

PAWAR PUBLIC SCHOOL, DOMBIVALI

SEATS AVAILABLE FOR NURSERY FOR THE ACADEMIC YEAR 2024-2025

Total Seats	180
Seats reserved as per the Right to Education	45
Seats available for the present Admission Process	135

(The Right to Education Act (RTE Act) is an Act passed by the Government of India. It is mandatory for all non-minority educational institutes to reserve 25% seats under the RTE Act. These seats are to be allotted as per the government regulations by the competent government authorities and the school has no jurisdiction over these seats.)

PAWAR PUBLIC SCHOOL, DOMBIVALI

Important Dates for Nursery Admission for the Academic Year 2024-2025

	Start Date & Time	End Date & Time
Filling up of Online Admission Registration Forms	10:00 a.m. on Tuesday, 3 rd October, 2023	10:00 p.m. on Monday, 9 th October, 2023
Candidates selected through lottery will be informed through an email from school	Friday, 20 th October, 2023	
Submission of documents and payment of fees	Thursday, 26 th October, 2023, Friday, 27 th October, 2023, Monday, 30 th October, 2023 and Tuesday, 31 st October, 2023 as per the allotted time slot	

PAWAR PUBLIC SCHOOL, DOMBIVALI
(Affiliated to the Council for the Indian School Certificate Examinations (CISCE)
that conducts the Indian Certificate of Secondary Education Examination (ICSE)
and the Indian School Certificate Examination (ISC), New Delhi vide Affiliation No – MA208)

Admission Notice for Nursery for the Academic Year 2024-2025

1. Eligibility Criteria for Admission:-

Grade	Eligibility Criteria
Nursery	3 Years complete as on 31 st December, 2024 (All children born between 1 st January, 2021 and 31 st December, 2021)

2. Preference for Admission:

- a) Staff Children and Siblings of our existing students of the right age group and who will complete the admission process as per the schedule. Cousins will not be considered as siblings.
- b) Flat Owners of Casa Rio / Casa Rio Gold, Palava
- c) Tenants of Casa Rio, Casa Rio Gold, Palava
- d) Flat Owners of Casa Bella / Casa Bella Gold, Palava
- e) Tenants of Casa Bella / Casa Bella Gold, Palava
- f) Owners of Lodha Elite, Lodha Freshia and Lakeshore Greens
- g) Other residents of Dombivali

3. Admission Process:

- The Online Admission Registration Forms for Nursery will be available from **10:00 a.m. on Tuesday, 3rd October, 2023 to 10:00 p.m. on Monday, 9th October, 2023** to *ALL ELIGIBLE* candidates on **www.ppsdombivali.com**.
- The Online Admission Registration Form Fee is ` **1000/- (Non-refundable)**
- Before filling up the online admission form parents are requested to download the Medical History Sheet. The Medical History Sheet is uploaded on the school website under "Online Admissions". **The Medical History Sheet** has to be completely filled, signed and stamped by a registered medical practitioner. The same needs to be **scanned and uploaded** while filling up the Admission Registration Form.
- Parents are requested to **upload the child's birth certificate** (clear image) while filling up the admission registration form. (In case of birth certificate in languages other than English, please upload the original notarised certificate translated in English along with the original birth certificate). The same is also needed to be submitted at the time of submission of documents, if admission is confirmed.
- **To know the steps to fill the Online Admission Registration Form kindly refer to the document regarding the same uploaded on the school website under "Online Admissions".**
- After filling up the online admission registration form and making the payment for the form, the Administration Copy and the Teacher's Copy of the filled form and the Payment Receipt will be available in parent's enquiry login in Edusprint. **Kindly save and print them subsequently.**
- The Parental Consent Form and the Cancellation of Admission and Refund Policy needs to be downloaded from the school website under "Online Admissions".
- Parents of selected candidates decided through a Lottery system will be informed through an email.
- Parents of selected candidates will have to visit the school administration office on the date and time slot allotted with the hard copies of the completely filled Admission Form (Administration Copy and Teacher's Copy), the Medical History Sheet with Stamp and Signature of the Medical Practitioner, the Parental Consent Form, the Cancellation of Admission and Refund Policy and all the required documents for the payment of fees. If the documents do not fulfill the eligibility criteria, the school will have the right to reject the admission.

- Admission will be confirmed only after payment of fees for the first and second quarter (from April to September) and the refundable caution money deposit.
- Parents are requested to note that the Pre-Primary Section runs in two shifts and **the decision on the allocation of the shifts will be done by a Random Selection or Lottery system. No request for a change of shift will be accepted.**
- Preference will be given to **Staff Children** and **Direct Siblings** (upto second child) of our existing students who fall in the right age group and who have completed the application process as per the schedule given in this notice. Cousins **will not** be considered as siblings.

4. Documents to be submitted along with the completely filled and signed print outs of the Online Admission Registration Form:

- A self-attested copy of the Birth Certificate, in English. (In case of birth certificate in languages other than English, please bring the original notarised certificate translated in English)
- A self-attested copy of the residence proof for **Staff / Siblings / Tenants Category**. Residence proof should be strictly in the name of the father, mother or grandparents of the child seeking admission. Any **ONE** of the following documents can be produced as proof of residence:

a) Electricity Bill (Recent)	b) Registered Sale / Rent Agreement Copy
c) Unique I. D (Aadhaar) Card	d) Passport (Recent)

 Please Note - Ration Card **will not** be accepted as a proof of residence.

