



# ST. COLUMBO PUBLIC SCHOOL

MP ENCLAVE, PITAMPURA, NEW DELHI-110034

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## INFORMATION REGARDING REGISTRATION (GENERAL CATEGORY) 2025-2026 AS PER GUIDELINES OF DEPARTMENT OF EDUCATION, DELHI Information Regarding Nursery Registration 2025-2026

The Registration for students of Pre-School class for the Academic Session 2025-2026 begins from **28 November,2024 to 20 December,2024.**

### Criteria for Pre School-Admission:

- The age criteria for Pre-School are 3+ but less than 4 years as on **31 March,2025** are eligible for Pre-School admission.

• Distance criteria	0 to 15 Kms	70 points
	Beyond 15 kms to 25 kms	60 points
• Parent Alumni (SCPS)	Passing certificate of parents for proof of Alumni	10 points
• Sibling criteria	Real brother/sister only	20 points

### PROCEDURE OF REGISTRATION :

Registration for the admission can be done through either of the given below methods

OFFLINE REGISTRATION	ONLINE REGISTRATION
<ul style="list-style-type: none"><li>➤ Collection of Admission Form from the Reception along with the payment of Rs.25/- as Registration Fee &amp; the below mentioned documents.</li></ul>	<ul style="list-style-type: none"><li>➤ Log on to school's website <a href="http://www.stcolumbopublicschool.com">www.stcolumbopublicschool.com</a> <b>Admissions &gt; Online Registration &gt; Fill in the details and take a printout.</b> <b>Note: Online payment of Registration Fee can be made through Debit/Credit card/Net Banking</b></li></ul>
	<ul style="list-style-type: none"><li>➤ Submit the printed copy at School Reception along with the below mentioned documents.</li></ul>
Documents to be submitted for both methods: <ul style="list-style-type: none"><li>➤ Self-attested copy of the Date of Birth Certificate issued by MCD.</li><li>➤ Updated Aadhaar Card of the child &amp; both the parents.</li><li>➤ Photograph of the child &amp; both the parents.</li></ul>	
Timings of Submission at School Reception: 8:00am to 1:00pm	
Last Date of Registration: <b>20 December, 2024.</b>	

## POINTS TO REMEMBER WHILE FILLING UP THE ONLINE FORM:

- Do not use symbols like - / or 'or' or: of (etc. While filling the form online as these symbols cannot be accepted by the software.
- Fill up the form completely before taking a print out.
- In case of incomplete form/documents or sending cash/cheque with the application – the applications will be deemed as rejected. Only online payment gateway using debit/credit card/net banking will be accepted.

## Documents Required for Verification AT THE TIME OF ADMISSION (In Original):

- **Birth Certificate** under the Birth, Death and Marriages Certification Act, 1986.
- **Aadhaar Card** of the child.
- **Address Proof:** Ration card /Smart Card issued in the name of parents having name of child / Domicile Certificate of Child or of his/her parents/Voter I card (EIPC) /Electricity bill/ MTNL bill/Water bill/Aadhaar Card/Passport
- **Proof of Sibling** – Latest fee slip brother/sister already studying in this school. (If one of the 'Twin children' gets selected then the other would be considered under 'Sibling Category')
- **Proof of Alumni** –Passing certificate of parents (Mother/Father)
- **Two latest Passport Size Photographs of each of the child, father and mother.**

Point-wise list of children will be uploaded on **10 January,2025**. Information of 1<sup>st</sup> List of selected candidates can be checked only on the School's Notice Board at 3.00 p.m. on **17 January,2025** and **RESOLUTION OF QUERIES OF PARENTS**, if any regarding allotment of points to their ward in the first list will be from **18.01.2025 to 27.01.2025**. The 2<sup>nd</sup> list (if any) of selected candidates will be displayed on **03 February, 2025** and **RESOLUTION OF QUERIES OF PARENTS**, if any, regarding allotment of points to their ward in the 2<sup>nd</sup> list will be on **05.02.2025 to 11.02.2025**. Subsequent list of admission if any on **26 February,2025**.

In case of a Draw, the parents will be intimated through the school's website: [www.stcolumbopublicschool.com](http://www.stcolumbopublicschool.com). The parents are therefore advised to regularly check the school's website to stay informed about the changes and other important information.

PRINCIPAL