



SALWAN PUBLIC SCHOOL MAYUR VIHAR
ADMISSION PROCESS
CLASS NURSERY (BALVATIKA 1/PRE SCHOOL 1)
Academic Session: 2026-2027

Salwan Public School, Mayur Vihar, Delhi, established in the year 1996, is a co-educational Senior Secondary School affiliated to CBSE, Located in East Delhi. The logo of the school depicting 'The Rising Sun' is a manifestation of the school's cherished philosophy of 'Service Before Self' and reflects a commitment to serve others willingly, graciously and selflessly.

Driven by the ideology of providing "Education for All", the school is committed to developing the right attitudes and progressive mind-set in young minds. All children are encouraged to achieve his / her full potential while being rooted in the rich Indian culture and values.

Process of admission to Class Nursery (Balvatika 1/Preschool 1) as per restructured Foundational Stage for academic session 2026-2027 will commence on **Thursday, 04 December 2025**. FAQs are provided below to help parents/guardians with their queries.

FAQs (FREQUENTLY ASKED QUESTIONS)

1. How can I fill the registration form?

Answer: All registrations are accepted either online, through the link available on the school website <https://spsmayurvihar.edu.in/> . Your registration will be complete upon submitting the form, uploading all required documents and payment of registration charges of Rs.25.

2. What are the documents required for the admission process?

Answer: Scanned/digital copy of the following documents to be uploaded to complete your submission:

- Child's photograph in *(JPEG/JPG/PNG file of maximum 5 MB)*
- Father's photograph *(JPEG/JPG/PNG file of maximum 5 MB)*
- Mother's photograph *(JPEG/JPG/PNG file of maximum 5 MB)*
- Birth certificate with name of the child issued by MCD or a competent authority. *(PDF/JPEG/JPG/PNG file of maximum 5 MB)*
- **Proof of Residence** (copy of anyone of the following)- *(PDF/JPEG/JPG/PNG file of maximum 5 MB)*
 - Ration card/Smart Card issued in the name of parents (Mother/Father having name of child).
 - Domicile certificate of child or of his/her parents.
 - Voter I- Card (EPIC) of any of the parent
 - Electricity bill/MTNL, telephone bill/water bill/Passport in the name of any of the parents or child.
 - Aadhaar Card/UID card issued in the name of any of the parents.
- **First born Child:** Affidavit on a non-judicial stamp paper of Rs.10/–, to be signed by both parents (Deponent 1, Deponent 2). – *(PDF/JPEG/JPG/PNG file of maximum 5 MB)*
(Original copy to be submitted in original at the time of verification.)
- **Girl Child:** Birth Certificate of the Child
- **Recognition/Achievement in the field of Research:**
 - Self-Attested copy of published original research work in any field *(PDF/JPEG/JPG/PNG file of maximum 5 MB)*
 - ISBN/ISSN number of published book/journal
 - Cover page of the book *(PDF/JPEG/JPG/PNG file of maximum 5 MB)*
- **Recognition/Achievement in the field of Sports/Culture:**

- Self-attested copy of certificate received at international, national, or state-level for achievements in any of the following areas: *(PDF/JPEG/JPG/PNG file of maximum 5 MB)*
Sports, Theatre, Art, Literature, Dance, Music, Environmental Conservation, or Rural/State development initiatives.
(Note: Recognitions must be acknowledged by the Government of India, GNCT of Delhi, other state governments, or bodies recognised or registered with them.)
- **School alumni:** Class XII School leaving certificate/mark sheet of a school under the aegis of Salwan Education Trust. *(PDF/JPEG/JPG/PNG file of maximum 5 MB)*

Please Note: If information is found to be false, the school authorities reserve the right to cancel the admission.

3. How do I know if my form has been submitted successfully?

Answer: A confirmation email will be sent to the registered email id.

4. What happens after I submit the form online?

Answer: Once you have completed the online registration process, the date for verification of documents will be informed via email/message wherein you must carry all original documents. The documents will be returned to you after verification. **(First born affidavit, in original, will be retained by the school.)**

5. Will school accept multiple forms in case I do so?

Answer: Please Note: Submission of multiple forms of the same applicant will result in cancellation of all the forms.

6. Is admission confirmed upon verification?

Answer: No. Submission of online registration form/verification signifies the acceptance of the form. It does not indicate grant of admission.

7. What is the age criterion for admissions?

Answer: The age eligibility for admission in Class Nursery (Balvatika 1/Preschool 1) as per restructured Foundational Stage (5+3+3+4) as per the Directorate of Education Order **No. F.DE.15 (172)/PSB/2016/9179-9188 dated 22.11.2025** is as under: -
Children born between 01.04.2022 and 31.03.2023 (03 years to less than 04 years as on 31.03.2026)

8. My child does not meet the age criteria. Is age relaxation given for admission and how much?

Answer: In consonance with DoE circular, age relaxation for admission of up to one month may be granted at the level of Head of School in the minimum and upper age limit for these classes. Parents seeking age relaxation may request for the same through email at admission@spsmayurvihar.com / manual application submitted at school office along with the copy of Birth Certificate of the child.

9. If my children are twins and firstborn, what is their selection procedure?

Answer: Both twins qualify for points for the Firstborn. In case of Draw of Lots, if one of the twins gets selected, the second child will be considered for admission subject to availability of seats.

10. How will points be calculated for the Admission List?

Answer: Admission shall be granted as per point system subject to verification of documents of applicants. In case the number of applicants with the same points exceeds the number of seats available, a limited lottery system under the supervision of an Admission Committee will be adopted. Decision of the Admission Committee in this regard will be final and binding.

Date/time/venue of Draw of Lots (if required) will be intimated via registered mobile number through What's App, registered email and on the school website.

11. How will I know the final points allotted to my child?

Answer: Points will be displayed on the school's website and on the DoE portal on Friday, 23 January 2026 for all registered applicants.

12. How will the school calculate the distance? Is it Road distance or Aerial Distance?

Answer: Aerial Distance will be calculated for allotment of points.

13. What happens when 2 or more applicants get the same points?

Answer: DOE has defined an authentic and 'surveillance lottery system' in which a Draw of Lots is conducted to determine the order of applications for admission. Date, time and venue of draw of lots (if required) will be intimated via What's App, email and on the school website.

14. Does the school provide a transport facility?

Answer: The school offers a provisional transport facility on specific routes and designated stops. The routes are subject to modifications at the sole discretion of the school management.

List of Bus Stops is given in Admission guidelines at <https://spsmayurvihar.edu.in/>

15. How can I apply, if I belong to the EWS/ DG category?

Answer: Admissions under EWS/DG category are taken care by Directorate of Education directly. To apply under the EWS/DG category, please visit the website of the Department of Education, Delhi – www.edudel.nic.in . No application for admission under EWS/DG category will be accepted directly by the school.

16. Does the school facilitate the intake of children with special needs? Can I apply for admission under the General Category seats if my child falls under the category of Children with Special Needs (CWSN)?

Answer: Admissions under CWSN category are taken care by Directorate of Education directly. Please note that 3% reserved quota is there for CWSN (Children With Special Needs) allocated by Department of Education DoE. To apply under the CWSN category, please visit the website of the Department of Education, Delhi – www.edudel.nic.in

17. What facilities are available for children with special needs in school premises?

Answer: The school has a Special Educator and can cater to students with Low Vision, Visual Impairment, Specific Learning Disability, Cerebral Palsy, Thalassemia, and mild Autism that meets the standard disability guidelines mandated for schools.

* Please write to the school admission@spsmayurvihar.com and spsmayurvihar@salwanschools.com for any query related to admissions.