

DAV PUBLIC SCHOOL, BRS NAGAR, LUDHIANA

(Session 2019-20)

Important information regarding Admission

1. Admission forms for admission to **classes I-IV, VI-VIII** and provisional admission to **class XI** will open **ONLINE** at school website (www.davbrsnagar.org) from **14th February, 2019 (9:00 am) to 24th February, 2019 (8:00pm)**. There is no vacancy in class LKG, UKG, V, IX and X.
2. Keep **Scanned Copies** of the following documents **ready** before filling the online admission form:
 - Date of Birth Certificate of the applicant child.
 - Proof of residence of the parents - Aadhar card/Passport/Voter ID card/ Electricity bill/Rent deed (if staying in a rented accommodation).
 - Photograph of the applicant child (In Jpeg/Jpg format) in good resolution.
 - Photograph of the applicant child with both the parents (In Jpeg/Jpg format) in good resolution.
 - Proof of belonging to EWS, SC/ST/OBC category, if applicable
3. **Steps to be followed for successful submission of admission form:**
 - Go to the school website (www.davbrsnagar.org). Link to the admission form will be provided in the Notice Board on the homepage.
 - **Select Class** in which the child is seeking admission.
 - **Fill the date of birth** of the applicant child and **your email Id**.
 - Click on **Agreement** button and then on **PROCEED**.
 - Fill in the details in the form and upload all requisite documents as mentioned above.
 - Click “Next” to go the payment page. Make payment of Rs.1000 (Registration Fee - Non-Refundable) + payment gateway charges.
Note: Payment is only possible if the form is duly filled and all necessary documents have been uploaded. Payment can be made through Debit Card/Credit Card/Net Banking.
 - Once the payment is successful, your form will automatically get submitted.
4. **Date of Birth:** The date of birth filled in the admission form must tally with the one written in the D.O.B Certificate as well as in the record of the previous school. Same D.O.B. must be written in the School Leaving Certificate obtained from the previous school. **No change whatsoever will be made in the date of birth after the form is registered.**
5. **Name and other particulars:** Fill in the particulars of the child (i.e. name, parents’ name, date of birth) correctly. All **names should be spelt correctly in capital letters** as the particulars will be saved in the school record and the same will be required for CBSE record at a later stage.

- 6. Photographs:** The latest photograph (taken not more than a month before the date of application) of the applicant child is to be uploaded. A family photograph (showing the applicant child with both the parents) must also be uploaded.
- 7. Acknowledgement Receipt:** Once the admission form is submitted online, you will get an Acknowledgement Receipt for the same. It will show the registration number of the child. **Kindly print the Acknowledgement Receipt and retain it with you for future communication, mentioning the registration number of the child.**
- 8. Please 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 filling the E-Mail ID, parents will not receive any further information from the school, for which school will not be held responsible.**
- 9. Selection:** The admission to the mentioned classes is granted **purely on merit basis** which is decided by conducting a written, subjective type **Entrance test** in English, and Maths from the syllabus of the previous class. The date of Entrance Test and syllabus of the test will be sent to you via your email/SMS. Kindly check your email Inbox/SMS regularly.
- 10. Rejection of Forms:** Incomplete forms and forms providing incorrect information will summarily stand rejected. No further correspondence will be entertained.
- 11. Regarding Enquiry:** Any query regarding admission will be entertained at +91-9872510444 during office hours i.e. 9 am to 3 pm or at the school email id davbrsnagaradmission@gmail.com
- 12. 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. Duplicate Forms shall be summarily rejected.

(REGISTRATION DOES NOT GUARANTEE ADMISSION)

Admission Team