



THE SOVEREIGN SCHOOL

LEARNING UNLIKE ANY OTHER.

ADMISSION MANUAL

(An Insight for PARENTS)

(2021-2022)

PRE SCHOOL – IX and XI

POCKET – 17, PHASE III, SECTOR – 24, ROHINI

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GENERAL INSTRUCTIONS

ADMISSION TO PRE-SCHOOL

1. **The Registrations Form** is available on the school website round the clock. The same can be downloaded from the school website (www.thesovereignschool.com) and an amount of Rs. 25/- can be paid at the time of Registration on the school website or in person at school.
2. The child should be minimum of 3 years for admission to Pre-School, minimum of 4 years for admission to Pre-Primary and minimum of 5 years for admission to I as on **31st March, 2021**.

For Pre-school - Child born between 01.04.2017 to 31.03.2018.

3. The photographs of the child and parent should be affixed at the space provided in the Application Form.
4. Duly attested photocopies of all the documents must be attached with the registration form, however original documents will be required for verification at the time of admission.
5. First list of students selected for admission and waiting list will be displayed on the school website (www.thesovereignschool.com) as well as school notice board on 20-03-2021.
6. The Application Form submitted at the school reception does not entitle the candidate for admission in school unless the candidate's name is present in the Selected Candidates List.
7. Incomplete forms are liable to be rejected. Kindly avoid any kind of cutting, fluid markings and over-writing in the form.
8. An optional transport facility is made available to the students subject to the availability of seats from any particular area. In case, the school transport is not available, the parents will have to make their own arrangements. Routes charted by the school will not be changed.
9. School Hours (Summers and Winters):
 - ❖ **Pre-School & Pre Primary - 8:00 a.m. to 12:00 noon (Monday to Friday)**
 - ❖ **Classes I – XII: 8:00 a.m. to 2:00 p.m. (Intimated Saturdays will be working)**

ADMISSION SCHEDULE FOR CLASS PRE-SCHOOL

PARTICULARS	DATE
Commencement of admission process and availability of forms	18.02.2021(Thursday)
Last date of submission of admission forms	04.03.2021(Thursday)
Uploading details of children who applied to the school for admission under open seats	09.03.2021(Tuesday)
Uploading marks (as per point system) given to each of the children who applied for admission under open seats	15.03.2021 (Monday)
Displaying of 1 st list of selected students	20.03.2021(Saturday)
Resolution of queries of parents, if any regarding allotment of points to their wards in the first list	22.03.2021 (Monday to 23.03.2021(Tuesday)
Displaying of 2 nd list of selected students, if any	25.03.2021(Thursday)
Resolution of queries of parents regarding allotment of points to their wards in the second list	26.03.2021 (Friday)
Subsequent list of admission	27.03.2021(Saturday)
Closure of admission process	31.03.2021(Wednesday)

ADMISSION CRITERIA FOR CLASS PRE-SCHOOL

S. NO.	PARTICULARS	POINTS
1.	Distance of Residence in Km 0-10/ 10-20/ Above 20	60/50/40
2.	Sibling	30
3.	Single Parent	10
	Total	100

SEAT DECLARATION

CLASS	GENERAL	EWS	TOTAL
PRE-SCHOOL	56	19	75
PRE-PRIMARY	6	2	8
CLASS I	6	2	8

ADMISSION CRITERIA FOR CLASSES

PRE-PRIMARY & ONWARDS

REGISTRATION AND ADMISSION SCHEDULE FOR CLASSES PRE-PRIMARY ONWARDS

GENERAL INSTRUCTIONS:-

1. **The Registrations Form** is available on the school website round the clock. The same can be downloaded from the school website (www.thesovereignschool.com) and an amount of Rs. 25/- can be paid at the time of Registration on the school website.

2. The child should be minimum:

Pre-Primary (KG)	Age 4 ⁺ as on 31 st March, 2021.
Class 1st	Age 5 ⁺ as on 31 st March, 2021.

3. The photographs of the child and parent should be affixed at the space provided in the Registration Form.

4. Duly attested photocopies of all the documents must be attached with the registration form, however original documents will be required for verification at the time of admission.

