



LAUREL HIGH - THE SCHOOL

PITAMPURA, DELHI-110034

Registration for Admission to Pre-School (Nursery) General Category Academic Session 2018-19

Laurel High - The School, Pitampura welcomes you to the Pre-School Admissions for the Academic Session 2018-19.

Registration Guidelines and Admission Schedule as per the instructions given by Directorate of Education, GNCT of Delhi.

TOTAL NUMBER OF SEATS : 84

Distribution of Seats	Number
General Category (Open Seats) - (55%)	46
EWS / DG Category Seats - (25%)	21
Management Quota + Staff Ward - (20%)	17

AGE ELIGIBILITY:

Minimum age of the child for the admission to Pre-School (Nursery) as on 31.03.2018 should be 3 years.

**PRE-SCHOOL ADMISSION
(ACADEMIC SESSION 2018-2019)**

**ADMISSION CRITERIA FOR OPEN SEATS
(GENERAL CATEGORY)**

S.No	Particulars	Points
1.	Neighbourhood	
	0 – 3 kms	80
	3.1 – 6.0 kms	70
	6.1 & Above	60
2.	Sibling (Real Brother/Sister of applicant studying in the school, during the Academic Session 2017-18)	20
3.	Total	100

Note: You may access the Google map for referring to the distance between the school and your residence.

LIST OF DOCUMENTS REQUIRED

Self Attested Photocopies of the following documents should be submitted at the time of Registration to Pre-School (Nursery) - Open Seats (General Category) :-

1. **Birth Certificate** of the child (MCD).
2. **Medical Fitness Certificate/Copy of Vaccination Card.**
3. **Residence Proof (any one) :**
 - (a) Ration Card/Smart Card issued in the name of Parents (Mother/Father having name of the 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 or child.
 - (e) Aadhaar Card/UID Card issued in the name of Child and both Mother and Father.
4. **Proof of Sibling :** Report Card / I-Card of elder child).
5. **One Passport Size Photograph** each of father, mother and the child.

Note: Original Documents must be carried along for verification at the time of admission.

Admission Schedule for the Pre-School (Nursery) Open Seats (General Category)

S.No.	Particulars	Date/Day	Time
1.	Distribution of Registration Forms	27.12.2017 - 17.01.2018	9:00 a.m. – 1:00 p.m. (on all working days)
2.	Submission of Registration Forms	27.12.2017 - 17.01.2018	9:00 a.m. – 1:00 p.m. (on all working days)
3.	Uploading Details of children who applied to the school for admission under Open Seats along with marks on the D.O.E. Website, School Website and Notice Board till	08.02.2018 (Thursday)	2:00 p.m.
4.	Draw of Lots for General Category (Open Seats)	13.02.2018 (Tuesday)	10.30 a.m.
5.	Date for displaying the First List of selected candidates (including Waiting List)	15.02.2018 (Thursday)	10:00 a.m.
6.	Resolution of queries of the parents, if any (by written/email/verbal interaction) regarding the allotment of points to their wards in the First List. Verification of documents and Deposition of fee by the selected candidates of the First List	16.02.2018 - 20.02.2018 (Friday - Tuesday)	9:00 a.m. – 1:00 p.m.
7.	Admission from Waiting List , if any	21.02.2018 - 22.02.2018 (Wednesday - Thursday)	9:00 a.m. – 1:00 p.m.
8.	Date for displaying the Second List of selected candidates, if any (including Waiting List)	28.02.2018 (Wednesday)	10:00 a.m.
9.	Resolution of queries of the parents, if any (by written/email/verbal interaction) regarding the allotment of points to their wards in the Second List. Verification of documents and Deposition of fee by the selected candidates of the Second List	01-03-2018 - 07.03.2018 (Thursday - Wednesday)	9:00 a.m. – 1:00 p.m.
10.	Subsequent List of admission, if any	15.03.2018 (Thursday)	10:00 a.m.
11.	Closure of Admission Process	31.03.2018 (Saturday)	--

GENERAL INSTRUCTIONS

1. The Registration Form is available at School Reception from 9:00 am to 1.00 pm and on the school web portal round the clock. The same can be downloaded from the web portal (www.laurelhigh.in) and an amount of Rs. 25/- can be paid at the time of Registration.
2. Duly filled- in registration form, is to be submitted at the School Reception.
3. The list of Selected General Category candidates will be displayed on the school website (www.laurelhigh.in) as well as on the school notice board as per the schedule.
4. Incomplete forms are liable to be rejected. Kindly avoid any kind of cutting, fluid markings and overwriting in the Registration Form.
5. The transport facility is made available to the candidates subject to the availability of seats from any particular area. In case, the school transport is not available, the parents will have to make their own arrangements. Routes chartered by the school will not be changed.

****Note :** *Please keep in touch with the school web portal for other details and updates.*