



GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL OF SPECIAL EDUCATION
31-SHER SHAH BLOCK, NEW GARDEN TOWN, LAHORE

To

The District Education Officer (Special Education),
Lahore, Multan, Rawalpindi, Faisalabad, D.G.Khan,
Gujranwala, Bahawalpur, Sargodha, Sahiwal.

No. DGSE/EDU/Admission Policy/2024/10447 Dated: 07-11-2024

Subject: **CRITERIA ADMISSION FOR STUDENTS WITH SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND).**

Please find enclosed herewith copy of Admission Criteria for Students with Special Educational Needs & Disabilities (SEND) duly approved by Special Education Department for implementation in all Special Education Institutions under your jurisdictions of command.


(JAMAL ABDUN NAFAY)
DIRECTOR (ACADEMICS)
07/11/2024

No. & Date Even:

A copy is forwarded for information & necessary action to:-

1. The Section Officer (Special Education), Govt. of Punjab Special Education Department with reference to her letter No. No. SO(SE) 2-14/2021/43 dated 28.10.2024.
2. PS to Secretary, Govt. of the Punjab, Special Education Department.
3. P.A. to Director General, Special Education Punjab, Lahore.


(SADAF ASHRAF)
ASSISTANT DIRECTOR (E)

07/11/2024

o/c



**CRITERIA FOR ADMISSION IN
SPECIAL EDUCATION INSTITUTIONS**

**1. ELIGIBILITY FOR ADMISSION IN THE INSTITUTIONS OF
STUDENTS WITH VISUAL IMPAIRMENT, HEARING IMPAIRMENT
AND PHYSICAL DISABILITY**

a) Eligibility for Admission in KG-1 & KG-II

Time of Admission:

Admission in KG-I & KG-II Class shall open from **01st April**
and shall remain open till **30th September**.

Age:

Age at the time of Admission:
Lower age limit = 04 Years
Upper age limit = 09 Years

b) Eligibility for Admission in Class-1 to Class-5th

The requirement for admission to class-1 to class-5th would
be:

- i. School Leaving Certificate (if applicable) OR Progress
report card of previous class issued by the Headmaster
/ Principal of the concerned School / Institution
- ii. Placement assessment.

c) Eligibility for Admission in Class 6th to Class 8th

The requirement for admission in class 6th to 8th would be:

- i. School Leaving Certificate/Passing certificate of
previous class issued by the concerned school head
- ii. Class placement assessment

d) Eligibility for Admission in Class 9th & 10th:

The requirement for admission in Class 9th & 10th would be:

- i. Passing certificate of previous class duly issued
- ii. Class placement assessment.

Note:

- i. The educational placement of students will be based on their primary disability category and additional support will be provided to address any comorbid disabilities in their regular class
- ii. Students with Cerebral Palsy (CP) will be placed and taught in the section of students with Physical Disability.

Required Documents at School Level:

- i) B. Form issued by NADRA / Birth Certificate.
- ii) Computerized National Identity Card of father or guardian.
- iii) 02 Passport size photographs
- iv) School Leaving Certificate OR passing certificate of previous class along with Progress report card duly issued (if applicable)
- v) Disability certificate to be applied at the earliest after the admission (if not applied).
- vi) Class placement assessment shall be conducted

e) Eligibility for Admission in 1st Year Class:**Time of Admission:**

The Admission in 1st Year Class will start according to the schedule of Board of Intermediate and Secondary Education.

Maximum Age:

- | | |
|------------------------------|----------|
| i) For 1 st Year | 22-Years |
| ii) For 3 rd Year | 25 Years |

Age Relaxation:

- | | |
|---|----------|
| Principal of the College | 02-Years |
| Director General, Special Education, Punjab | 03-Years |
| Secretary, Special Education | 05-Years |

Entry Qualification:

- i) For 1st Year, Matriculation or equivalent qualification
- ii) For Associate Degree, previous degree qualification/certificate

f) Eligibility for Admission in 2nd Year:**Entry Qualification:**

- i) 1st year marks sheet issued by the Board of Intermediate and Secondary Education or University

Required Documents at Higher Secondary/College Level:

