



Academics Wing

F.1-2/2008 (Academics) FDE
Government of Pakistan
Federal Directorate of Education

Islamabad the 14th March 2024.

All the Heads of Institutions,
Islamabad Model Schools/Colleges
Urban and Rural Area, Islamabad.

Through: **Area Education Officers**

Subject: **ADMISSION POLICY FOR CLASSES PREP TO IX FOR
ACADEMIC SESSION 2024-25.**

Admission Policy for Classes Prep to IX for Islamabad Model Schools / Colleges for the academic session 2024-25 is being issued with the approval of Director General (FDE) and shall be as under:

General Policy Guidelines:

- a) Children of residents of Islamabad Capital Territory, children of Federal Government / Semi Government employees residing in Islamabad / Rawalpindi are eligible for admission in the educational institutions with the location as close as possible to their residences. Priority shall be given to the residents of same Union Council/Sector whichever the case may be.
- b) In the light of Section 11, 12 and 13 of Right to free and compulsory Education Act 2012. (Derived article 25-A of constitution of 1973), it is binding to grant admission to every child approaching school management. The documentary requirement may therefore be made flexible and more accommodating. No child shall be denied admission keeping in view the intake capacity of an institution. These instructions may also be followed for admission in all the classes.
- c) For smooth conduct of admission process, heads of those institutions where applicants are more than intake capacity will strictly follow the timelines for each step as given by FDE (Overleaf). However, for institutions where number of admissions remains lesser than the intake capacity, the admissions shall remain open till filling up to the capacity or till the date decided by FDE, whichever the case may be.
- d) Admission of Children of the Foreign Nationals (posted in embassies, migrants and refugees) will be routed through M/o Federal Education & Professional Training, Islamabad. The Foreign Nationals shall be given equitable access to get admission in educational institution of their preference subject to availability of seats.
- e) EPI Card / Certificate to the effect that the child has been given polio drops duly signed by Director Health (CDA/ICT) / DHO / Health Officer must be provided at the time of admission. In case the EPI Card / Certificate is not available at the time of admission, provisional admission may be granted with the condition to provide the same within 03 months after admission is granted.
- f) The premises of the institution must be made inclusive to facilitate the differently abled students.
- g) All the relevant information with regard to admissions such as schedule, procedures, test / interview, commencement of classes must be displayed at the entrance of Educational Institutions. Admission desk to be established for convenience of general public for welcoming by convivial staff.
- h) Admission / Registration Form must be filled carefully so that particulars of students are recorded correctly. Particularsⁱⁱⁱ of the students provided at the time of admission such as Date of Birth, Parentage etc. shall not be changed at any subsequent stage. The same instructions must be printed in the Admission Forms.
- j) The children belonging to same family may be accorded preference for admission in the institutions where their brothers/sisters are already enrolled.
- k) Frequent transfer cases of students during mid of the academic session may be discouraged and intra-sector transfer not allowed during the session. Only genuine cases may be considered along with proof.
- l) Enrolment data should be updated on HRMIS on weekly basis. AEOs will supervise and monitor all the above mentioned activities in their respective sectors.

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Admission in Class Prep and One:

- m) Age for admission to Class Prep is 4-5 Years & for Class-I is 5-6 Years as on 31-03-2024 with general relaxation of 03 months in upper age limit.
- n) Test will be conducted in institutions where the number of applicants exceed the existing intake capacity for class Prep and Class-I according to the timeline given at the end. All admissions shall be strictly on merit and the admission process shall be monitored accordingly with advice that violation if any, shall be dealt strictly.

Admission in Class VI & IX:

- o) Students of Islamabad Model Schools, promoted to class VI and IX shall be given admission on cluster basis in respective Middle/High/Higher Secondary School without any admission test. (List is available on www.fde.gov.pk.com).
- p) Students of Islamabad Model Colleges, promoted to class VI shall be enrolled in respective senior section without any exception.
- q) Students desirous to seek admission in institutions outside their respective cluster are at liberty to apply against vacant seats and their admission shall be subject to qualifying merit determined on the basis of admission test conducted by respective institutions. However, their right to admission in their cluster middle/high/higher secondary school shall remain intact whatever the case may be.


(RIFFAT JABEEN)
Director (Academics & QA)

Copy to:

- APS to Director General, FDE, Islamabad.
- All Directors.
- AD (IT) for upload on official website.


(ABID ALI KHAN)
Assistant Director (Academics)
Phone# .051-9261146

ADMISSION SCHEDULE

Class Prep -I

1	Issuance & Submission of Registration Forms	15 th March – 29 th March, 2024
2	Admission Test	4 th -5 th April, 2024
3	Display of Merit Lists	15 th April, 2024
4	Issuance / Submission of admission forms	15 th – 19 th April, 2024
5	Commencement of Classes	22 nd April, 2024

ⁱ Parents must provide an Affidavit for provision of required documents within three months if they are unable to submit at the time of admission.

ⁱⁱ School Management Manual Chapter 05, Para 5.1.1 (C) pg-51

ⁱⁱⁱ As per Education Code-2006 Para-78, the Heads of educational institutions are responsible for ensuring that the particulars of a student is recorded accurately on his admission form, making it clear to the parents / guardians that the particulars i.e. date of birth, parentage once recorded will not be changed.