



MATER DEI SCHOOL
TILAK LANE, NEW DELHI- 110001

General Norms for Pre- Primary (K.G) Admissions

Mater Dei School for girls was founded in 1956 by the Sisters, Franciscan Missionaries of Mary. It is an unaided Private Christian Minority Recognized Institution providing education to the children of all communities specially Christians.

**Eligibility :- The candidate shall be minimum 4 years by 31st March 2021 (Girls
Born between 01.04.2016 to 31.03.2017)**

- Registration forms are available on the school website i.e.
www.materdeischool.in from **18.02.2021 to 04.03.2021**
- Registration form should be filled in ONLINE and a printout affixed with the photographs with the required self-attested documents and registration fee of Rs. 25/- to be submitted in the school office on/before **04.03.2021** between **9:00 a.m. to 12:00 noon** on working days (Monday–Saturday) only.
- The following documents need to be attached with the Registration Form:
 - a) Photocopy of the Municipal Birth Certificate.
 - b) Photocopy of Residential proof: (Aadhar Card/Voters ID/ Passport/ Electricity/ Telephone Bill)
 - c) For Alumni: Photocopy of the School Leaving certificate/Board certificates of classes X & XII
 - d) For Sibling: A photocopy of the ID card and the report card of the academic year 2019-2020.
 - e) For Catholics/Christians:
 - Photocopy of the Baptism Certificate
 - Letter from Parish Priest
- The school do not accept donation nor will any recommendations be entertained.
- Forms with incorrect/incomplete information will not be considered.
- Candidates will be shortlisted based on the following points :

S. No.	Criteria	Points
1	Catholics Minority	40
2.	Sibling/Ward of Staff/OSAM	20
3.	Alumni	10
4.	Proximity (0-2 k. m.)	20
5	Proximity (above 2 k.m)	10

- Bus facility will not be available for Pre-Primary Children
- List of Candidates with the points will be displayed on **15-03-2021** (Monday) at **2: 00 p.m.**

Availability of application forms from	18.02.2021(Thursday)
Last date of submission of filled up application forms online and a copy of the same in the school office	04.03.2021(Thursday)
Uploading list of candidates with the points and display on the notice board	15.03.2021 (Monday at 2: 00 pm)

Admission Schedule for Pre-Primary (KG) 2021

1. Commencement of admission process and availability of Application Forms from - 18.02.2021 (Thursday)
2. Last date of Submission of Application Forms in School - 04.03.2021 (Thursday)
3. Uploading list of candidates with the points, and Display on notice board - 15.03.2021 (Monday)
4. Verification of documents of the Catholic/Christian Children - 17.03.2021 (Wednesday)
5. Verification of documents of the candidates who got 20 points and above - 18.03.2021 (Thursday)
6. Display of the 1st List of selected candidates - 20.03.2021 (Saturday)
7. Admission of the 1st list of selected candidates - 22nd, 23rd March 2021
8. Resolution of queries of parents if any (by written/ e-mail/verbal interaction) regarding allotment of points to their ward in the first list - 22nd and 23rd March 2021 (Monday, Tuesday)
9. List of Candidates for the draw of lots - 21.03.2021 (Sunday)
10. Draw of Lots - 24.03.2021 (Wednesday)
11. Result of draw of lots - 25.03.2021 (Thursday)
12. Verification of documents / Identification of the candidates selected in draw of lots - 26.03.2021 (Friday)
13. List of candidates selected for admission after the draw(Second List) - 27.03.2021 (Saturday at 9:00 a.m.)
14. Admission of candidates selected in draw of lots - 27.03.2021 (Saturday at 2.00 p.m.)
15. Subsequent list of admission if any - 30.03.2021 (Tuesday)
15. Closure of Admission Process - 31.03.2021 (Wednesday)