

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 Grade 9 for the Academic Year 2023-2024

1. Eligibility Criteria for Admission:

| Grade | Eligibility Criteria |
|-------|---|
| 9 | Merit List based on the Entrance Test in English, Second Language (Hindi/Marathi) and Mathematics – 25 marks each and passed and promoted certificate of the previous Grade from the previous school. (Pupils who wish to select Computer Applications for Group III will also have to appear for a 25 marks Entrance Test in Computer Science). |

2. Preference for Admission: Residents of Dombivali

3. Admission Process:

- The Online Admission Forms for Grade 9 will be available from 10:00 a.m. on **Wednesday, 4th January, 2023 onwards** to ALL ELIGIBLE candidates on **www.ppsdombivali.com**.
- The online Admission 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 Form.
- Parents are requested to **upload the child’s birth certificate** (clear image) while filling up the admission form. (In case of birth certificate in languages other than English, please upload the original notarized 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 Form kindly refer to the document regarding the same uploaded on school website under “Online Admissions”.**
- After filling up the online admission 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”.
- There will be an offline / in-person Entrance Test for students seeking admission to Grade 9. The Entrance Test will be for English, Second Language (Hindi/Marathi) and Mathematics (Pupils who wish to select Computer Applications for Group III will also have to appear for an Entrance Test in Computer Science). Each paper will be of 25 marks. Admissions to Grade 9 will be based on the performance in the Entrance Test and an Informal Interaction with the Principal and the HM. **Parents are requested to carry hard copies of their ward’s report card for the previous three years for the interaction.**
- The Date and Time for the Entrance Test and the Informal Interaction are given below :

| Day, Date & Time of the Entrance Test | Day, Date & Time of the Informal Interaction | Intimation of selected candidates through an email | Document Submission and the Payment of Fees |
|--|--|--|--|
| Saturday, 28 th January, 2023 from 9:00 a.m. to 11:00 a.m. Reporting Time : 8:30 a.m. | will be informed through an email from the school on Friday, 3 rd February, 2023 | Parents of selected candidates Friday, 10 th February, 2023 | Monday, 13 th February, 2023 to Friday, 17 th February, 2023 between 9:00 a.m. and 12 noon |

- The syllabus for the Entrance Test is displayed on the school website.
- Candidates will have to show the receipt of the online payment for the Admission Form to appear for the Entrance Test.
- The result of the Entrance Test and Informal Interaction will be informed through an email on **Friday, 10th February, 2023.**
- Parents of selected candidates will have to visit the school administration office 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.
- Admission will not be given / will be cancelled if the documents are not valid and do not fulfill the eligibility criteria, even if the pupil passes the Entrance Test.
- Admission to Grade 9 will be treated as provisional till the receipt of the original School Leaving Certificate and the self-attested copy of the final report card from the previous school. The last date for submission of the same is **Friday, 28th April, 2023.**

4. Subjects Offered in Grade 9 and 10:

There are 3 Groups of Subjects in Grade 9 and 10 which are as follows:

Group I:

- 1) English (Compulsory Subject)
- 2) Hindi or Marathi (Any one subject can be selected)
- 3) History, Civics & Geography (Compulsory Subject)

Group II (Any one combination can be selected):

- 1) Mathematics and Science (Physics, Chemistry and Biology)
- 2) Mathematics and Commercial Studies
- 3) Mathematics and Economics
- 4) Commercial Studies and Environmental Science (EVS)
- 5) Commercial Studies and Economics

Group III (Any one subject can be selected):

- 1) Art
- 2) Commercial Applications
- 3) Computer Applications
- 4) Home Science
- 5) Physical Education

The Final decision on the subjects selected by the child from the list given above will be taken by the Principal after seeing the child's performance in the Entrance Test and the previous school's report cards.

5. Documents to be submitted along with the completely filled and signed printouts of the Online Admission Form:

- A self-attested copy of the Birth Certificate.
- A self-attested copy of the residence proof. 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. Passport (Recent)
 - b. Electricity Bill (Recent)
 - c. Unique I. D (Aadhaar) Card
 - d. Registered Sale / Rent Agreement Copy
 - e. Bank statement for the current month.Please Note - Ration Card **will not** be accepted as a proof of residence.
- A self-attested copy of the mark-sheet of the previous grade from the previous school. (Whichever latest mark-sheet of the previous grade is available).
- **The Medical History Sheet** (uploaded while filling the admission 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 Caste 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.

6. Payment of Fees:

- Fee Structure for the academic year 2023-2024 is uploaded on our school website.

7. Cancellation of Admission and Refund Policy:

a) In case of cancellation of new admission before 1st April, 2023:

- 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 to those who seek cancellation of admission within 15 working days, from the receipt of the application.

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.

8. 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) |
|--|--|---|---|
| Monday, 3 rd April, 2023 | Saturday, 29 th April, 2023 | Monday, 1 st May, 2023 to Friday, 2 nd June, 2023 | Monday, 5 th June, 2023 |

9. School Timings: (Monday to Friday)

8:15 a.m. to 3:45 p.m. (Reporting Time for Pupils: 8:10 a.m.)

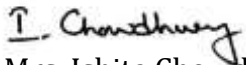
Late mark : 8:11 a.m. onwards

House Activity:

2:45 p.m. to 3:45 p.m. (Once a week. The day will be notified at the time of admission)

10. Kindly Note:

- The School Management does not accept donation of any kind whatsoever, neither does the Management authorize 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.



Mrs. Ishita Chowdhury
Principal

Date: 10/10/2022