



Bhavan Vidyalaya, Panchkula

Instructions for Nursery & LKG Admission (2024-25)

Age criteria for Nursery	3 Years complete as on 31/03/2024 Candidate must be born between 01/04/2020 to 31/03/2021 (both days inclusive) * There will be no relaxation in age criteria. Any form submitted defying this rule will be cancelled and the registration fee shall be forfeited.
Age criteria for LKG	4 Years complete as on 31/03/2024 Candidate must be born between 01/04/2019 to 31/03/2020 (both days inclusive) * There will be no relaxation in age criteria. Any form submitted defying this rule will be cancelled and the registration fee shall be forfeited.
Criteria of Admission	Draw of Lots (Online) The Draw will be live telecasted on the School YouTube Channel. The link for the same will available on School Website on 25th January, 2024. a) For ensuring transparency, the virtual telecast of Draw of Lots will take place in the presence of 100 parent volunteers. (General Category- 80 Parents, Sibling / Alumni Category- 20 Parents) b) Anyone can apply for it by filling the Consent Form. The link for the consent form will be shared on Parents' registered e-mail id on 09/01/2024. c) The permission will be granted on first come- first serve basis.
Date of Online Registration	Monday, 18/12/2023 (10:00 AM onwards) to Friday, 22/12/2023
Last date of Registration	Friday, 22/12/2023
Admission categories	Admission will be given to candidates belonging to the following categories- a) General: This comprises of the candidates who do not fall under category (b), (c) and (d) * In case of twins, selection of one child through draw of lots shall automatically ensure the selection of the other child. b) Alumni: This category is applicable to only those Ex –Students of Bhavan Vidyalaya, Panchkula who fulfil the following two conditions: <ul style="list-style-type: none">The Ex –Student should be registered under BOSA (Bhavan Old Students Association) and,He / She should have completed atleast 1 Year of study at Bhavan Panchkula.Copy & Paste the following Link in Web browser for BOSA Registration https://docs.google.com/forms/d/e/1FAIpQLSdl-pZBAPptiaO8NsTbMzUL3bUhK0p-5YRSL4sHIQBuw4DAXg/viewform c) Real Siblings: This category applies exclusively to cases where the new student seeking admission has a real sibling already enrolled and is continuing in the school for the upcoming session. d) Staff Ward: Children of the present staff members of School.

Date of Draw of Lots	Saturday, 27th January, 2024
Display of List of Selected Candidates & Waiting List on school website	The List of Selected Candidates ,Waiting List, & Instruction for Admission will be notified on School Website on 27 th Jan, 2024 at 5:00 p.m.
Last date of Fee submission	3 rd February 2024
Clearance of Waiting List	Clearance of waiting list is subjected to vacancy of seat, if any. Waiting List will be activated on 08 th Feb, 2024.

Important Points

1. Read the instructions carefully before filling the form and check the age criteria first.
2. The link to access the Registration Form is provided at the end of the page. The school will not be held liable in case there are any server / internet problems resulting in the inability to access / submit form.
3. Fill the form completely, attach scanned copies (readable) of necessary documents, submit the form and make an online payment of Rs. 500/ as a registration and processing fee. (non-transferrable and non-refundable)
4. Only one form per candidate will be accepted.
5. During registration please ensure that the provided contact number & e-mail id must be permanent, valid, and actively in use. In case the school is unable to reach you, it cannot be held responsible for any resulting consequences.
6. Upon submission of the registration and processing fee, within 12 hours, you'll receive an email from Schoolpad Alert at your registered email address (Please check spam / junk mail also). This email will contain:
 - Your registration fee receipt for viewing and printing.
 - Your filled registration form for viewing and printing purposes.
 - A link labelled as 'get enquiry status' to track your application progress. **Within 48 hours, you'll receive a Registration Number updated on this link. Please make a note of this Registration Number as it will be the official registration number utilized for the Draw of Lots.**

7. **Documents Required for Registration:** The registration will not be considered complete until the following set of documents is attached and submitted online-
- **Birth Certificate with Candidate's name written on it**
 - **Recent Passport Size Photographs of the Candidate & Parents.**
8. Any registration form with discrepancies in the Date of Birth certificate or incomplete information will be subject to rejection. No further representations or appeals will be entertained thereafter.
9. Submission of Registration form is not a guarantee of admission.
10. **Instruction for Single Parents or Legal Guardians:** Suitable supporting document indicating legal custody of the child by the applicant. e.g.: Divorce papers or court order of custody or any other court order or death certificate, shall be submitted at the time of Admission.
11. **Children who are differently abled and can be mainstreamed:** Medical Certificate & Detailed Assessment Report from the Psychiatric Department of a Govt. Hospital shall be submitted at the time of Admission.
12. **Fee Structure:** The fee structure for the session 2023-2024 is available on the school website. The revised fee for the new session 2024-25 will be notified subsequently on school website.

*For detailed Admission/Withdrawal/Refund Policy refer to the school website-

<https://www.bhavanpanchkula.in/>

Link for Online Registration

<https://bhavanpanchkula.schoolpad.in/enquiryManager/onlineAdmission/15>

Principal