

MASONIC PUBLIC SCHOOL
GENERAL GUIDELINES FOR ADMISSION

1. The School shall use Form 1 as standardized registration form bearing a unique number other than EWS and Disadvantage Category.
2. School Management will accept the self-attested photocopies of the supporting documents with the Registration form. In no case original documents shall be submitted at the time of registration. Parent shall submit/show all original documents at the time of admission for verification.
- 3 The school management shall scrutinize the registration form to verify the details and other particulars filled up by the parents or guardian.
- 4 The school management shall not conduct any interview or interaction with the child for whom admission is being sought. There also is no observation of the child either in formal or informal conditions.
- 5 The school Management shall not conduct any interview or interaction with the parents. However, the School can have informal interaction with parents only with the purpose to ascertain the veracity and correctness of the documents /details, which will be communicated to the Parents in writing in advance.
- 6 No Registration will be done for applications which are incomplete and not supported by the proper documents.
- 7 **Schedule of dates for admission**

The school shall make the admission as per the following schedule:

- | | | | |
|---|---|---|--|
| a | Availability of Registration form (On line): | - | 04.12.25 (Thursday) to 27.12.25 (Saturday) |
| b | Last date of submission of Registration Form | - | 27.12.25 (Saturday) |
| c | Uploading detail of children on DOE website/Notice board | - | 09.01.26 (Friday) |
| d | Uploading of Marks (Points) | - | 16.01.26 (Friday) |
| e | Displaying the first list of selected candidates (including waiting list) | - | 23.01.26 (Friday) |
| f | Resolution of queries of parents | - | 24.01.26 (Saturday) to 03.02.26 (Tuesday) |
| g | Displaying the second list of selected candidates (including waiting list) | - | 09 .02.26 (Monday) |
| h | Resolution of queries of parents | - | 10.02.26 (Tuesday) to 16.02.26 (Monday) |
| j | Displaying the third list (If require) | - | 05.03.26 (Thursday) |
| k | Closure of admission process: | - | 19.03.2026 (Thursday) |

8 Depositing of Fee (Only for general category)

- | | |
|-----------------------------------|---|
| a. 1 st List candidate | 23.01.26 (Friday) to 07.02.26 (Saturday) upto 01:00 p.m. |
| b. 2 nd List candidate | 09.02.26 (Monday) to 04.03.2026 (Wednesday) |

NOTE: (Time schedule may be changed, if necessary, with the prior approval of Managing Committee).

- 9 **Refund of Fee:** Admission withdrawn/Cancelled due to one reason or another, the fees shall be refunded as per following norms: -
- Immediately (same day), after depositing the fees:** Except admission fee, entire fee shall be refunded.
 - Within one month after depositing the full fee admission of the child:** Except registration fee, admission fee, one month tuition fee, (balance fee shall be refunded). No fee and other charges shall be refunded after one month.
- 10 The School Management shall furnish detailed information regarding admission in the (Nursery, KG & 1st) in prescribed format to DDE. (SW- A).
- 11 The **fee structure is subject to change wef. 01/04/2026.**

Registration Fee: Rs. 25/-

CLASS	ADMISSION FEE	ANNUAL CHARGES (P.A.)	DEVELOPMENT FEE (P.A.)	TUITION FEE (P.A.)
NURSERY & KG	200	14400	4200	31800
1st	200	14400	4800	36000

TRANSPORT CHARGES 2026-2027 (Charged for 11 months)

Place	Amount
Up to 6 km (Maidan Garhi, Ghitorani, Chattarpur, Andheria Morh, New Mangla Puri, Mahipal Pur, Rangpuri)	2300 per month
Beyond 6 km (Lado Sarai Neb Sarai, Rajpur Khurd, Nanda Farms, Satbari, Jaunapur, Radhaswami, Aya Nagar, Fatehpur Beri, Dera, Bhati Mines)	2400 per month

Note: Change in rate depend on increase/decrease of CNG rates.

Note 1: Transportation charge: As per distance

Note 2: Fee is required to be deposited by 10th of the Month. Fine will charged @Rs. 10/- per day after 10th of month.

Note 3: Fee will be accepted through cheques/online through School portal only except in unavoidable circumstances. Please draw cheque in favour of MASONIC PUBLIC SCHOOL and mention "A/C payee" & the amount in words & figures. On the reverse side of the cheque, please ensure to mention your ward's name, class, admission number & the month/months the fees is being paid for.

Note 4: In case of bouncing of cheque, a penalty sum of Rs.500/- will be payable to cover the bank charges.

Note 5: Name of the student may be struck off on the last consecutive day of the month, if fee along with fine is not deposited. (Refer Rule 167 of DSEAR 1973)

Note 6: Fee will be accepted on quarterly basis for the (April-June) & (Jan- March) quarter. However, for other months fee can be deposited on monthly basis.

MASONIC PUBLIC SCHOOL
SECTOR B-1, VASANT KUNJ, NEW DELHI -110070

NURSERY ADMISSION PROCESS: 2026 - 27

CLASS	TOTAL SEATS	SEATS UNDER EWS /DISADVANTAGE GROUP-25%	GENERAL SEATS 75 %
NURSERY	80	20	60
KG	80	20	60
1st	52	13	39

AGE CRETERIA FOR ADMISSION IN CLASSES NURSERY/LKG/UKG/1ST UNDER GENERAL CATEGORY

12. AGE: Minimum 3+ years as on 31st March of 2026 for Nursery.

Minimum 4+ years as on 31st March of 2026 for KG

Minimum 5+ years as on 31st March of 2026 for Ist

13. POINT BASED: 1 to 100 scale devised for determined admission on the following basis.

S.NO	CRITERIA AND THEIR POINTS	POINTS ALLOTTED
1	NEIGHBOURHOOD WITHIN	
	A) UPTO 1KM 30	30
	B) 1.1 KM TO 3 KM 20	
	C) 3.1 KM TO 6 KM 15	
	D) Beyond 6 K.M 10	
2	SIBLING STUDYING IN THE SCHOOL	20
3	STAFF WARD	20
4	SINGLE PARENTS	15
5	WARD OF DEFENCE BACKGROUND	15
	TOTAL	100

CRETERIA FOR ADMISSION IN CLASSES NURSERY AND KG UNDER EWS/DISADVANTAGE GROUP CATEGORY

- AGE: Minimum 3+ years as on 31st March of 2026.
- Allocation of seat under EWS/Disadvantage Group Category will be 25% of total seats in the class.
- The admission under EWS and Disadvantage group will be carried out through lottery system by the Directorate of Education Govt. of NCT Delhi.

S.NO	PREFERNCE	DISTANCE
1	FIRST PREFERENCE	WITHIN 1KM
2	SECOND PREFERENCE	WITHIN 1-3KM
3	THIRD PREFERENCE	WITHIN 3-6KM
4	FOURTH PREFERNCE	BEYOND 6 KM