GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCAITON, (PRIVATE SCHOOL BRANCH)
OLD SECRETARIAT: DELHI-110054

No. F.DE.15(172)/PSB/2016/6429-6439 Dated: 20. 11. 2026

CIRCULAR

Subject:- Admission Schedule for Entry Level Classes for Open seats (other than EWS/DG/CWSN Category Seats) in Private Unaided Recognized Schools of Delhi for the session 2027-28.

In order to conduct the admission process smoothly at the Entry Level Classes in Private Unaided Recognized Schools of Delhi, the following admission schedule along with instructions is issued for conducting admissions for the Open Seats (other than EWS/DG /CWSN Category seats) for the academic session 2027-28.

2. **ADMISSION SCHEDULE:-**

S. NO.	Particulars	Time Schedule
1	Commencement of Uploading the criteria and their points (mentioned at point 11) alongwith the Format-1 (mentioned at point No. 5) in the module of the Department at the links provided.	23.11.2026 (Monday)
2	Commencement of admission process and availability of forms	01.12.2026 (Tuesday)
3	Last date of submission of application forms in schools	28.12.2026 (Monday)
4	Uploading details of children/applicants who applied to the school for admission under Open Seats along with the marks/points awarded to each child/applicant	04.01.2027 (Monday)
5	Resolution of queries/objection of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards	05.01.2027 (Tuesday)- 11.01.2027 (Monday)
6	Display and uploading of final marks/points (as per points system) awarded to each of the child after resolution of queries	12.01.2027 (Tuesday)

	of parents who applied for admission under open seats	
7	The date for displaying the first list of selected children (including Waiting List, if any) along with marks/points awarded under school's points system.	20.01.2027 (Wednesday)
8	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of marks/points awarded to their wards in the first list.	21.01.2027 (Thursday) – 28.01.2027 (Thursday)
9	The date for displaying the second list, (if any) of selected children (including Waiting list) along with marks/points awarded under school's points system.	05.02.2027 (Friday)
10	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of marks/points awarded to their wards in the second list.	06.02.2027 (Saturday) – 12.02.2027 (Friday)
11	Subsequent list of admission, if any.	22.02.2027 (Monday)
12	Closure of admission process	12.03.2027 (Friday)

3. No deviation from the above schedule shall be permitted. Each school shall display the aforesaid admission schedule on its notice board and website. Further each school shall ensure that application forms for admission are made available to all applicants till the last date of submission of admission's application form i.e. **28.12.2026 (Monday)**. Only Rs. 25/- (Non-refundable) can be charged from the parents as admission registration fee. The purchase of prospectus of the school by the parents shall be **optional.**

4. All private unaided recognized Schools admitting children in Nursery (Bal Vatika-1/Pre-school-1), LKG (Bal Vatika-2/Pre-school-2), UKG (Bal Vatika-3/Pre-school-3) and Class-1 level shall reserve 25% seats for EWS/DG category students & Child with Disability as defined in RPWD Act, 2016 (under Section 12(1)(c) of Right to Education Act, 2009) at entry Level Classes, wherever fresh admission are made as directed by the Hon'ble High Court of Delhi vide order dated 24/05/2012

in WP (C) No. 8434/2011 and circulated vide this Directorate's Circular No. 2393-2004 dated 04/06/2012.

5. Further, all school shall comply with the notification dated 28/02/2012 which directs that the number of seats at the entry level(s) shall not be less than the highest number of seats in the Entry level classes during the last three years i.e. 2024-25, 2025-26 & 2026-27 unless exempted/specified by the Competent Authority. The details of all entry level classes (i.e. Nursery (Bal Vatika-1/Pre-school-1), LKG (Bal Vatika-2/Pre-school-2), UKG (Bal Vatika-3/Pre-school-3) and Class-1) along with the seats available for admission must be declared by all schools on the module to this directorate's website www.edudel.nic.in (through their login ID and password- **School Plant->School Information-> Format-1 (2027-28))** as well as on their notice board/website and hard copy in **Format-1** duly signed by head of the school concerned shall be furnished to the DDE (District) concerned by **26.11.2026 (Thursday)** positively. DDE (District) will compare the seats declared online vis-à-vis the hard copy submitted under the signature of Head of the school by **30.11.2026 (Monday).** All DDEs shall verify the completeness and accuracy of number of seats in their district, in online module and send to HQ (Private School Branch). **(Format-1 is enclosed).**

6. The Hon'ble High Court vide judgment dated 28/11/2014 in WPC-177/2014 and WPC-202/2014 observed that Private Unaided Recognized School shall devise the procedure to admit students but subject to the condition that the procedure is fair, reasonable and transparent.

7. In view of the observation of the Hon'ble High Court as referred above, all the Private Unaided Recognized Schools shall develop and adopt criteria for admission which shall be fair, reasonable, well defined, equitable, non-discriminatory, unambiguous and transparent.

