



DAV PUBLIC SCHOOL

B.R.S. NAGAR, LUDHIANA

ADMISSION SCHEDULE

For Session 2025-2026

Classes - NURSERY & LKG

Age Limit for Nursery/Balvatika-I	03 years as on 01.04.2025. (Children born between 1 st April, 2021 and 31 st March, 2022 are eligible)
Age Limit for LKG/Balvatika-II	04 years as on 01.04.2025. (Children born between 1 st April, 2020 and 31 st March, 2021 are eligible)

ADMISSION SCHEDULE

<i>ONLINE REGISTRATION</i> <i>Registration Fee- Rs. 1000/- (Non-refundable)</i>	<i>16th October to 20th October, 2024</i>
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- Parents whose wards fulfill the age criteria can apply for admission of their ward through online admission form available on the school website (www.davbrsnagar.org).
Remember – the form will be open only for 05 days.
- The steps for filling the online application and other important instructions are given in [ANNEXURE 1](#)
- After successful submission of the online application and Registration Fee, parents will receive a registration slip declaring the time slot for verification of documents.
- ***Incorrect or incomplete forms will be rejected.***

VERIFICATION OF DOCUMENTS

- Parents are required to bring the hard copy of the application form along with the documents uploaded for VERIFICATION with ORIGINAL DOCUMENTS as per time slots allotted at the time of registration.
- Parents must check email after submission of Online Registration Form for getting the time slots for verification.
- Confirmation of admission will be sent at the registered email of the parents.

NUMBER OF SEATS

Nursery (Balvatika - I) : 245

LKG (Balvatika - II) : 100

25% SEATS WOULD BE RESERVED FOR CHILDREN BELONGING TO EWS CATEGORY. EWS parents must be residing within a radius of 1 km from the school, and must possess a valid certificate of belonging to EWS category issued by the State Govt.

SELECTION PROCESS

The selection process has been designed to maintain transparency. It is based on the points scored on the following parameters-

- Distance from the school
- Siblings
- Wards of Alumni of DAV, BRS Nagar
- Wards of Single Parent/Adopted Child
- Girl Child
- Parents' qualification

The criteria and the Score points are given below -

Criteria	Score
Neighbourhood - Distance from the school 0 – 8 km: 10 points More than 8 km : 05 points	10
Sibling	30
First Born	10
Non-Sibling	10
Ward of Single Parent / Adopted Child	10
Ward of Alumni	10
Qualification of Parents	10
Girl Child	10
<i>Total</i>	100

The break-up of marks for the qualification of the parents is as follows:

Highest Qualification	Father	Mother	Total
Ph.D. / M.Ch. / D.M.	05	05	10
Post Graduate in any discipline	04	04	08
Graduate or 2 years Diploma after Grade XII	03	03	06
Others	02	02	04

In case of candidates securing the same score as per criteria, there will be 'draw of lots' for selection if the no. of seats are less than the number of applicants with the same score.

'Draw of Lots' will be done in the presence of parents on a date to be communicated later. Slips will be drawn by some parents / children only. The whole process will be video graphed.

FEE STRUCTURE

1.	ADMISSION FEE (ONE TIME)	Rs.18750/-
2.	DEVELOPMENT FEE (ONE TIME)	Rs.21500/-
3.	SECURITY (REFUNDABLE)	Rs.5000/-
4.	TUITION FEE (PER MONTH)	Rs.4300/-
5.	ANNUAL CHARGES (PER QUARTER)	Rs.1720/-

- Admission Dues payable at the time of admission – Rs.45250/-
- Tuition Fee and Annual charges are payable from April, 2025 onwards on Quarterly basis.
1st Quarter April – June 2nd Quarter July – September
3rd Quarter October – December 4th Quarter January – March

WITHDRAWAL POLICY

*Admission Dues once paid for admission in Nursery / LKG will be refunded only if a parent applies for withdrawal of admission of his/her ward **within 15 days from the date of payment.***

- However, a deduction of Rs.10000/- will be made as processing charges and balance amount will be refunded through Account Payee Cheque after the submission of the withdrawal application by the parent.
- The processing time for releasing the amount through Account Payee Cheque is 15 days from the date of submission of withdrawal application.
- **No application for refund of fee on account of withdrawal will be entertained after 15 days of the payment of Admission Dues.**

CAUTION

The school does not accept any donation for admission in any class. Parents should be aware if any third party is 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.

DOCUMENTS to be uploaded:

1. A self-attested photocopy of Date of Birth certificate of the child.
2. Self-attested proof of Residence (A Photocopy of the Electoral Card / Passport / Driving License / Telephone Bill / Aadhaar Card.) In case of rented accommodation rent deed attested by Executive Magistrate.
3. A proof of the highest educational qualification of the parents. No excuse for loss of documents, if any, will be entertained by the school.
4. A copy of Parents' Pass, in case of sibling studying at DAV Public School, BRS Nagar, Ludhiana.
5. In case of first born child a declaration affirming that the child seeking admission is the first born child. Link for [SELF-ATTESTED DECLARATION FORM](#)
6. In case of an adopted child, a copy of the registered adoption deed.
7. Alumni of DAV Public School, BRS Nagar, Ludhiana must fulfil the following conditions:
 - a. The alumni should have cleared Grade X/XII from DAV Public School, BRS Nagar, Ludhiana.
 - b. The alumni should have studied in the school for a minimum of 4 consecutive years.

The Alumni of DAV Public School, BRS Nagar, Ludhiana must submit the following documents:

- a. A copy of Mark Sheet of class X/XII.
 - b. A Copy of Transfer Certificate issued by the school.
7. In case of single parent, only the qualification of the parent who has the custody of the child will be considered and the following documents have to be furnished:

1. Divorced	Divorce decree
2. Separated	Certified court order of custody and certified copy of proceedings of the case
3. Widow / Widower	Death certificate of the spouse

Important

Parents are advised to complete the Online Application form a day prior to the last date (20th October, 2024) for online registration as the server may get overloaded or be unavailable due to technical reasons.

The Management holds the right to increase or decrease the no. of seats without assigning any reason whatsoever.

Admission Team

**DAV Public School
BRS Nagar, Ludhiana**