



**ST. THOMAS' SCHOOL**  
DWARKA

**Registration for class NURSERY**  
**SESSION: 2025-26**

**TIMELINE (OPEN/ GENERAL SEATS)**

DATE	SCHEDULE
28.11.2024 (Thursday)	Online Registration starts
20.12.2024 (Friday)	Online Registration closes
26.12.2024 – 27.12.2024	<b>Document Verification process</b> (9 am – 12 noon)
03.01.2025 (Friday)	Display of list of all applicants who applied to the school for admission under open seats
10.01.2025 (Friday)	Display of marks (as per point system) given to each of the children who applied for admission under open seats
15.01.2025 (Wednesday)	Draw of Lots <i>(Timings will be declared through a separate notification on the website)</i>
17.01.2025 (Friday)	Display of <b>First Confirmed + First Waiting List</b> of provisionally selected applicants
17.01.2025 -18.01.2025	Fee deposit – 1 <sup>st</sup> <b>Confirmed List</b> of provisionally selected applicants
20.01.2025 (Monday)	Fee deposit – 1 <sup>st</sup> <b>Waiting List</b> of provisionally selected applicants
18.01.2025 - 27.01.2025	Resolution of queries of parents, if any (preferably by email) regarding allotment of points to their ward in the first list
03.02.2025 (Monday)	Display of <b>Second Confirmed + Second Waiting List</b> of provisionally selected applicants
04.02.2025 (Tuesday)	Fee deposit – 2 <sup>nd</sup> <b>Confirmed List</b> of provisionally selected applicants
05.02.2025 (Wednesday)	Fee deposit – 2 <sup>nd</sup> <b>Waiting List</b> of provisionally selected applicants
05.02.2025 - 11.02.2025	Resolution of queries of parents, if any (by email only) regarding allotment of points to their ward in the second list
26.02.2025 (Wednesday)	Subsequent list of admission (if any)
14.03.2025 (Friday)	Closure of admission process

**GENERAL INFORMATION**

**AGE CRITERIA:**

Date of birth for admission in class Nursery shall be from 01.04.2021 to 31.03.2022 inclusive of both the dates. The age relaxation for admission upto 30 days may be granted at the level of the school Principal in the minimum and upper age limit.

**ADMISSION CRITERIA (FOR OPEN/GENERAL SEATS ONLY):**

S. N.	CRITERIA	POINTS
1.	<b>PROXIMITY (by aerial distance)</b>	<b>50</b>
	Area Code (A): 0 - 8 kms	50
	Area Code (B): Beyond 8 kms	40
2.	<b>SIBLING</b> (Studying in St. Thomas' School, Dwarka)	<b>30</b>
3.	<b>FIRST BORN</b>	<b>20</b>
	<b>TOTAL POINTS</b>	<b>100</b>

**Note:** In case of FIRST-BORN children as TWINS, **BOTH should be marked as first born to avail the first-born points.**

**ALLOCATION OF SEATS:**

S. N.	CATEGORY	PERCENTAGE	NO. OF SEATS
1.	General Seats	50%	100
2.	EWS & Disadvantaged Groups	25%	50
3.	Management Seats	20%	40
4.	Staff Ward	5%	10
<b>TOTAL SEATS</b>			<b>200</b>

**SELECTION CRITERIA**

- The selection of the applicant will be according to the point system as per the criteria mentioned above.
- For all the applicants, points will be calculated, and the first list will be prepared for 100 applicants (General Category) along with waiting list of 100 applicants.

**APPLICANTS KINDLY NOTE:**

- All the latest information on admission/ declaration of lists will be displayed on the SCHOOL WEBSITE ONLY.
- School is not liable to intimate each applicant individually.
- Applicants are requested to check the school website regularly for admission notifications.
- For any queries, send an email to [admission@stthomasdwarka.com](mailto:admission@stthomasdwarka.com)

**DOCUMENT VERIFICATION PROCESS**

All the applicants will be required to bring **a copy of ONLINE REGISTRATION FORM** along with **ORIGINAL and attested PHOTOCOPY (by gazetted officer or self-attested)** of the supporting documents.

S.N.	DOCUMENTS REQUIRED
1.	<b>ONLINE SUBMITTED REGISTRATION FORM</b>
2.	<b>Attested photocopy of MUNICIPAL BIRTH CERTIFICATE</b> - The name of the child and parents must be printed on the Birth Certificate duly countersigned by the Registrar of Birth.
3.	<b>Attested photocopy of RESIDENCE PROOF (Bring any of the below)</b> a) Ration Card/ Smart Card issued in the name of parents (Mother/ Father having name of child). b) Domicile certificate of child or of his/ her parents. c) Voter I-card (EPIC) of any of the parents. d) Electricity bill/ MTNL telephone bill/Water bill/ Passport in the name of any of the parents. e) Aadhar Card/UID Card issued in the name of parents <b>(For Parents living in Rental Accommodation)</b> - Copy of rent agreement coupled with utility bill/ bank passbook of the same address.
4.	<b>For SIBLING:</b> Latest fee receipt of the sibling studying in St. Thomas' School, Dwarka.
5.	<b>For FIRST BORN:</b> Affidavit with regard to the first-born child.
6.	<b>MEDICAL FITNESS CERTIFICATE</b> of the child duly attested by certified MBBS doctor.
7.	<b>Aadhar card of Father and Mother</b>