



DELHI PUBLIC SCHOOL, DWARKA
Registration for Admission to Pre School-1 and Pre-Primary
Academic Session 2026-2027

GUIDELINES FOR FILLING THE REGISTRATION FORM
UNDER GENERAL CATEGORY (OPEN SEATS)

As per the Directorate of Education, GNCTD, Notification No. F.DE. 15(172)/PSB/2016/9179-9188 dated 22-11-2025.

Delhi Public School, Dwarka welcomes you to Pre School-1 and Pre-Primary Admission process for Academic Session 2026-2027.

1. **General Information:**

a) **Admission to Class Pre School-1 : 2026-2027**

- (i) **Age Eligibility:** Children born between 01-03-2022 and 30-04-2023 (including 01 month relaxation on both sides as per DOE guidelines). School reserves the rights for one month age relaxation as per the DOE's guidelines. Parents are requested to send an email on the official email for the same after the registration.

(ii) **Seats Available For Admission:**

| | |
|-----------------------------|------------|
| General category | 120 |
| EWS/DG Category | 60 |
| Management Quota | 48 |
| Staff Children Quota | 12 |
| Total seats | 240 |

b) **Admission to Class Pre Primary : 2026-2027**

- (i) **Age Eligibility:** Children born between 01-03-2021 and 30-04-2022 (including 01 month relaxation on both sides as per DOE guidelines). School reserves the rights for one month age relaxation as per the DOE's guidelines. Parents are requested to send an email on the official email for the same after the registration.

(ii) **Seats Available For Admission:**

| | |
|-----------------------------|-----------|
| General category | 20 |
| EWS/DG Category | 10 |
| Management Quota | 08 |
| Staff Children Quota | 02 |
| Total seats | 40 |

2. The Online Registration Form will be available on the school website www.dpsdwarka.com from **04.12.2025 (Thursday) to 27.12.2025 (Saturday)**

3. **Admission Parameters for Pre School-1 and Pre-Primary under General Category (Open Seats) :**

| S. No. | Criteria | Specification | Max. Points | |
|--------------|---|---|--|-----------|
| 1 | Neighbourhood (By aerial distance between the school and residence of the applicant.) | 0-3 km | 40 | |
| | | Above 3 km - 6 km | 35 | |
| | | Beyond 6 kms | 30 | |
| 2. | Sibling | Real brother/ sister of applicant studying in DPS Dwarka during academic session 2025-2026 | 35 | |
| 3. | Alumni | Offspring of pass out students of Delhi Public Schools wholly owned by the DPS Society. (DPS Core Schools only) | <ul style="list-style-type: none"> • Mother : 10 • Father : 10 • 05 points extra for DPS Dwarka Alumni. | 25 |
| Total | | | 100 | |

4. Final scores will be calculated automatically by the software.
5. List of all the registered applicants will be displayed on the school website on **09.01.2026 (Friday)**.
6. List of all registered applicants in descending order of their claimed points will be displayed on **16.01.2026 (Friday)**.
7. In case of registered applicants getting identical total points in the cut-off score, a limited use of the lottery system would be adopted, subject to availability of seats.
8. This is an electrometric registration form for Delhi Public School, Dwarka only. Please read the instructions carefully before filling the form.

9. **GUIDELINES FOR FILLING ONLINE REGISTRATION FORM:**

- Please visit the school website - <https://dpsdwarka.com/admission.html>
- Click on the link - **Admission Process Pre School-1 & Pre-Primary 2026-27.**
- Select the appropriate class for admission (PRE SCHOOL-1 or PRE PRIMARY). Fill all the required fields and click **Save & Next** at every step.
- Please keep the below mentioned documents handy while filling up the registration form:
 - a) Photographs (Candidate, Mother and Father).
 - b) Aadhar Card (Candidate, Mother and Father).
 - c) Original Birth Certificate of the Candidate.
 - d) Address proof (Aadhar / Voter ID / Electricity Bill / Passport.)
 - e) Mother / Father Class XII Board Marksheet / Passing Certificate (for claiming Alumni Points).
 - f) Fee receipt of last 03 months of the sibling studying in DPS Dwarka during the academic session 2025-2026. (for claiming Sibling Points)

g) To claim the Neighbourhood Points:

Some indicative documents as per DoE guidelines, which can be submitted as proof of residence include (any one proof):

- Ration card/Smart Card issued in the name of Parents (Mother/Father having name of child)
- Domicile certificate of child or of his/her parents.
- Voter-I Card (EPIC) of any of the parent.
- Latest Electricity bill/MTNL bill/Water bill/Passport in the name of any of the parent or child.
- Aadhar card/UID card issued in the name of any of the parent.

h) THE SCHOOL RESERVES THE RIGHT OF HOME VISIT, IF REQUIRED.

KINDLY NOTE:

- After successful process of the Application form, please click on “**PAY NOW**” button to proceed for the payment of registration fee i.e. Rs. 25/- to complete the registration process. (Please keep your banking details handy.)
- Without the payment of admission registration fee, the registration will not be considered as completed.

10. Non-refundable Registration Fee:

Online payment of Rs. 25/- towards the admission registration fee.

- Please keep your credit card/ debit card and other banking details handy for making the payment.

11. After successful transaction, a Registration Form will be generated.

- Please take a printout of the registration form for your records and quote the Registration Number in all future correspondence with the school. An SMS will also be sent to the mobile number provided under ‘communication purpose’ in the registration form. Please do not fill another form.
- Registration Number will be sent to the Email ID entered for ‘correspondence’ in the registration form.

12. IMPORTANT POINTS TO NOTE:

- Incomplete forms will not be accepted by the software.
- Only one registration form will be accepted for one applicant.
- In case of corrections/changes required to be made in the duly submitted registration form, you are required to send an email on mail@dpsdwarka.com before the last date of online registration (Please do not fill another form).
- No Hard copy of the registration form is required to be submitted to the school.

13. *Parents are requested to keep checking the school website on a regular basis for new updates. No separate communication will be sent via sms or any other modes of communication.*

14. All documents must be produced in original at the time of verification of documents.

15. **Schedule of the Admission Process : General Category (Open Seats)**

| ACTIVITY | DAY & DATE |
|---|---|
| Commencement of Online Registration | Thursday, 04.12.2025 |
| Last date for Online Registration | Saturday, 27.12.2025 |
| Uploading details of children who applied to the school for admission under open seats. | Friday, 09.01.2026 |
| Uploading of list of registered applicants with points as claimed by the applicant (as per point system). | Friday, 16.01.2026 |
| Draw of lots(if required). | Monday, 19.01.2026 |
| Verification after Draw of Lots (If required). | Tuesday, 20.01.2026 |
| Display of first list of selected applicants (including Waiting List). | Friday, 23.01.2026 |
| Resolution of queries of parents, if any | Saturday, 24.01.2026 To Tuesday, 03.02.2026 |
| Display of Second List of children, if any (Including waiting List). | Monday, 09.02.2026 |
| Resolution of queries of parents, if any | Tuesday, 10.02.2026 To Monday, 16.02.2026 |
| Subsequent list of Admission, if any | Thursday, 05.03.2026 |
| Closure of admission process. | Thursday, 19.03.2026 |

16. **Fee Structure:**

Fee structure for the Academic Year 2025–26 is available on the school website <https://www.dpsdwarka.com/school-information.html>. Fee structure for the Academic Year 2026–27 will be notified in due course of time.

Register Now