Prep and Class I

Admissions 2024- 2025

FAQs

Q1.	I wish to admit my child in your school. What is the procedure?
Ans.	You are required to register your child through the online form. The form for the same is available on the school portal. The registration process consists of two steps ➢ Filling of the Application Form ➢ Registration fee payment **(non-refundable)** of ₹ 25/-
Q2.	What is the last date of registration?
Ans.	The application forms are available online between **Thursday, 23 November 2023 and Friday, 15 December 2023** till 11.59 p.m. at www.dpsrohini.com. (http://dpsrohini.com)
Q3.	What is the age limit?

Ans.		MINIMUM AGE	MAXIMUM AGE
	For Pre-Primary (KG/ Prep)	04 years as on 31 March 2024	Less than 05 years as on 31 March of the year in which the admission is sought.
	For Class I	05 years as on 31 March 2024	Less than 06 years as on 31 March of the year in which the admission is sought.

Q4.	What if my child is a little over/under age?
Ans.	The age relaxation of up to 30 days may be granted at the level of Head of School in the minimum and upper age limit for Nursery. However, a request letter for the same must be mailed to the school id: mail@dpsrohini.com with **cc to** prepandone@dpsrohini.in
Q5.	What are the admission requirements?
Ans.	• Fill up the Application Form online. • Upload the following documents:- ➢ **Birth Certificate** that carries the name of the child issued by the Municipal Corporation / equivalent authority. ➢ **Photograph** of Applicant, Father and Mother ➢ **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/ Landline 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** (**Last fully paid Fee Slip of 2023-24)** ➢ **Alumni Proof** of Father / Mother /Both (School Leaving Certificate / Mark sheet of Class X/ XII)
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 do not have any documents as proof of residence?
Ans.	• Apply for them immediately and upload the acknowledgement slip for the time being. • However, at the time of verification, the original 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
	   ✓ EWS / DG / CWSN
	   ✓ Management Quota
	   ✓ Staff Quota

Q10.	I have made a wrong entry. What do I do?
Ans.	You can edit the saved part of the form till the successful payment for the application form.
Q11.	Can I edit/ rectify my form after submitting?
Ans.	**No.** Application Form cannot be edited or rectified after the successful payment is made. You will have to apply afresh. You will also have to notify the school if you are applying again, immediately through mail at prepandone@dpsrohini.in clearly stating the Registration Number of the wrongly filled application. **IMPORTANT- Fill another form using the same registered mobile number and clicking on 'Add New Application' option.**
Q12.	Can the school make corrections in my form?
Ans.	No. You will have to apply afresh.
Q13.	Any information that is not possible to fill but is mandatory in the form, how do I proceed?
Ans.	Please type **NA** and proceed. In case of a numeric field type **0** (digit zero/ zeros) and proceed**.**
Q14.	Do I have to bring original or photocopies of documents for verification?
Ans.	Original as well as self- attested photocopies of documents need to be brought for verification.
Q15.	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.
Q16.	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.	Please check the following :
	   • Use a laptop or desktop for filling the form instead of a Smart Phone or any other gadget. The Application Form works the best in updated version of Google Chrome.
	   • While uploading the scanned copies of the documents, make sure that all the **documents and photographs are in .jpeg, .jpg, .png,pdf. format only.**
	   • Ensure a stable internet connection with good speed while uploading the documents and payment of application fee online.

	• Make sure you are not using any special character like ' " & etc. while filling the form neither in any of the uploaded file attachments. • If you have received a Registration Number after filling up of the form, your form is submitted. But the application process is not complete till you have made the payment. • Do not leave any time gap between filling up of the form and submission of form/ payment for the registration fee. A time gap may lead to non-submission of the form.
Q17.	If I have received a Registration Number after filling up of the form, is my registration process complete?
Ans.	Your registration will be considered complete only after the successful payment is made. So please make sure that you have successfully made the payment. You will be receiving acknowledgement SMS on your registered mobile number stating the Registration Number.
Q18.	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.
Q19.	Do I need to submit the hard copy of the Application Form and the documents in the school now?
Ans.	**NO**. If shortlisted and called for verification, then you need to get the hard copies of the form and the documents.
Q20.	How do I calculate the aerial distance from my residence to your school?
Ans.	Calculation of the aerial distance will be automatically done by the system after filling the correct current residential location in the form.
Q21.	Do I need to fill separate forms for twins/triplets?
Ans.	**YES**. Separate Application Form should be filled up for twins/triplets **using the same registered mobile number and clicking on 'Add New Application' option.**
Q22.	Is transport facility available?
Ans.	Transport facility may be made available depending upon the viability of a route.
Q23.	My ward passed out of DPS Rohini 1/2/3… years ago. Will I be eligible for sibling points?
Ans.	**NO.** Only the sibling of students currently studying in DPS Rohini will be considered for sibling criteria.
Q24.	I have filled more than one Application Form for my ward. Which form will be considered by the school?
Ans.	The latest filled form will be considered by the school. Write a mail to us informing about the same.
Q25.	What is the fee structure?
Ans.	The fee structure will be made available at the time of admission.
Q26.	I am not able to type the sibling information in the form.
Ans.	Please fill only the correct admission number as **W-_____** The rest of the columns will be auto- filled.