

PAWAR PUBLIC SCHOOL DOMBIVALI
(Proposed ICSE)
Admission for the Academic Year 2017 – 2018
Nursery to Grade 9

1. Eligibility Criteria for Admission:

Grade	Eligibility Criteria
Nursery	3 Years complete as on 31 st July, 2017 (All children born between 1 st August 2013 and 31 st July 2014)
Jr. KG.	4 Years complete as on 31 st July, 2017 (All children born between 1 st August 2012 and 31 st July 2013)
Sr. KG.	4 $\frac{1}{2}$ Years complete as on 30 th June, 2017 (All children born between 1 st January 2012 and 31 st December 2012) (All children born between 1 st August 2011 and 31 st December 2011 are also eligible if they have completed Jr. KG.)
Grade 1	5 Years and 4 months complete as on 31 st July, 2017 (All children born between 1 st January 2011 and 31 st December, 2011) (All children born between 1 st January 2012 and 31 st March, 2012 are also eligible if they have completed Sr. KG.)
Grade 2 to 4	Based on passed and promoted certificate of previous Grade from previous school.
Grade 5 to 9	Based on Entrance Test - English, Second Language (Hindi/Marathi), Mathematics - 20 marks each and passed and promoted certificate of previous Grade from previous school.

Age Criteria is as per the Maharashtra Government Resolution No. MISC – 9814/PRA.KRA.160/S.D.1 dated 21/01/2015 and 23/01/2015.

2. Issue of Forms, Submission of Forms and Payment of Fees :

For Nursery to Grade 4 :

- **Area 1** : All children residing in Casa Rio and Casa Rio Gold.
- **Area 2** : All children residing in Casa Bella and Casa Bella Gold.
- **Area 3** : All children residing in Lodha Heaven and other areas of Dombivali only.

➤ **Round 1 :**

- The vacancy list as on date is enclosed with this admission notice. An updated vacancy list will be uploaded on **Friday, 11th November, 2016** by 5:00 p.m.

Category	Issue of Admission Forms	Submission of Admission Forms and Payment of Fees.
Sibling and Staff Children	Tuesday, 8 th November 2016 and Wednesday, 9 th November, 2016	Thursday, 10 th November, 2016 and Friday, 11 th November, 2016
Area 1	Tuesday, 15 th November 2016 and Wednesday, 16 th November, 2016	Friday, 18 th November 2016 and Saturday, 19 th November, 2016
Area 2 (Only if seats are available)	Tuesday, 29 th November, 2016 and Wednesday, 30 th November, 2016	Friday, 2 nd December, 2016 and Saturday, 3 rd December, 2016

➤ **Round 2 (Only if seats are available) :**

- For Sibling, Staff children and residents of Area 1, Area 2 who have missed Round 1 and for Area 3.
- The vacancy list will be uploaded on Thursday 8th December, 2016 by 5:00 p.m.

Category	Issue of Admission Forms	Submission of Admission Forms and Payment of Fees.
All (Siblings, Staff and residents of Dombivali)	Tuesday, 13 th December 2016 and Wednesday, 14 th December, 2016	Friday, 16 th December 2016 and Saturday, 17 th December, 2016

For Grade 5 to 9 :

Round	Issue of Admission Forms	Date and Time of Entrance Exam	Result of Entrance Exam	Submission of Admission Forms and Payment of Fees
Round 1	Wednesday, 9 th November 2016 to Thursday, 24 th November, 2016	Saturday, 26 th November, 2016 between 9:00 a.m. and 11:00 a.m.	Wednesday, 30 th November, 2016 at 5:00 p.m.	Thursday, 1 st December, 2016 to Saturday, 3 rd December, 2016
Round 2 (Only if seats are available)	Monday, 5 th December, 2016 to Thursday, 15 th December, 2016	Saturday, 17 th December, 2016 between 9:00 a.m. and 11:00 a.m.	Tuesday, 20 th December, 2016 at 5:00 p.m.	Wednesday, 21 st December, 2016 to Friday, 23 rd December, 2016
Round 3 (Only if seats are available)	Tuesday, 10 th January, 2017 to Thursday, 19 th January, 2017	Saturday, 21 st January, 2017 between 9:00 a.m. and 11:00 a.m.	Wednesday, 25 th January, 2017 at 5:00 p.m.	Friday, 27 th January, 2017 to Tuesday, 31 st January, 2017 excluding Sunday, 29 th January, 2017

- The Brochure along with the Admission Forms will be issued to *ALL ELIGIBLE* candidates. The cost of the Brochure and the Admission Form is ` 500/-.
- The timings for the issue of Admission Form, Submission of Admission Forms and Payment of Fees is **between 9:00 a.m. and 1:00 p.m.**
- **The Receipt of the collection of Admission Form will have to be shown to appear for the Entrance Exam for admission to Grade 5 to 9.**
- Forms should be complete in all respects while submission. Incomplete forms without proper documents will not be accepted.
- Kindly mention the blood group in the Medical History Sheet attached with the Admission Form.

