

GENERAL GUIDELINES FOR ADMISSION TO SWISS COTTAGE SCHOOL

Admission to Swiss Cottage School is regulated by a combination of Central Board of Secondary Education (CBSE) bylaws and Directorate of Education (DoE) guidelines. The process primarily depends on whether the entry is for foundational years (Nursery to Class I) or mid-stage/senior classes (IX to XII).

Key guidelines and requirements for admissions include:

1. Age Criteria

Swiss Cottage School aligns with the state mandated age requirements evaluated by 31st March of the admission year.

- **Nursery (Balvatika 1) 3+ years**
- **Kindergarten (Balvatika 2) 4+ years**
- **Kindergarden (Balvatika 3) 5+ years**
- **Class I 6+ years.**
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2. Point-Based System (Entry-Level Classes)

- **Neighborhood: Points are awarded based on distance from the school (e.g., 0–3 km, 3–6 km).**
- **Siblings: Points if an older child is already studying there.**
- **Parental Criteria: Points for alumni parents, single parents, or specific occupations.**
- **EWS/DG Categories: 25% of seats in private schools are reserved for children from Economically Weaker Sections (EWS) or Disadvantaged Groups (DG), managed through a centralized online lottery by the DoE.**
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3. Admissions to Class IX and XI

For higher classes, admissions are regulated directly by CBSE guidelines:

- **Class IX: Open to students who have passed Class VIII from a CBSE-affiliated, recognized State Board, or foreign recognized board.**
- **Class XI: Admission is subject to subject-wise eligibility criteria and the marks obtained in the Class X Secondary School Examination. Minimum required Percentage :**

- 1. 80% for Medical and Non-Medical**
- 2. 70% for Commerce**

3. 70% for Humanities

- **School Transfers: Requires a valid Transfer Certificate (TC) and previous class mark sheets.**

4. Mandatory Documentation

Parents must submit the following verified documents to secure admission:

- 1. Passport size photograph with name and date, 1 copy each of the child, mother and father.**
- 2. Birth Certificate of the child.**
- 3. Copy of Pan Card of both mother and father separately.**
- 4. Residence proof, any one of the following:**
 - **Aadhar Card,**
 - **Ration Card,**
 - **Driving License,**
 - **Voter ID**
 - **Rent Agreement**
- 5. Immunization Card for child under 7 years / medical certificate from registered medical practitioner for child above 7 years.**
- 6. Transfer Certificate from previous school (mandatory for Class 2 onwards).**
- 7. Copy of Aadhar Card of the father, mother and child.**
- 8. All students transferring from a CBSE school are required to submit their PEN (Personal Education Number) at the time of admission**