

**Bosco Public School**  
**Sunder Vihar, Paschim Vihar, New Delhi-87**  
**www.boscoschool.com**

**Admission for Pre- School ( Nursery) / Pre- Primary (K.G.) Session 2024 – 2025**

**Application Form and Guidelines for General Category [Open Seats]**

**General Information:**

**ADMISSION CRITERIA**

*(For admission at entry level session 2024-2025)*

*Open Seats- Pre -School (Nursery) & Pre-Primary (K.G.)*

S. No.	Criteria	Points
1	Neighbourhood	A- 0-1 km : 90 points
		B- 1-6 km : 70 points (More than 1 Km)
		C- 6 km onwards : 50 points (More than 6 Km)
2	Staff Ward	10 points
	<b><u>TOTAL POINTS</u></b>	<b>100 Points</b>

**Number of Seats**

Class	General Seats	EWS/Disadvantage Group	Total No of Seats
Pre-School (Nursery)	81	27	108
Pre-Primary (KG)	12	4	16

**Age Criteria (as on 31<sup>st</sup> March 2024)**

CLASS	MINIMUM AGE	MAXIMUM AGE
PRE-SCHOOL (NURSERY)	3 YEARS	Less than 04 years as on 31st March 2024
PRE-PRIMARY (K.G.)	4 YEARS	Less than 05 years as on 31st March 2024

**ADMISSION SCHEDULE****For Admission in Session 2024-2025  
OpenSeats- Pre -School & Pre-Primary**

	<b>Seats Available</b>	<b>Pre-School - 81 Pre-primary - 12</b>
<b>S. No.</b>	<b>Detail</b>	<b>Schedule</b>
1	Commencement of availability of Admission forms	23-11-2023 (Thursday)
2	Last date of submission of Admission forms in School	15-12-2023 (Friday)
3	The date for displaying the <b>first list</b> of selected candidates (including waiting lists ) (along with marks allotted under point system)	12-01-2024 (Friday) at 9:00 a.m.
4	Resolution of queries of parents, if any, (by written or email id - <b>queries@boscopublicschool.com</b> ) regarding allotment of points to their ward in first list	13-01-2024 (Saturday) to 22-01-2024 (Monday)
5	Submission of Fee for <b>first list of selected candidates</b>	12-01-2024 (Friday) to 16-01-2024 (Tuesday) Time : 9:30 am to 1:00 pm
6	Submission of Fee for First Waiting list (if any)	17-01-2024 (Wednesday) and 19-01-2024 (Friday) Time : 9:30 am to 1:00 pm
7	Submission of Fee for Second Waiting list (if any)	20-01-2024 (Saturday) and 22-01-2024 (Monday) Time : 9:30 am to 1:00 pm
8	The date for displaying the <b>Second list</b> of candidates (if any) (including waiting list ) (along with marks allotted under point system)	29-01-2024 (Monday) at 9:00 am
9	Resolution of queries of parents, if any,(by written or email id - <b>queries@boscopublicschool.com</b> ) regarding allotment of points to their ward in second list	31-01-2024 (Wednesday) to 06-02-2024 (Tuesday)
10	Submission of Fee for <b>Second list</b> of selected candidates (if any)	29-01-2024 (Monday) Time : 9:30 am to 1:00 pm
11	Subsequent list of admission, if any	21-02-2024 (Wednesday)
12	Closure of Admission process	08-03-2024 (Friday)

## **For General Category Candidates:**

### **Offline Application Forms:**

- Offline Application forms for Pre-School(Nursery)/ Pre-Primary(KG) will be available at a registration fee of INR 25/- from the School Front Desk from Thursday, 23 November 2023 to Friday, 15 December 2023.
- The Application Form along with photocopies of relevant documents should be submitted at the time of submission of the forms.
- Please keep the print of the acknowledgement receipt after submission of the Application Form for future reference.

### **Online Application Forms:**

- Online Application Forms for Pre-School(Nursery)/ Pre-Primary(KG) will be available from Thursday, 23 November 2023 to Friday, 15 December 2023 till 12:00 Mid Night at <https://bosco.campussoft.net/>.
- The Application Form along with scanned copies of relevant documents and a non-refundable fee including Registration Fee (INR 25) and Convenience Fee should be submitted online.
- Please keep the print of the Application Form received after filling the Application Form for future reference.
- Online Application Form is an electronic form for Bosco Public School, Sunder Vihar only. **Please read the instructions carefully** before filling the form to avoid rejection of your form.
- Please check all the details and spellings before submitting the page.
- Before beginning the application process, please keep the following handy:
  - Documents required (Scanned copy)
  - Birth Certificate issued by Municipal Corporation / equivalent authority.
  - Photograph of candidate.
  - Residence Proof of the same address - Ration Card /Smart Card issued in the name of parents (Mother/Father having name of the child), Domicile Certificate of child or of 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 issued in the name of the parents.
  - Proof of Sibling(s) studying in Bosco Public School (ID Card of Sibling)
- Only **JPEG** format can be uploaded for scanned copy of photograph.
- After completing the Application Form, click on the **`I Agree`**- button for online submission of non-refundable registration fee. **The application shall be considered only after successful payment of non-refundable registration fee.**
- Immediately after the payment, an application number will be generated and an acknowledgement e-mail containing the preview of the submitted application form will reach your registered Email Id. An SMS will also be sent on the mobile number mentioned by you in the Application Form.

- In case of any discrepancy of any form, kindly write an E-mail to [queries@boscopublicschool.com](mailto:queries@boscopublicschool.com).
- No change will be entertained by the school after the submission of the form.
- Incomplete forms will not be accepted by the system.

### **Application Procedure At A Glance**

**Step 1:** Fill in the application form.

**Step 2:** Upload scanned copies of relevant documents.

**Step 3:** Click on ‘I Agree’ button for Online payment of Application Fee.

**[Note: Kindly ensure that you enter correct email id and contact number during payment procedure.]**

**Step 4:** Generation of ‘Application Number’ after successful payment.

**Step 5:** Retain the print out of acknowledgement for future reference.

### **Important Note:**

- Due to a limited number of seats, it will not be possible to admit all those who apply. The application made here does not, in any way, entitle the candidate to be admitted to the school.
- Transport will be provided on existing routes only. Since limited transport facilities are available on specific routes, admission will not automatically ensure a seat in the school bus. Customized routes on school bus will not be entertained. Kindly ensure availability of transport facility before taking admission. Moreover, there is no provision for using 2 different modes of transport in the morning and afternoon .Kindly note that Pre-School/Pre-Primary bus routes are limited and different from the Senior School bus routes.
- It is the responsibility of the parent to clarify school transport related details before initiating the admission process.
- List of shortlisted candidates will be displayed online (School Website) as well as offline i.e. at school notice board.
- All relevant documents will be verified before the display of lists. The applicants shall produce the relevant documents in original at the time of verification along with a set of SELF ATTESTED photocopies.
- Please ensure that the Birth Certificate carries the name of the child as entered on the application form.
- Kindly visit the school website – [www.boscoschool.com](http://www.boscoschool.com) regularly for all sorts of updates.

For Bosco Public School

Principal