8. Directorate of Education vide order dated 06/01/2016 has abolished 62 criteria adopted by the private schools during the admission process for the academic session 2016-17 which were found to be unfair, unreasonable and non-transparent. The Hon'ble High Court in its judgment dated 04/02/2016 in WPC 448/2016 and WPC 452/2016 stayed the impugned order dated 06/01/2016 with respect to eleven criteria as mentioned in the order dated 06/01/2016 at SI. No. 1,3,5,10,16,31,32,45,47,48 & 61. **(The copy of order dated 06/01/2016 is enclosed as Annexure-1).**

9. In view of the aforesaid judgment, no school shall adopt such criteria as abolished by the department vide order No. DE/15/Act-1/4607/13/2015/5686-5696 dated 06/01/2016 and upheld by Hon'ble High Court in WPC No. 448/2016 vide judgment dated 04/02/2016 as referred above. **(The Hon'ble Court's order dated 04/02/2016 and list of such criteria not to be adopted is enclosed as Annexure-2 & 3 respectively).**

10. However, the private unaided schools can adopt those criteria which have the sanction of Hon'ble Supreme Court or High Court in favour of the school concerned. Further, the minority schools (Religious/Linguistic) will continue to adopt criteria for the admission of applicants belonging to their minority concerned as guaranteed under the Constitution.

11. All the Private Unaided Recognized Schools shall upload their criteria adopted (including points for each criterion) for admission under Open Seats at Entry Level Classes (Other than EWS/DG/CWSN category seats) for the academic session 2027-28 of this Directorate's website **www.edudel.nic.in** at the link through their login ID and password- **School Plant->School Information->Admission Criteria (2027-28)**. The said information must be uploaded by **26.11.2026 (Thursday)**. DDE (District) will ensure that admission process is kept in abeyance for those private unaided recognized schools that fail to upload criterion by **30.11.2026 (Monday)**.

12. All the schools must ensure that the criterion wise break up of points of all applicant children are displayed on their website also.

13. All the Private Unaided Recognized Schools shall ensure that their admission criterion is in compliance with the provisions of Rights of Persons with Disabilities Act, 2016 in respect of admissions of Children with Disabilities.

14. The criteria and their points uploaded by the schools on the portal of this Directorate shall be available for public viewing by the parents in the scroll of the official website. i.e. **www.edudel.nic.in** under head Admission Criteria (2027-28) in the **What's New Section.** Thus, schools shall ensure that the information uploaded on this Directorate's website is accurate and corresponds in totality with the information on their own website.

15. As the school shall be uploading the details of children/applicants who applied to the school for admission under Open Seats along with the marks/points awarded to

processing fee. **Only Rs. 25/- (non-refundable)** can be charged as admission registration fee from parents.

(iii) <u>Regarding separate admission process for main school and Junior/Montessori/Pre- School.</u>

The Directorate of Education vide order No. 15702-15781 dated 23/03/1999 clarified/ordered that all Junior-schools/Pre-schools/Montessori schools being run by registered Societies/trusts in Delhi as branches of recognized unaided school in or outside the School Premises shall be deemed as one institution for all purposes, therefore, schools have to follow single admission process for their pre-school and main school considering them as one institution.

(iv) <u>Regarding Age Limit.</u>

(a) In accordance with Circular No. DE.23(749)/Sch.Br./2025/976 dated 24.10.2025 **(Annexure-4)** regarding implementation of the Uniform Age of Admission of 6+ years in Class I and restructuring of the Foundational Stage, the nomenclature for the Foundation Classes along with the minimum age criteria for admission to Nursery to Class-I, shall be implemented in alignment with the restructured foundational stage, as envisaged in the National Education Policy (NEP-2020) is as under:

Table -1(Nomenclature and Age Criteria for Academic Session 2027-28)

Class	**Minimum & Maximum Age for Admission (As on 31st March of the year in which the admission is sought)**
Nursery (Balvatika 1 / Pre School 1)	3+ years up to 4 years (New Admissions only)
Lower KG (Balvatika 2 / Pre School 2)	4+ years up to 5 years {For students Promoted from Nursery(Balvatika 1/ Pre School 1) 2026 plus New Admissions}
Upper KG (Balvatika 3 / Pre School 3)	5+ years up to 6 years (New Admissions only)
Class I	5+ years up to 6 years (For students Promoted from KG 2026-27)

(b) Admission to Nursery (Balvatika 1/ Pre-school 1) will be for the child with 3+ years age as on 31 March, 2027.

(c) A new class Lower KG (Balvatika 2/ Pre School 2) will be introduced from this Academic Session onwards. Students of Nursery (Balvatika 1/ Pre-school 1) in Academic Session 2026-27 will be promoted to Lower KG (Balvatika 2/ Pre School 2) in Academic Session 2027-28.

