Nursery Admissions

2019-20

FAQs

Q1.	I wish to admit my child in your School. What is the procedure?
Ans.	You are required to register your child online, the form for which is available on the school portal. The registration process consists of two steps ➢ Filling of the Application Form ➢ Registration fee payment (non-refundable)
Q2.	What is the last date of registration?
Ans.	The application forms are available on the portal from Saturday, 15/12/18 to Monday, 07/01/19, till 3:00 p.m.
Q3.	What is the age limit?
Ans.	*(see table below)*

	MINIMUM AGE	MAXIMUM AGE
For Pre-School (Nursery)	03 years as on 31 March 2019	Less than 04 years as on 31st March of the year in which the admission is sought.

Q4.	What if my child is a little over/under age?
Ans.	The School is firm on the issue of age criterion and incorrect forms will automatically be rejected.
Q5.	What are the admission requirements?
Ans.	Fill up the Application Form online Upload the scanned copies of the following documents:- • Birth Certificate that carries the name of the child issued by Municipal Corporation / equivalent authority. • Photograph of Applicant • Medical Document/Certificate (if belongs to Special Needs) • Residence Proof (Ration Card/Smart Card issued in the name of parents (mother/father having name of the child), Domicile Certificate of child or his/her parents, Voter Identity Card / EPIC of any of the parents, Electricity bill/ MTNL telephone bill/Water bill/Passport in the name of any of the parents or child, Aadhaar Card / Unique Identity Card of Mother / Father issued by the Government of India.) • Proof of Sibling (Copy of School ID Card of Sibling [2018-19]) • Alumni proof of Father and Mother (School Leaving Certificate / Marksheet)
Q6.	Will there be a formal interview of the child or the parents?
Ans.	No

Q7.	Will Rent Agreement be accepted as residence proof?
Ans.	No
Q8.	What is the procedure if I have no documents as proof of residence?
Ans.	• Apply for them immediately and attach the acknowledgement slip for the time being. • However, at the time of verification, the document should be available. •
Q9.	What is the distribution of seats for a given academic year?
Ans.	The seats are divided into the following categories:- ☐ General ☐ E.W.S / DG
Q10.	Does the school cater to children with Special needs?
Ans.	Yes- Low Vision Locomotor disability } Subject to furnishing proper medical certificate
Q11.	I have made a wrong entry, what do I do?
Ans.	Write to notify us on the given email id immediately (nursery@dpsrohini.com) and apply afresh.
Q12.	Can I edit/rectify my form after submitting?
Ans.	No. Forms once submitted cannot be edited or rectified. You will have to apply afresh. You will also have to notify the school of the same immediately through mail at nursery@dpsrohini.com .
Q13.	Can the School make corrections in my form ?
Ans.	No. You will have to apply afresh.
Q14.	Any information that is not possible to fill but is mandatory in the form, how do I proceed?
Ans.	Please write NA and proceed.
Q15.	Do I have to bring original or photocopies of documents for verification?
Ans.	Original as well as attested photocopies of documents need to be brought for verification.
Q16.	What if my child's Birth Certificate does not carry his/her name?
Ans.	Please ensure that the Birth Certificate carries the name of the child as entered in the Application Form. If the Birth Certificate does not carry the name of the child, kindly apply for the same and produce it at the time of verification.

Q17.	I tried submitting the filled online application, but I got a blank page. I waited for 10 minutes but nothing happened. Please look into my concern and help.
Ans.	Try any one of the following : • While uploading the scanned copies of the documents, make sure that all the documents are in PDF format whereas all the photographs are in JPEG format. • The file size of each upload should not exceed 250 KB. • Ensure a stable internet connection with good speed while uploading the documents and payment of application fee online. • If you have received Application Number after filling up of the form, your form is submitted otherwise a fresh filling up of the form is required. • The Application Form works best in updated version of Google Chrome.
Q18.	If I have received an Application Number after filling up of the form, is my registration process complete?
Ans.	Your application will be considered only after successful payment. So please make sure that you have successfully made the payment.
Q19.	Do I need to submit the hard copy of the Application Form and the documents in the School now ?
Ans.	You need not submit the hard copy in school now. If shortlisted and called for verification, then you need to get the hard copies of the form and the documents.
Q20.	Kindly give criteria for checking the distance (Aerial distance or Road length)?
Ans.	Aerial distance will be considered. Calculation of the same can be done as given in the instructions as well as the application form.
Q21.	Do I need to provide an Affidavit for my first born girl child?
Ans.	Those availing points under girl child category need not provide Affidavit or any documentary proof.
Q22.	Do I need to fill separate forms for twins?
Ans.	Yes. Separate Application Forms should be filled up for twins.
Q23.	After successful submission of the form, I did not receive the acknowledgement mail.
Ans.	Please send an email to nursery@dpsrohini.com . Mention the application number in the email.
Q24.	How do I know that my application has not been successfully submitted and received?
Ans.	You will not receive a confirmatory e-mail if the transaction fails. You are advised to try again.
Q25.	I am looking for the admission form for Class 1. I am not able find it, if you direct me it would be helpful.
Ans.	Kindly clear the browsing data/history of the browser to open the new website of DPS Rohini, www.dpsrohini.com. Or you can open the new Incognito window to open the site and then fill in the required form.

Q26.	I am looking for the admission form for Class Prep. I am not able find it, if you direct me it would be helpful.
Ans.	Kindly note there are no vacancies in the General category in Class Prep (Pre-Primary).