



Lancer's Convent

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



PRE-SCHOOL ADMISSION - SESSION 2024 – 25 GENERAL CATEGORY (OPEN SEATS)



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

ELIGIBLE AGE FOR PRE-SCHOOL:

- Born between 01.04.2020 – 31.03.2021.
- 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.

1. 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 |

2. CRITERIA FOR GENERAL CATEGORY

| S. No. | Criteria | Points |
|--------------|--|------------|
| 1. | Distance of school from residence | |
| | 0 – 5 km | 70 |
| | 5 Km onwards | 60 |
| 2. | Sibling (Real brother / sister studying in Lancer's Convent) | 10 |
| 3. | Alumni (Either of the parents passed class X or XII from Lancer's Convent) | 10 |
| 4. | Staff Ward (Either of the parents is working in Lancer's Convent) | 10 |
| Total | | 100 |

3. 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 2023 – 2024. |
| 4. | For Alumni CBSE Certificate of Class X or XII. |

4. ADMISSION PROCESS FOR GENERAL CATEGORY

| Steps | Description |
|-------|---|
| 1. | Willing parents can fill the online Registration Form whose link will be made available at the end of the information brochure on 23rd November 2023, (Thursday) at the school website i.e. www.lancersconvent.ac.in Printed Registration Form along with self attested copies of all relevant documents has to be submitted at the school counter on or before the Last date i.e. 15-12-2023 (Friday) |
| 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 children and wait listed ones will be displayed on school website and on the school notice board on 12-01-2024 (Friday). Both the parents have to come to school for completing the admission formalities. Parents should bring the following documents along for completing admission formalities: 1. All original documents for verification. 2. Debit card / credit card for the payment of school fee. •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 29-01-2024 (Monday) . |
| 7. | Admission process will close on 08.03.2024 (Friday) |



5. STEP WISE INSTRUCTIONS FOR FILLING UP THE ONLINE FORM

- STEP-1** {
- Install **Save Location GPS App** from Play store or Apple store in your smart phone. **Open the app at the entrance of your house to calculate the latitude and longitude of your residence. Note down the Latitude and Longitude coordinates** and take a screenshot of the same. (To be used to calculate distance of residence from school)
- STEP-2** {
1. **Keep the following documents ready for uploading in .jpeg format:**
 - Date of Birth Certificate of child (Maximum size 200KB)
 - Photograph of child (Maximum size 20KB)
 - Photograph of Father (Maximum size 20KB)
 - Photograph of Mother (Maximum size 20KB)
 - Photograph of Guardian (If applicable) (Maximum size 20KB)
 - Residence Proof (Maximum size 200KB)
 - Proof of Sibling(s) studying in Lancer's Convent (Maximum size 200KB)
 - Proof of Alumni of Lancer's Convent (Maximum size 200KB)
- STEP-3** {
- Keep your Debit/Credit card handy for the payment of Rs 25/- (online registration amount) or scan QR code.
- STEP-4** {
- Follow the mentioned steps for online registration: Open the school website www.lancersconvent.ac.in → **ADMISSION** → **Information Brochure** – Read the instructions carefully → **Click for online registration**
- STEP-5** {
- Fill the online Registration Form carefully, upload the required documents as mentioned in **Step 2** and submit the form.
- STEP-6** {
- On submission of form, a Reference Number will be generated which must be kept safely till the final payment is done and the subsequent Registration Number is generated.
- STEP-7** {
- Make online payment of Rs 25/- as **Registration Fee**. A SMS will be sent at your registered number indicating the Registration Number.
- STEP-8** {
- Print **two** copies of the Registration Form.
- STEP-9** {
- Submit one copy of Registration Form along with one 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 **15.12.2023 (Friday) by 2:00 PM**.