(d) New admissions in Lower KG (Balvatika 2/ Pre School 2) can also be given if the child has attained the age of 4+ years as on 31st March, 2027.

(e) The students admitted in Lower KG (Balvatika 2/ Pre School 2) will be promoted to next classes as per restructured Foundational Stage and therefore move to Upper KG (Balvatika 3/ Pre School 3) in session 2028-29.

(f) A new class- Upper KG (Balvatika 3/ Pre School 3) will be introduced from this Academic Session onwards. Only new admissions to Upper KG (Balvatika 3/ Pre School 3) will be for the child with 5+ years age as on 31 March, 2027.

(g) Students of KG (4+ years) in 2026-27 will be promoted to Class 1 (5+ years) in 2027-28 as per old structure of Foundational Stage.

(h) Students of Class 1 (5+ years) will be promoted to Class 2 (6+ years) in 2027-28.

(i) Regular students who have passed the previous class from any recognised school and hold a valid School Leaving Certificate (SLC) and mark sheet shall be exempted from the applicability of age-appropriateness criteria for admission to the next higher class.

(j) The age relaxation for admission of upto one month may be granted at the level of head of school in the minimum & upper age limit for these classes. The parents may approach the Head of School/Principal for seeking age relaxation through a manual application.

(k) For admission in Academic session 2027-28, a child must have attained the prescribed minimum age as on 31st March, 2027.

(v) <u>Regarding Quantum of minimum seats at entry level.</u>

Directorate of Education vide notification dated 28/02/2012 directed that the number of seats at entry level/s shall not be less than the highest number of seats in the entry class during the previous three years unless exempted/specified by the Competent Authority.

(vi) <u>Regarding documents valid as proof of address.</u>

The following documents shall be considered as proof of residence of parents/child:

(a) Ration Card/Smart Card issued in the name of parents (Mother/Father having name of child).
(b) Domicile certificate of child or of his/her parents.
(c) Voter I-Card (EPIC) of any of the parents.
(d) Electricity bill/MTNL telephone bill/Water bill/Passport in the name of any of the parents or child.
(e) Aadhar Card/UID card issued in the name of any of the parents.

20. A Monitoring Cell shall be constituted in each district under the Chairmanship of the concerned Deputy Director of Education (District), who shall ensure that each Private Unaided Recognized Schools must upload the criteria and their points on the online module available on this Directorate website www.edudel.nic.in as per the time line as prescribed in para-1 and further ensure that the school shall not adopt those criteria which were abolished by the department and upheld by the Hon'ble High Court, Delhi in **WP(C)-448/2016.**

21. The Monitoring Cell shall also ensure that all the school must upload the details of children who applied for admission under open seats and points allotted to each of them under their point system and details of all the children admitted in the school on DoE website.

22. It will also redress the grievance of the parents, if any, against the school regarding adopting the unjustified criteria, received in the District manually or through online which may be filed by the applicants at the link available in the scroll on this Directorate's website i.e. www.edudel.nic.in under heading Grievance Redressal and Monitoring System.

23. After closure of the admission process, Deputy Directors of Education (Distt.) shall compile the school-wise details of vacant seats under General Category in the Format-2 and forward the same to this branch latest by **15.03.2027 (Monday)** for publicizing the school-wise vacant seats details in the public domain in order to facilitate the schools to get vacant seats filled. **(Format-2 is enclosed).**

24. No Private Unaided Recognized Schools shall process the admission of EWS/DG/CWSN free ship category students manually. The department shall

conduct computerized draw of lots for admission of EWS/DG/CWSN Category Students in r/o all the Private Unaided Recognized Schools & Freeship category students in r/o all the Private Unaided Recognized Schools running on Government allotted land and regulated by Directorate of Education.

20/11/2026

(ANKITA ANAND, IAS)
DIRECTOR (EDUCATION)

To:-

Management of all Private Unaided Recognized Schools of Delhi.

No. F.DE.15(172)/PSB/2016/6429-6439 Dated: 20. 11. 2026

Copy for information & necessary action please:-

01. Secretary to Hon'ble MoE, GNCT of Delhi.
02. OSD to Chief Secretary, GNCT of Delhi.
03. PS to Pr. Secretary (Education), Dept. of Education, GNCT of Delhi
04. PPS to Director (Education), Dte. Of Education, GNCT of Delhi.
05. Director (Education), Municipal Corporation of Delhi, Civic Centre, Delhi.
06. Director (Education), New Delhi Municipal Council, Delhi.
07. Chief Executive Officer, Delhi Cantonment Board, Delhi
08. All Addl. Director/Spl. Directors/RDEs/DDEs/ADEs, Dte. Of Education, GNCT of Delhi.
09. All Branch In-charges, Directorate of Education, GNCT of Delhi.
10. OS (IT) with the request to upload it on the Departmental website.
11. Guard File.

20/11/2026

(ANKITA ANAND, IAS)
DIRECTOR (EDUCATION)