



Admission Policy

1. As stipulated by the Governing Council, only 24 students can be admitted in a particular class of a grade.
 - a. Exceptions may only be made in the below cases, however, if an exception needs to be made, the stipulated numbers per class of a grade will not exceed 25.
 - i. Staff Child
 - ii. Sibling Case
 - iii. Catholics
2. All catholic students will be given first preference. The seats will be filled on the basis of the score obtained by the student seeking admission.
3. The rest of the seats will be filled by students from other communities, again, on the basis of the score obtained by the student seeking admission.
4. Scores: (These will also be the order of preference for admission)
 - a. Sibling 1 Non-Sibling 0
 - b. Distance <2 kms 1,
 - c. Panel 5
5. After the interaction a list of students based on the score, in descending order will be prepared.
6. A selection committee will then decide on the list of selected students. It will be only and only the sole right of the selection committee to select the list of successful students.
 - a. A waiting list will be prepared.
7. Admission offer letter will be sent to those students who have secured confirmed admission.
8. Rejection letter will be sent to parents of students who have not secured an admission.
9. If a student's fees are not received within 7 days, the seat will be offered to the first eligible student from the waiting list.
10. The school will not be responsible for a parent not receiving a mail relating to admission.
11. It shall be the endeavour of the school to maintain a boy to girl ratio of 50%. However, the management/selection committee has the discretion to reduce this ratio to 60-40%.
12. The school does not have the policy of reserving seats. Admission process for JrKG of an academic year will begin online from the 1st of December, through which forms will be accepted.
13. Admission forms will be accepted only during the period specified/declared by the school.
14. Wherever necessary the school reserves the right to ask a candidate to give an exam to ascertain the level of the student.
15. Applications of rejected candidates will be destroyed.



16. The following documents should be submitted as part of the admission process:
 - 3 photos each of the child, father and mother.
 - A family photo.
 - Address proof.
 - Birth Certificate.
 - Baptism Certificate (where ever necessary)
 - Doctors certificate.
 - Previous year academic report card (where ever necessary).
 - Immunization record (where ever necessary)
 - Leaving certificate (where ever necessary)
 - Application form duly filled.
 - Parish NOC (where ever necessary)
17. **DBIS follows a NO DONATION-LINKED and NO RECOMMENDATION-LINKED ADMISSION process. Any attempt to bring influence, bribe, and/or recommend applicants, will automatically disqualify candidature.**
18. Only communications received by parents to the school will be considered when reviewing an application. Requests coming from anyone else will be ignored and application will be disqualified.