



DPS Civil Line has scheduled to open admissions for classes Play Group to Class IX & XI. The school yearns to build students who are not only outstanding in academics, but at the same time strive for inculcating and instilling social and ethical values, skills and attitudes to contribute positively toward the upliftment of the society. Thus, the admission process is designed in such a way that it tests both aptitude and attitude of the child. While the test assesses the proficiency in various subjects, it reveals the child's problem-solving skills. The portions integrated in the admission test also examine the applicant's beliefs and values based on the decisions they make. We believe that this method of testing the student allows us to look at them holistically.

REGISTRATION:

Application forms are available at Delhi Public School City Office and respective school offices/online.

AGE REQUIREMENT FOR ADMISSION

Play Group: 3 years as on 1st April in the admission year.

Nursery: 4 years as on 1st April in the admission year.

Prep: 5 years as on 1st April in the admission year.

Class I: 6 years as on 1st April in the admission year.





REGISTRATION ONLINE

[Online Registration link for Admission will stay open throughout the year for the Academic Session 2025-2026, starting from 23 December 2024 on our school website.]

Points to remember at the time of Online Registration:

The Registration Form should be duly filled after logging into the school website.

A special Registration No. will be assigned to the student after filling the form.

Registration Fees to be deposited online after filling the online Registration form.

The applications will be scrutinized and only those found complete in all respects will be selected for Observation/Entrance Test.

Intimation of the exact date and time of the entrance exam, along with the Admit Card will be done over mail. Our front desk will also call you for the same.

Note: Applying for registration does not guarantee admission (Admission is subject to observation cum interaction, assessment test and availability of seats.)

DOCUMENTS REQUIRED FOR REGISTRATION OFFLINE:

- Duly filled and signed application form
- 1 Passport size photograph of ward
- Photocopy of Birth Certificate (for Play Group to I)

ADMISSION CRITERIA

- Selection will be based on the interaction with the applicant and parents. The Interaction is mandatory for all.
- Admission will be granted strictly on the basis of age requirement mentioned.
- The discussion of the management is final for all.
- Siblings of the existing students will be given preference in the admission process.

ENTRANCE TEST

- Play Group, Nursery and Preparatory will be granted admission on the basis of Interview to be conducted at school.
- From Class I onwards, a Written Assessment test will be conducted followed by an interactive session.

Parents will get the Acknowledgement Receipt (Downloadable) after the registration, to be shown at the school reception when the ward reports for the entrance test.



SYLLABUS OF THE ENTRANCE TEST:

Please note that the contents of the assessment test for admission has been designed by a professional team of educationists and psychologists to make it stress-free for children. The details of the syllabus are uploaded on the website under the Academics section. Please check the link <http://dpsclalg.org/interaction-syllabus.html> for the syllabus.

SELECTION LIST

List of all successful candidates will be displayed on the notice board of the school and will be published on our school website. The parents of selected candidates must contact the school office for completion of admission formalities, depositing the required fee and other charges along with the necessary documents.

DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION:

- Duly filled and signed Admission form
- Birth certificate (for Play group to I)
- Original Transfer Certificate – Previous School (for Class II and above)
- Previous class mark-sheet (for class II to XII)
- Medical Fitness Certificate – from any Registered Medical Practitioner
- Blood Group – Authorized lab. Certified report
- Caste Certificate – Attested photocopy of Caste Certificate (in case of SC/ ST/OBC)
- 1 Xerox copy of Aadhaar card
- 4 post dated cheques with Fee Challan
- 2 passport size photographs of pick up person (for Play group to I)
- 3 passport size photographs of ward
- 2 combined photographs with parents
- Character Certificate for class XI

Note: Admission will be cancelled if any variance is found between the particulars filled in the Registration Form and the documents submitted for admission.

WITHDRAWAL

- A written application with one month's notice or a month's fee in lieu of the said notice must be submitted before withdrawing a student from the school. Those who leave the school in May must, in all cases, pay the fee for the month of June. Transfer Certificate will not be issued until all dues of school are cleared.
- A student can be asked to leave the school on grounds of sheer indiscipline. A student who fails twice will not be permitted to continue his/her studies in the school, especially if he/she is below average in a class. In case of withdrawal owing to above reasons, depositing a month's fee in lieu of notice is not required. Parents are advised to write to the school authorities or use the suggestion box in case the ward is facing any problem. Alternatively, you can use the interactive section of DPS Civil Line website too. Your issue will be resolved after the matter has been discussed with the concerned staff members. If parents desire to meet more than one teacher at a time, a common meeting can be arranged with the concerned teachers.
- Admission fee & other charges are non-refundable in any case.



- The amount deposited towards admission for a particular year is not transferable to any other year.

