

# DAV PUBLIC SCHOOL, BRS NAGAR, LUDHIANA

## Important information and guidelines regarding Pre-KG (Nursery) Admission

### Session 2021-2022

<u>Online Registration Dates</u>	5 <sup>th</sup> October, 2020 (9:00 am) to 11 <sup>th</sup> October, 2020 (9:00 pm)
<u>School Website</u>	<a href="http://www.davbrsnagar.org/">http://www.davbrsnagar.org/</a>

#### ❖ **Required Documents:**

1. Date of Birth Certificate of the applicant child
2. Proof of residence of the parents – Aadhaar card/Passport/Voter ID card/Electricity bill/Rent Deed (if staying in a rented accommodation)
3. Photograph of the applicant child (In JPEG/JPG format, max. size 20Kb)
4. Photograph of the applicant child with both the parents (In JPEG/JPG format, max. size 20Kb)
5. Highest educational qualification of both the parents. (Uploading of documents of either of the two parents is mandatory)
6. Proof of belonging to EWS, SC/ST/OBC category, if applicable
7. Digital Signature of Mother, Father and/or Guardian

#### ❖ **Steps to be followed for successful submission of admission form:**

- Open school website ([www.davbrsnagar.org](http://www.davbrsnagar.org)) through a browser on your computer. Avoid using a smartphone/tablet/iPad etc. for registration work.
- Link to the admission form will be available in the *Notice Board* on the *homepage* on 05.10.2020. from 9:00 am onwards.
- Select class 'Pre-KG (Nursery)' and fill your valid email id and the 'date of birth' of the applicant child to open the form.
- Fill the form correctly and upload all requisite documents.
- Click 'Next' to go the payment page. Make payment of Rs.1000/- (Registration fee, non-refundable). Payment can be made through Debit Card/Credit Card/Net Banking/UPI.

#### **Note: Payment is possible only if the form is duly filled and all necessary documents have been uploaded.**

- Once the payment is successful, click on 'Submit' to submit the form.
- Save the Acknowledgement Receipt and retain it for future communication, mentioning the registration number of the child.

#### ❖ **Age:**

The age of the child seeking admission to Pre-KG (Nursery) in the year 2021 should be between 2 years 6 months and 3 years 6 months as on 1<sup>st</sup> April 2021 (i.e. born between 1/10/2017 to 30/09/2018) If the child is NOT within the specified age limit, she/he will NOT be eligible for admission to Pre-KG (Nursery) in the session 2021-2022. Parents of underage children can try next year.

❖ ***Date of Birth Certificate:***

The date of birth filled in the form must tally with the one written in the D.O.B Certificate issued by the Municipal Corporation/ Municipal Council/ Gram Panchayat etc.

No request for change of Date of Birth will be considered once the admission is granted.

❖ ***Name and other particulars:***

Spellings of name of the child, mother, father/guardian should be filled correctly in CAPITAL letters. These particulars will be saved in the school record as such and the same will be required for CBSE record at a later stage.

❖ ***Photographs:***

- The latest photograph of the child (alone)
- A photo graph showing the applicant child with both/single parent(s), as per the case.

❖ ***E mail Id:***

Fill your correct email id in the admission form as all correspondence from the school will be done at that mail id only. In case of any mistake in email id, parents will not receive any information from school, for which school cannot be held responsible.

❖ ***Selection:***

The selection is done as per the procedure decided by the Admission Committee of the school. The school management has the right to select the candidates as per the decided procedure and is not bound to give any reasons for the selection or rejection of some candidates. School Management's decision in this regard is final and binding.

❖ ***Regarding Enquiry:***

Any query regarding admission should be forwarded at the school email id [davbrs.admission@gmail.com](mailto:davbrs.admission@gmail.com). Valid queries will be answered within 48 hours.

❖ ***Caution:***

The school does not accept any donation for admission in any class. Parents should be aware of third parties collecting money on behalf of the school and making false claims of procuring admission. If the parents enter into any transaction with such parties, they will be doing so at their own risk and the school shall not be responsible for it.

**Important: You are advised to fill only ONE online form for one child. Duplicate and incomplete Forms shall be summarily rejected.**

***Best of Luck!***

**PRINCIPAL**

