

Admission Procedure

Step 1: Admission Enquiry:

Visit the school office or drop us a mail at info@qgis.in or post your query on Facebook Page of Queen Global International School or whatsapp at 9953942745. Our Admission Counsellor will get back to you to answer your question and collect the required information.

Step 2: Registration:

The parents are requested to visit the school admission office, the offline form is available at the cost of Rs 25 only or fill the online form by visiting the website admission tab.

Alternatively Parents may also download the application form online by visiting the website admission tab. Once the form is filled, please take a printout of the same, fill in the details and submit the hard copy of the completed form to the school.

Step 3: Form Submission:

The parent needs to fill up the admission form and ensure all documents are in order. Kindly intimate the school in case your child requires some special assistance due to any health reasons.

List of Documents Required Along with Registration Form

Self attested copies of the following documents are required here with:

1. Copy of Date of Birth Certificate issued by Municipal Corporation or equivalent authority.
2. Copy of Current Residential Address (Electricity Bill/Telephone Bill/Water Bill/Rent Agreement etc.)
3. Passport size photographs of father, mother & candidate. (1 Each)
4. Original Fitness Certificate from the Doctor (MBBS) of Candidate.
5. Copy of Certificate from First Class Magistrate / Distt. Magistrate, in case the Candidate belongs to SC/ST/OBC.
6. Copy of Statement of Marks of the class attended in the previous school.
7. Copy of Aadhar Card of father, mother & candidate. (1 copy each)
8. Duly filled offline or downloaded registration form to be submitted within two days from the date of take away.

Step 4: Entrance & Interaction with the Admission Cell:

After submission of the registration form, a date will be allotted for students entrance test followed by Parents interaction with the admission cell.

Note: Parents must accompany their child for the interaction with the Admission Cell.

Step 5: Acceptance of Admission:

Students are admitted on First Come, First Served basis depending on vacancies
The school reserves the right to admissions. In all matters pertaining to admission, the decision of the Admission Cell will be final.

Step 6: Admission

Once the above steps are satisfactorily completed parents will have to fill an admission form and pay the applicable fees to confirm admission.

List of Document Required along with Admission Form:

1. Passport size photographs of father, mother & candidate. (1 Each)
2. Original Medical Certificate
3. Original Transfer certificate, duly signed by the education officer, in case transfer of school. (applicable from KG onwards)
4. Home Schooling Affidavit if applicable.
5. Copy of Statement of Marks of the class attended in the previous school.
Applicable from KG onwards, (please ignore if already submitted with the registration form.)

Note: Original Certificates may be produced at the time of admission for verification.

Eligibility Criteria for the Session 2022-23

Class Entry	Age
Nursery :	3+ Years (i.e. born between (01.04.2018 and 31.03.2019)
KG :	4 + Years (i.e. born between (01.04.2017 and 31.03.2018)
Grade 1 :	5 +years (i.e. born between (01.04.2016 and 31.03.2017)
Grade 2 :	6 + Years (i.e. born between (01.04.2015 and 31.03.2016)
Grade 3 :	7+ Years (i.e. born between (01.04.2014 and 31.03.2015)
Class 4 :	8+ Years (i.e. born between (01.04.2013 and 31.03.2014)
Class 5 :	9 + Years (i.e. born between (01.04.2012 and 31.03.2013)
Class 6 :	10+ Years (i.e. born between (01.04.2011 and 31.03.2012)
Class 7 :	11+ Years (i.e. born between (01.04.2010 and 31.03.2011)
Class 8 :	12+ Years (i.e. born between (01.04.2009 and 31.03.2010)
Class 9 :	13+ Years (i.e. born between (01.04.2008 and 31.03.2009)
Class 10 :	14+ Years (i.e. born between (01.04.2007 and 31.03.2008)
Class 11 :	15+ Years (i.e. born between (01.04.2006 and 31.03.2007)
Class 12 :	16+ Years (i.e. born between (01.04.2005 and 31.03.2006)

Step 8: Parent Orientation Program:

There will be a parent orientation program before the beginning of the new academic session. This program will acquaint the parents with the Vision, Mission & Ethos of the school.

NURSERY ADMISSIONS 2022-23 ADMISSION CRITERIA **AND SCHEDULE FOR NURSERY**

Details of admission criteria and schedule are as mentioned below:

- 1 Age as on 31.03.2022:- 3 years or above
- 2 Duly filled registration form to be submitted at the school reception.
 - Registration form is available on the school website and at the school reception too, on all the working days from 09:00 am to 12:00 noon.

3) Admission Criteria :

S.NO	CRITERIA	POINTS
1	Distance from school to home : a) 0 < 7 Km	90
	b) 7 < 10 Km	80
	c) 10 Km and further	70
2	Sibling studying at QGIS	10

- If above particulars given are found false then your registration is subject to cancellation.
 - The decision of the school shall be final and binding.
- 4) List of supporting documents (duly attested) to be submitted by the parent at the time of submission of registration form:-
- a) Date of birth certificate (child's name should be mentioned)
 - b) Aadhar card/UID card issued in the name of father, mother & child.
 - c) Residential address proof (any one):-
 - i) Voter I-Card (EPIC) of any of the parents.
 - ii) Aadhar Card.
 - iii) Electricity bill/MTNL telephone bill/Water bill/Passport in the name of any of the parents or child.
 - iv) Rent Agreement.
 - d) An affidavit to be submitted for the single child.

5 Admission Schedule:-

S. No.	Particulars	Time Schedule
1	Uploading the criteria and their points in the module of the Department.	14/12/2021 (Tuesday)
2	Commencement of availability of application forms for admission	15/12/2021 (Wednesday)
3	Last date of submission of application forms in schools	21/01/2022 (Friday)
4	Uploading details of children who applied to the school for admission under open seats till	24/01/2022 (Monday)
5	Uploading marks(as per point system) given to each of the children who applied for admission under open seats till	28/01/2022 (Friday)
6	The date for displaying the first list of selected candidates (including waiting list) (along with marks allotted under point system)	04/02/2022 (Friday)
7	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their ward in the first list	05/02/2022 (Saturday) to 12/02/2022 (Friday)
8	The date for displaying the second list of candidates (if any)(including waiting list)(along with marks allotted under point system)	21/02/2022 (Monday)
9	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their ward in the second list	22/02/2022 (Tuesday) to 28/02/2022 (Monday)
10	Subsequent list of admission, if any	15/03/2022 (Tuesday)
11	Closure of admission process	31/03/2022 (Thursday)