	The date for displaying the <b>First List</b> of selected children (including first waiting List) (along with marks allotted under point system)	17.01.2025 (Friday)
8	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the first list.	18th- 27th Jan 2025
9	<b>Second List</b> & Waiting List	03.02.2025 (Monday)
10	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the second list	5th Feb – 11th Feb 2025
11	Subsequent list of admission, if any	26.02.2025 (Wednesday)
12	Closure of admissions process	14.03.2025 (Friday)

Contd....3/-

11) **Depositing of Fee**

A	First list of selected students	17.01.2025 to 27.01.2025
B	First waiting list of selected students	28.01.2025 to 01.02.2025
C	Second list of selected students	03.02.2025 to 15.02.2025
D	Second waiting list of selected students	17.02.2025 to 25.02.2025

12) **Refund of Fee in case of cancellation/withdrawal of admission:**

Fee shall be refunded as per following norms of Directorate of Education.

- (a) **Immediately, after depositing the fees:-** Except registration fee, entire fee shall be refunded.
- (b) **Within one month after depositing the full fee for admission of the child:-** Except registration fee, admission fee, one month tuition fee, rest of the fee shall be refunded.

13) The School shall furnish detailed information regarding admission of the Pre School in prescribed format to DDE.

14) **Vacancy Position for Pre School & Distribution of Seats:**

<b>S.No.</b>	<b>Category of seats</b>	<b>Seats</b>
1	Total No. of seats	176
2	EWS/Disadvantage Group	44
3	Management Quota	35
4	For General category	97

MANAGER  
ITL PUBLIC SCHOOL