5. The Registration Form submitted online does not entitle the candidate for admission in school unless the candidate's name is present in the Selected Candidates List.

6. Incomplete forms are liable to be rejected. Kindly avoid any kind of cutting, fluid markings and over-writing in the form.

7. An optional transport facility is made available to the students subject to the availability of seats from particular area. In case, the school transport is not available, the parents will have to make their own arrangements. Routes charted by the school will not be changed.

8. **School Hours (Summer and Winter):**

❖ **Pre Primary-** 8:00 a.m. to 12:00 noon (Monday to Friday)

❖ **Classes I – XII-** 8:00 a.m. to 2:00 p.m. (Monday to

Friday) Note: The school will intimate the parents, if Saturday is working.

SELF ATTESTED DOCUMENTS REQUIRE AT THE TIME OF REGISTRATION

- (i) Residential Proof:- Passport/Ration Card/Voter ID Card (EPIC), Aadhar Card/UID Card and Electricity Bill/MTNL telephone Bill/ Water Bill in the name of any of the parents or child. Domicile Certificate of child or of his /her parents.
- (ii) MCD Birth Certificate with the name of the child.
- (iii) In case of sibling applicant, the identity card/fee receipt of sibling studying in the same school. Only real brother/ sister studying in the school will be considered as sibling.
- (iv) Appropriate documentation in case of Single Parent (presently running divorce case in the court will not be considered, either widow or divorced or single father would be considered). Appropriate documentation in case of change in name of mother/ father after marriage; divorce, adoption etc.
- (v) ID proof of both Father and Mother.
- (vi) Report Card for admission in class I onwards.
- (vii) Transfer Certificate for admission in class I onwards.

DOCUMENTS REQUIRE AT THE TIME OF ADMISSION, AFTER SELECTION OF THE STUDENTS

- (i) Parent need to fill the Admission Form along with Transport & Medical Form, which is available at the school reception and can be downloaded from the school website (www.thesovereignschool.com).
- (ii) Two copies of passport size photograph of the child and one photograph each of parents (father, mother & guardian) to be enclosed in a duly labeled small envelope.
- (iii) Registration Receipt.

Admission for classes II onwards:-

- As per the availability of seats



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FEE STRUCTURE **(PRE SCHOOL- VIII)**

Particular	Fees (in Rs)	Duration
REGISTRATION FEE	25/	AT THE TIME OF REGISTRATION
ADMISSION FEE	200/-	AT THE TIME OF ADMISSION
ANNUAL CHARGES	31675/-	ANNUALY
TUITION FEE	21219/-	QUARTERLY
DEVELOPMENT FEE	2895/-	QUARTERLY
TOTAL	56014/-	

FEE STRUCTURE **(IX - X)**

Particular	Fees (in Rs)	Duration
REGISTRATION FEE	25/	AT THE TIME OF REGISTRATION
ADMISSION FEE	200/-	AT THE TIME OF ADMISSION
ANNUAL CHARGES	31675/-	ANNUALY
TUITION FEE	23958/-	QUARTERLY
DEVELOPMENT FEE	3267/-	QUARTERLY
TOTAL	59125/-	



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TRANSPORT FEE

<u>LOCALITY</u>	<u>FEES</u>
Rohini Sector-24	5,400/- QUARTERLY
Rohini Sector – 1 to 25(except Sec-24)	6,900/- QUARTERLY
Shalimar Bagh, Ashok Vihar, Keshav Puram, Pitampura, Kohat Enclave, Harsh Vihar, Sainik Vihar, Sandesh Vihar, Pushpanjali Enclave, Saraswati Vihar, Deepali, Rani Bagh	7,500/- QUARTERLY
Mukherjee Nagar, Vijay Nagar, Tagore Park, Model Town, G.T Karnal Road, Mansarovar Garden, Raja Garden, , Saraswati Garden, Rajouri Garden, Punjabi Bagh, Paschim Vihar, Jwalaheri Market, Shakti Nagar, Kamla Nagar, Rana Pratap Bagh, Nanak Piao, State Bank Colony, Mahendru Enclave	8,100/- QUARTERLY