- i. Migration Certificate as admissible under the Board and University Rules.
- ii. 1st year Marks Sheet issued by the Board of Intermediate and Secondary Education or university
- iii. Other pre-requisites for admission and relevant academic certificates.
- iv. A copy of CNIC of student / B. Form issued by NADRA
- v. A copy of CNIC of father / guardian.
- vi. Disability Certificate issued by the Department concerned
- vii. Domicile certificate
- viii. For government servants NOC from concerned Department
- ix. 02 photographs
- x. Class placement assessment

Note: The admission in Associate Degree Program will start according to the University schedule respectively. In special case of those students with visual impairment, hearing impairment and physical disability who are studying in General Education Institutions and wish to seek admission in an institution of special education for some reasons which cannot be accommodated in mainstream setup, the requirement for document will be same as at school level.

2. ELIGIBILITY FOR ADMISSION IN INSTITUTIONS OF STUDENTS WITH INTELLECTUAL DISABILITY (ID)

a. Age:

Lower age limit:	4 Years
Upper age limit:	10 years
Transition age limit:	18 years for special education schools 22 years for Shadab schools

Note:

Transition from school to community shall be followed with condition to transition plan approved by concerned school head.

b. Category:

Mild / Moderate/Moderate to Severe assessed by authorized psychologist.

Required Documents:

- i) B. Form issued by NADRA / Birth Certificate.
- ii) Computerized National Identity Card of father or guardian.
- iii) 02 Passport size photographs

- iv) Disability certificate may be applied at the earliest after the admission.

c. Other criteria:

Toilet Training Supervision:

Child should be toilet trained to the possible extent.

Additional condition or/disorder/disability:

(AD/HD, ADD, Down syndrome, Microcephaly, Autism or any additional disability)

- i. Manageable multiple disability with the help and supervision of support staff along with medication plan.
- ii. Placement will be determined on the basis of major disability not on the basis of additional or comorbid disability.

3. ELIGIBILITY FOR ADMISSION IN INSTITUTIONS OF SLOW LEARNERS FROM CLASS-1 TO CLASS- 5th.

Age:

- | | |
|-----------------------|----------|
| (i) Lower age limit: | 07 years |
| (ii) Upper age limit: | 14 years |

Screening Before Admission:

- i. Assessment on "Screening Tool to Identify Slow Learner" eligible for admission, placement and educational planning.
- ii. Significant under achievement reported when compared to the age appropriate peer standard.
- iii. Class placement assessment shall be conducted

Comorbidity:

Children having learning disabilities such as dyslexia, dysgraphia, dyscalculia or any additional learning difficulty along with AD/HD, Autism or speech difficulty.

Required Documents:

- i) B. Form issued by NADRA / Birth Certificate
- ii) A copy of CNIC of father / guardian.
- iii) School Leaving Certificate (if applicable)
- iv) 02 Passport size photographs

4.

ELIGIBILITY CRITERIA FOR ADMISSION IN AUTISM UNITS OF SPECIAL EDUCATION INSTITUTIONS:

Age:

Lower Age Limit: 03 Years
Upper Age Limit: 14 Years
Transition Age: 18 Years.

Note: Maximum age for school to community transition is 18 years with condition to transition Plan approved by concerned Unit in-charge. However, most children with autism can gradually integrate into the mainstream educational system with consistent and targeted therapeutic interventions.

Required Documents:

- i. Diagnosis from Developmental Peadiatrition
- ii. A copy of CNIC of student / B. Form issued by NADRA (if any)
- iii. A copy of CNIC of father / guardian.
- iv. School certificate (if attending any mainstream institutions)
- v. 04 passport size photographs

Other Criteria:

Toilet training supervision:

- i) Child should be toilet trained to the possible extent.

5.

Zero Rejection for Eligible Candidates

In case of any deficiency / probationary documents, head of the Institution may grant provisional admission to special students and receive the required documents in due course.

6.

Criteria for Struck off / Re-admission

- i. A student who remains absent for 30 days without any written application or permission, despite administrative follow-up through all possible means including phone calls and written notices to the guardian, shall be struck off from the institution.
- ii. If the student requests for Re-admission during the same academic session, he/she will be allowed for Re-admission subject to recover the syllabus.
- iii. Re-admission will only be up to Middle classes