

LANCER'S CONVENT

Prashant Vihar, Outer Ring Road,
Rohini, Delhi - 110085

NURSERY (PRE SCHOOL 1/ BALVATIKA 1) ADMISSION

SESSION 2026 - 27

GENERAL CATEGORY

(OPEN SEATS)

www.lancersconvent.ac.in

011-40037000

- Kindly read the instructions carefully before proceeding for online registration to avoid rejection of the Registration Form.
- For school's fee structure and transport routes, visit the school website.

1. ELIGIBLE AGE FOR NURSERY (PRE SCHOOL 1/ BALVATIKA 1)
Born between 01.04.2022 – 31.03.2023.
The age relaxation for admission of upto 30 days may be granted by head of the school in the minimum & upper age limit. The parents may approach the school for seeking age relaxation through a manual application.

2. SEAT ALLOCATION	
TOTAL NUMBER OF SEATS	**352**
55% Seats for General Category (OPEN SEATS)	194
25% Seats for EWS/DG/CWSN Category	88
20% Seats for Management Quota	70

3. CRITERIA FOR GENERAL CATEGORY		
S.No.	**Criteria**	**Points**
1.	Distance of school from residence	
	0 - 5 Km.	75
	5 Km. onwards	70
2.	Sibling (Real brother / sister studying in Lancer's Convent)	05
3.	Alumni (Either of the parents passed Class X or XII from Lancer's Convent)	05
4.	First Born Parents' first biological/legally adopted child	05
5.	Staff Ward (Either of the parents is working in Lancer's Convent)	10
	Total	**100**

4. ESSENTIAL DOCUMENTS REQUIRED	
S.No.	**Documents**
1.	**Birth Certificate** Date of Birth Certificate issued by the competent authority bearing the child's name.
2.	**Proof of Residence** (Any of the following) a. Ration Card/ Smart Card issued in the name of parents (mother/ father having name of the child). b. Domicile certificate of child or of his / her parents. c. Voter Identity Card (EPIC) of any of the parents. d. Electricity Bill/ MTNL Telephone Bill/ Water Bill/ Passport in the name of any of the parents or child. e. Aadhaar Card / UID card issued in the name of any of the parents.
3.	**For Sibling** Fee Receipt issued by the school for the Academic Session 2025-26.
4.	**For Alumni** CBSE Certificate of Class X or XII.
5.	**For First Born** Self-Declaration in the attached format (link)
5.	**For Staff Ward** Salary Slip / Employee ID Card

5. ADMISSION PROCESS FOR GENERAL CATEGORY	
Steps	**Description**
1.	Willing parents can fill the online Registration Form, the link for which will be made available on **04.12.2025, (Thursday)** at the school website i.e. **www.lancersconvent.ac.in.** The Registration Form, once submitted online, will be sent to the father's email address as provided in the form. The printed Registration Form, along with the Registration Fee Invoice and self-attested copies of all relevant documents, must be submitted at the school counter on or before the last date, **27.12.2025 (Saturday).**

Steps	Description
2.	In case the number of applicants scoring higher points is less than the total number of seats available for general candidates; such applicants will find place in the first list of selected candidates and no draw of lots will be conducted for them.
3.	In case, seats shall remain vacant; the same will be filled through draw of lots conducted in the school premises.
4.	In case of twins, if one child gets a seat in the draw of lots, his / her twin sibling will automatically get a seat. A waiting list of 400 candidates will be prepared.
5.	**The first list of selected candidates and wait listed ones will be displayed on school website and on the school notice board on 23.01.2026 (Friday).** The selected candidates will receive an offer letter along with the fee details for confirming their seat, which will be sent to the father's email address. Once the fee is paid online, both parents must visit the school to complete the admission formalities. Notification regarding this will be sent to the parents. Parents are required to bring the following documents to complete the admission process: • All original documents for verification • Registration Form • Admission Form (will be shared on Father's Email address) • Debit or Credit Card **In case any information submitted by the parents at the time of registration is found to be forged at any stage; admission of the candidate shall automatically stand cancelled.**
6.	After assessing the vacancies post admission process for the first list, a second list of selected candidates from the waiting list will be released on **09.02.2026 (Monday).**
7.	**Admission process will close on 19.03.2026 (Thursday)**

STEP-WISE INSTRUCTIONS

Step-1: Keep the following documents ready for uploading.

Mandatory

• Date of Birth Certificate of child	(Maximum 500KB in PDF/JPG format)
• Residence Proof	(Maximum 500KB in PDF/JPG format)
• Photograph of Child	(Maximum 200KB in JPG format only)

If Applicable

• Photograph of Father	(Maximum 200KB in JPG format only)
• Photograph of Mother	(Maximum 200KB in JPG format only)
• Proof of Sibling(s) studying in Lancer's Convent	(Maximum 500KB in PDF/JPG format)
• Self-Declaration for First Born	(Maximum 500KB in PDF/JPG format)
• Proof of Alumni of Lancer's Convent	(Maximum 500KB in PDF/JPG format)
• Proof of Staff Ward	(Maximum 500KB in PDF/JPG format)

Step-2: Keep your Debit/Credit Card handy for the payment of ₹ 25/- (online registration amount) or scan QR code for payment through UPI.

Step 3: Read the instruction mentioned in the information brochure carefully.

Step 4: Fill the online Registration Form carefully, upload the required documents as mentioned in Step 1 and make online payment of ₹25/- as Registration Fee.

Step 5: Upon successful submission of the form, a Registration Number will be generated and sent to the father's email address, along with the soft copy of the Registration Form.

Step 6: Print two copies of the Registration Form and one copy of invoice as a proof of payment received on the father's e-mail address.

Step 7:

- Submit one copy of Registration Form, along with the Registration Fee Invoice and a set of self-attested copies of essential documents, at the school's counter during working hours i.e. **7:30 AM to 2:00 PM** at the earliest to avoid last moment rush.
- Second copy of Registration Form will be returned after stamping, acknowledging the receipt of Registration Form at the school's counter.
- **Last date of submission of Registration Form is 27.12.2025 (Saturday) by 2:00 PM**.