OR

- A self-attested copy of the residence proof for **Owners Category**. Residence proof should be strictly in the name of the father, mother or grandparents of the child seeking admission. For Flat Owners of Palava (Casa Rio/Rio Gold/Casa Bella/Casa Bella Gold/Lodha Elite/Lodha Freshia/Lakeshore Greens) – Parents should carry the original document of the Sale Agreement of the flat and a self-attested photocopy of the same. Those who do not have the original Sale Agreement should come with a self-attested photocopy of the same along with the latest/recent original electricity bill and a self-attested copy of the same. Please Note - Ration Card **will not** be accepted as a proof of residence.
- **The Medical History Sheet** (uploaded while filling the admission registration form) has to be completely filled, signed and stamped by a registered medical practitioner.
- The Parental Consent Form and the Cancellation of Admission and Refund Policy (provided in the school website) signed by both the parents/whosoever has signed the admission form.
- Two **latest** colour photographs of the child properly affixed on the place provided on the printout of the Admission Form.
- A self-attested copy of the aadhaar card of your ward as it is required to register your ward with the Maharashtra Government's Saral School Portal. Parents are requested to correct / update the details like name / name spelling / date of birth / gender / biometric for children above 5 years on the aadhaar card. Please ensure that the aadhaar card data and the school record should be same to avoid any further inconvenience.
- Parents from the Reserved Category, who want the caste to be entered in the school register should submit a self-attested copy of the Caste Certificate in the name of the student and issued by the concerned Municipal Authorities.

5. Payment of Fees:

- Please refer to the Fee Structure for the academic year 2024-2025 uploaded on our school website.

6. Cancellation of Admission and Refund Policy:

- a) **In case of cancellation of new admission before 1st April, 2024:**
- Those parents who wish to cancel the admission of their ward should give a written application signed by both the parents/ whoever signed the admission form, seeking cancellation of admission.
 - Caution Money Deposit and Fees other than the Admission Fee will be refunded within 15 working days, from the receipt of the application to those who seek cancellation of admission.

b) **In case of cancellation of new admission, after the academic year begins:**

- The Application for withdrawal has to be made in writing 30 days in advance, before the actual date of withdrawal, failing which, one month's fee, has to be paid as notice fee. If the pupil has attended even one day in the months of April or October, then the parent is liable to pay the Term Fee for that term along with the Tuition Fee. The school fee till the date of application for withdrawal or actual date of leaving whichever is later should be cleared, even if the student has not attended the school, since the seat is occupied by the student.
 - The application for withdrawal has to be accompanied with an application for the refund of caution money signed by both the parent along with the original caution money receipt stating the name in which the refund cheque, has to be issued. The School Leaving Certificate and the Caution Money will be refunded to the applicant within 15 working days, from the receipt of the application /the last day attended by the pupil, whichever is later.
 - Refund of Caution Money and the School Leaving Certificate will be issued only to those who have cleared the dues as mentioned by the school and the parents are requested to abide by the same.
- c) If the caution money receipt is lost / misplaced, then the applicant needs to submit a notarised affidavit on ₹ 500/- stamp paper stating that he/she has lost the receipt. Parents should contact the school to understand the process for the same.
- d) The application for withdrawal of admission will not be accepted or processed during the vacation period.
- e) The Cancellation and Refund Policy should be accepted and signed by both the parents/whoever signed the admission form while securing the admission.

7. **Opening Day, Summer Vacation Schedule and Re-opening Day after the Summer Vacation**

Opening Day (Attendance is mandatory)	Last Working Day before the Summer Vacation (Attendance is mandatory)	Summer Vacation	Re-opening Day after the Summer Vacation (Attendance is mandatory)
Thursday, 4 th April, 2024	Friday, 26 th April, 2024	Monday, 29 th April, 2024 to Friday, 31 st May, 2024	Monday, 3 rd June, 2024

8. **School Timings: (Monday to Friday)**

▪ **Pre-Primary Section (Nursery, Jr. KG, Sr. KG)**

Morning Shift : 8:15 a.m. to 11:30 a.m. Reporting Time for Pupils: 8:10 a.m.

Afternoon Shift : 12:30 p.m. to 3:45 p.m. Reporting Time for Pupils: 12:25 p.m.

Late Mark (Morning Shift) : 8:11 a.m. onwards

(Afternoon Shift) : 12:26 p.m. onwards

9. **Kindly Note:**

- The School Management does not accept donation of any kind whatsoever. Neither does the Management authorise any person to do so.
- In case any person claims to secure a seat in our school through influence or consideration please bring it to the notice of the administration for suitable action.
- The School will not entertain any correspondence, discussion, telephones or personal inquiries regarding the admission process.
- The School Management has the right in its sole discretion to accept or reject any application.

I. Chowdhury

Mrs. Ishita Chowdhury
Principal

Date: 04/09/2023