

Nursery/Pre-school Admissions

2023-24

FAQs

Q1.	I wish to admit my child in your school. What is the procedure?		
Ans.	<p>You are required to register your child online. The form for the same is available on the school portal. The registration process consists of two steps</p> <ul style="list-style-type: none"> ➤ 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 on the portal from Thursday, 01/12/2022 to Friday, 23/12/2022, till 3:00 p.m.		
Q3.	What is the age limit?		
Ans.		MINIMUM AGE	MAXIMUM AGE
	For Pre-School (Nursery)	03 years as on 31 March 2023	Less than 04 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 as per circular no. DE.23.(363)/Sch.Br./2016/1553 dated 19.09.2016. However a request letter for the same must be sent to the school id : mail@dpsrohini.com with cc to nursery@dpsrohini.com.		
Q5.	What are the admission requirements?		
Ans.	<p>Fill up the Application Form online Upload the scanned copies of the following documents:-</p> <ul style="list-style-type: none"> • Birth Certificate that carries the name of the child issued by the Municipal Corporation / equivalent authority. • Photograph of Applicant • Residence Proof <ul style="list-style-type: none"> - (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 (Last fully paid Fee Slip of 2022-23 / Marksheet of Class X/XII) • Alumni proof of Father / Mother /Both (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.	<ul style="list-style-type: none"> • Apply for them immediately and attach 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.	<p>The seats are divided into the following categories:</p> <ul style="list-style-type: none"> ✓ General ✓ EWS / DG / CWSN ✓ Management Quota ✓ Staff Quota
Q10.	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.
Q11.	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 if you are applying again, immediately through mail at nursery@dpsrohini.com .
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 write NA 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.	<p>Try any one of the following :</p> <ul style="list-style-type: none"> • While uploading the scanned copies of the documents, make sure that all the <u>documents and photographs are in .jpeg, .jpg, .png format only.</u> • <u>The file size of each upload should not exceed 250 KB.</u> • 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 an Application Number after filling up of the form, your form is submitted. But the application process is not complete till you have made the payment. • The Application Form works best in updated version of Google Chrome. • Do not leave any time gap between filling up of the form and submission of form/ payment for the registration fee. A time gap leads to non-submission of the form.
Q17.	If I have received an Application Number after filling up of the form, is my registration process complete?
Ans.	Your registration will be considered complete only after successful payment. So please make sure that you have successfully made the payment.
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.	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 e-mail.
Q20.	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.
Q21.	Kindly give the criteria for checking the distance (Aerial distance or Road length)?
Ans.	Aerial distance will be considered. Calculation of the same can be done through the link as given in the instructions as well as the Application Form.
Q22.	Do I need to fill separate forms for twins/triplets?
Ans.	Yes, separate Application Forms should be filled up for twins/triplets.
Q23.	How do I calculate the aerial distance from my residence to your school?
Ans.	<p>Step 1: Right Click on the red pin on the Google Map named Delhi Public School Rohini.</p> <p>Step 2: Select Measure Distance which is the last option on the Menu.</p> <p>Step 3: Click the exact location of your residence on the map.</p> <p>Step 4: At the bottom, you'll see the total distance in miles (mi) or kilometres (km). Choose the kilometres value.</p>
Q24.	How do I get the proof of the distance measured?

Ans.	Take a screenshot (use snipping tool or print screen) of the Google Map page clearly showing the distance between the current address and Delhi Public School Rohini.
Q25.	I am using Maps Of India or any other App for calculating the aerial distance. Will it be considered as the correct way of measurement of distance?
Ans.	Only measurement using the Google Map will be considered for calculation of measurement of distance.
Q26.	Is transport facility available?
Ans.	Transport facility may be made available depending upon the viability of a route.
Q27.	My ward passed out of DPS Rohini 1/2/3... years ago. Will I be eligible for sibling points?
Ans.	Yes, sibling weightage will be given to the applicant whose sibling has passed out of school (X/XII from DPS Rohini)
Q28.	My ward has been a student of DPS Rohini but did not appear for Class X / XII from DPS Rohini. Does my younger ward fulfil the sibling criteria?
Ans.	No, only the sibling of students of DPS Rohini (currently studying / passed Class X or XII) will be considered for sibling criteria.
Q29.	Which are the DPS Core schools?
Ans.	There are 13 Core schools: 1. DPS MATHURA ROAD 2. DPS R.K. PURAM 3. DPS NOIDA 4. DPS VASANT KUNJ 5. DPS FARIDABAD 6. DPS GREATER NOIDA 7. DPS BULANDSHAHAR 8. DPS ROHINI 9. DPS DWARKA 10. DPS NAVI MUMBAI 11. DPS INTERNATIONAL, SAKET 12. DPS KNOWLEDGE PARK V 13. DPS SECTOR 122 NOIDA
Q30.	I have filled in more than one Application Form for my ward. Which form will be considered by the school?
Ans.	The latest filled in form will be considered by the school.
Q 31.	What is the fee structure?
Ans.	The fee structure will be made available at the time of admission.