



JAGANNATH INTERNATIONAL SCHOOL
D BLOCK, PUSHPANJALI ENCLAVE,
PITAMPURA, NEW DELHI – 110034

PRE-SCHOOL ADMISSION CRITERIA (2025-2026)

Kindly read the instructions carefully before proceeding for online/offline registration.

SEAT ALLOCATION

S.NO.	CATEGORY	NUMBER OF SEATS
1.	General Category	37
2.	EWS	13
3.	Total Number of Seats	50

CRITERIA AGE FOR GENERAL CATEGORY

S.NO.	CRITERIA AND THEIR POINTS FOR GENERAL CATEGORY	MAXIMUM POINTS ALLOCATED
1.	Neighbourhood (0 – 7 kms.)	70
	Beyond 7 kms.	50
2.	Sibling	20
3.	Single Parent	05
4.	Staff Ward	05

ADMISSION SCHEDULE

S.NO.	PARTICULARS	TIME SCHEDULE
1.	Uploading the criteria and their points in the module of the Department at the link mentioned at points No. 7	25.11.2024 (Monday)
2.	Commencement of admission process and availability of forms	28.11.2024 (Thursday)
3.	Last date of submission of application forms in schools	20.12.2024 (Friday)
4.	Uploading details of children who applied to the school for admission under Open Seats	03.01.2025 (Friday)
5.	Uploading marks (as per points system) given to each of the children who applied for admission under open seats	10.01.2025 (Friday)
6.	The date for displaying the First List of Selected Children (including Waiting List) (along with the marks allotted under points system)	17.01.2025 (Friday)
7.	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards for the first list.	18.01.2025 –27.01.2025
8.	The date for displaying the Second List of Selected Children (if any) (including Waiting List) (along with marks allotted under points system)	03.02.2025 (Monday)
9.	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the second list.	05.02.2025-11.02.2025
10.	Subsequent list admission, if any	26.02.2025 (Wednesday)
11.	Closure of admission process	14.03.2025 (Friday)

ESSENTIAL DOCUMENTS REQUIRED AT THE TIME OF REGISTRATION:

1. Latest coloured photograph of the child.
2. Birth Certificate: Date of birth certificate issued by the MCD bearing the child's name. Age of the child as on 31.03.2025 should be 3+ years (i.e. born between 01.04.2021 to 31.03.2022)
3. Proof of Residence (any of the following) :
 - a) Ration Card / Smart Card issued in the name of the parents (mother/father having name of the child).
 - b) Domicile certificate of the child or of his/her parent.
 - c) Voter Identity Card of any of the parents.
 - d) Electricity Bill / MTNL Telephone Bill / Water Bill / Passport in the name of the parent.
 - e) Aadhar Card / ID card issued in the name of any of the parent.
4. For Sibling: Fees receipt issued by the school for academic session 2025-26.

DOCUMENTS REQUIRED AT THE TIME OF ADMISSION :

1. Parents shall be required to submit the photocopies of the supporting documents with the registration form. All original documents for verification at the time of admission shall be submitted by the parents.
2. Medical certificate of the child before the commencement of admission.
3. The school office shall scrutinize the registration forms to verify the details and other particulars filled by the parents.
4. The school shall not conduct any interview or interaction with parent / child for whom admission is being sought.
5. However at the time of verification of documents if any document is found to be forged, the admission shall be cancelled.

REFUND OF FEE IN CASE OF CANCELLATION / WITHDRAWAL OF ADMISSION

Fees shall be refunded as per the following norms:

1. Within 1 month after depositing the full fee for the admission of the child: - Except Registration Fee, rest of the fee shall be refunded.
 2. After 1 month but before 31st March 2025, Except Registration Fee and Admission Fee, rest of the fee shall be refunded.
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