



MOUNT CARMEL PRE SCHOOL
(UNDER MOUNT CARMEL SCHOOL SOCIETY)
Dwarka, New Delhi-110077

REGISTRATION TO PRE-SCHOOL FOR THE ACADEMIC YEAR 2024-25

Note: - For EDC registration, please contact school reception.

1. Please read the instructions carefully before filling the form to avoid rejection.
2. The date of birth should be between 1st April 2020 to 31st March 2021 (both dates inclusive)
3. Children born between 1st March 2020 to 31st March 2020 may apply with written request to Principal. Request may be emailed to manager.dw@mountcarmelschool.com.
4. Forms will be rejected without notification if:
 - Incomplete form
 - Multiple forms in same category.
 - Misspelt/wrong/incorrect/duplicate.
5. The decision of the School authorities will be final and binding in all respects.
6. Admission will be confirmed subject to verification of required information /documents.
7. Distance to school will be calculated as per school bus routes upto a max. of 8 km. The areas /localities / colonies within the range of the school bus route are mentioned in the distance and area table.

Seats for Admission in Pre School

S.No.	Category	No. of Seats (Sector 22)	No. of Seats (Sector 28)
1.	Open Seats: 80 (General/ Sibling/ Alumni)	40	40
2.	Reserved Seats: 80 (Christian/ Economically Deserving Candidates/ Staff)	40	40
	TOTAL	80	80

Admission Schedule (2024-25)

S. No.	Particulars	Time Schedule
1	Uploading of criteria and their points	20.11.2023
2	Commencement of admission process and availability of application forms (online only)	23.11.2023
3	Last date of submission of application forms	15.12.2023
4	Uploading details of children who applied to the School for admission under open seats	29.12.2023
5	Uploading marks (as per point System) claimed by each of the children who applied for admission under open seats	05.01.2024
6	The date for displaying the First list of selected candidates (Including waiting list) (along with marks allotted under point system)	12.01.2024
7	Resolution of queries of parents if any (regarding the first list) regarding allotment of points to their ward in the first list	13.01.2024 to 22.01.2024
8	Closure of admission process	08.03.2024

Admission Criteria

Parameters for Open Seats: 80 seats Maximum Points: 50

I. GENERAL			
A	Distance*		Points (Upto)
	<ul style="list-style-type: none"> • 0-6 Km • 6-8 Km • Above 8 Km 	20 15 10	20
B	Special Grounds <ul style="list-style-type: none"> • Armed Forces • Paramilitary Forces • Medical Professional • Educationist (School/College/University) 		25
C	Awards <ul style="list-style-type: none"> • International Awardee • National Awardee • State Awardee 		05
II. ALUMNI (A+II)			
	<ul style="list-style-type: none"> • Member of Alumni Association • Passes Class XII, X any other classes • Special Ground (Armed Forces/Paramilitary Forces/Medical Professionals/Educationist/Both Parents Alumni) 	10 10 10	30
III. SIBLING (A+III)			30

*Distance points will be calculated as per the table mentioned below:
(General/ Sibling/ Alumni)

Distance & Area table – for Sector -22 (Distance calculated as per School bus routes)

Distance	Area	Points
0-6 km	Bamnoli, Bharthal, Bijwasan, Dada Dev, Dhoolsiras, Pochanpur, Raj Nagar II, Sector 1, Sector 7, Sector 8, Sector 9, Sector 10, Sector 19, Sector 20, Sector 21, Sector 22, Sector 23, Sector 24, Sector 25, Sector 26, Sector 27, Sector 28 Shahabad Mohammadpur	20
6-8 Km	Chhawla Cantt., Goyla Dairy, Madhu Vihar, Mahavir Enclave, Nasirpur, Palam, Pushpanjali, Sector 2, Sector 4, Sector 5, Sector 6, Sector 11, Sector 12, Sector 13, Sector 14, Sector 17, Sector 18	15
Above 8 km	Other areas not included in the table	10

Distance & Area table – for Sector -28 (Distance calculated as per School bus routes)

Distance	Area	Points
0-6 Km	Bamnoli, Bharthal, Bijwasan, Dhoolsiras, Pochanpur, Sector 18, Sector 19, Sector 20, Sector 21, Sector 22, Sector 23, Sector 24, Sector 25, Sector 26, Sector 27, Sector 28	20
6-8 Km	Dada Dev, Pushpanjali, Raj Nagar II, Sector 6, Sector 7, Sector 8, Sector 9, Sector 10, Sector 11, Sector 12, Sector 13, Sector -14, Sector 17	15
Above 8 Km	Other areas not included in the table	10

The Shortlisted candidates will be called for verification of ORIGINAL documents.

- a. Attested photocopy of Birth Certificate Issued by the Local Municipal Authority.
- b. Attested photocopy of any ONE as proof of residence (MTNL Bill / Aadhaar Card /Electricity Bill / Water Bill/IGL Bill/ Voter ID/ Passport/ Valid Lease Rent Agreement)
- c. Photocopy of Pan Card.
- d. ID and Certificates supporting Special Grounds & Awards earned.

If any of the above required information/ document is incorrect/ altered/ false or otherwise defective, the school reserves the right to cancel admission at any time.

Instructions to fill online registration form

1. The name of the applicant, father's name, mother's name, date of birth etc. should be filled correctly in the form as it appears in the certificates. No changes will be allowed later.
2. It is mandatory to fill all fields which are marked (*). If any field is not applicable to you, please enter NA (Not Applicable).
3. Photograph in JPG format should be uploaded. (size 2 MB, passport size)
4. Birth Certificate in PDF format should be uploaded. (size 2 MB)
5. Residence Proof in PDF format should be uploaded. (size 2 MB)
6. If the applicant is selected for admission, parents will be required to submit documents as proof of residence and identity. Please note that documents dated minimum 3 months prior to date of submission of application will be accepted as proof. Parents will be required to produce the originals along with one set of copies at the time of verification.
7. **Please note that the payment of Registration Fee of Rs. 25/- is necessary for a successful registration of the application. (prospectus is optional)**
8. The registration process will be considered complete on receipt of registration number through SMS and Email sent from the school. Save the registration number for all future communication with the school.
9. The registration form once submitted cannot be modified later.