3. Documents To be Shown While Collecting the Admission Form:

- **Original Birth Certificate.** In case of certificates in languages other than English, please submit a notarized copy of the certificate translated in English, at the time of submission of the admission form.
- **Proof of Residence:** Residence proof should strictly be in the name of the father or the mother 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. Telephone Bill (Land Line)
 - d. Unique I. D (Aadhar) Card
 - e. Registered Sale / Rent Agreement Copy
 - f. Bank statement for the current month.

Please Note - Ration Card **Will Not** be accepted as a proof of residence.

- The marksheet of the previous grade from the previous school. (Whichever latest marksheet of the previous grade is available). **Not mandatory for Nursery to Grade 1.**

4. Documents to be submitted along with the Admission Form:

- A self-Attested True Copy of the Birth Certificate, in English. (In case of certificates in languages other than English, please bring the original notarized certificate translated in English)
- A self-Attested True Copy of residence proof as mentioned in point 3.
- A self-Attested True Copy of the marksheet of the previous grade from the previous school. (Whichever latest marksheet of the previous grade is available). **Not mandatory for Nursery to Grade 1.**
- The Medical Certificate (provided in the Admission Booklet) has to be filled, signed and stamped by a registered medical practitioner.
- The 'Parent Consent Form' given in the Admission Booklet.
- Two latest colour photographs of the child properly affixed on the place provided on the Admission Form.
- Children who have the Aadhaar Card received from the Government of India can submit the self-attested true copy with the Admission Form.
- Parents from the Reserved Category, who want the caste to be entered in the school register should submit a self-attested true copy of the Caste Certificate in the name of the student and issued by the concerned Municipal Authorities along with the admission form.

5. Admission Process:

- **Admissions to Nursery to Grade 4 will be done on a first come first serve basis as per the area category only after the payment of fees.**
- There will be an entrance exam for students seeking admission to Grade 5 to 9. The Entrance Exam will be for English, Second Language (Hindi/Marathi) and Mathematics. Each paper will be of 20 marks. The Entrance Exam will be based on the previous Grade's syllabus. **Admissions to Grade 5 to 9 will be based on the performance in the Entrance Test.**
- Admission to Grade 2 to 9 will be treated as provisional till the receipt of the original Transfer Certificate / Leaving Certificate from the previous school. In case the previous school is outside Maharashtra and /or the student is studying in a school affiliated to another Board, the student should provide the Leaving Certificate which is countersigned by the Education Officer. If the student is coming from abroad, then the Leaving/Transfer Certificate should be countersigned by the Indian Embassy/High Commission/Consulate of that country. The last date for submission of the same is **Friday, 30th June, 2017.**
- 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 Lottery system.**

6. Payment of Fees :

- Fees have to be paid through a Demand Draft or Pay Order only at the time of admission.
- Two Demand drafts have to be submitted in favour of **Pawar Public School** payable at Mumbai at the time of submission of the admission form.
 - a) Refundable Caution Money Deposit : ` 35,000/-.
 - b) School Fees like Admission Fee, Tuition Fee for the first quarter, Term Fee and Library and Laboratory Fee for the 1st Term etc. amounting to ` 16,600/-.

7. Cancellation of Admission:

- 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.
- Fees that have been collected, except the money for the Application Form and the Admission Fee, will be refunded to only those parents who seek cancellation of admission of their ward by **Tuesday, 28th February, 2017.**
- The application for withdrawal has to be accompanied by an application for the refund of caution money along with the original caution money receipt stating the name in which the refund cheque has to be issued. The amount will be refunded to the applicant within 10 working days, from the receipt of the application.

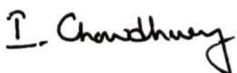
8. Re-opening Day :

School will re-open for the academic year 2017-2018 on the dates mentioned below:

- **Monday, 3rd April, 2017 – Jr. KG. to Grade 9**
- **Monday, 10th April, 2017 – Nursery**
Attendance is mandatory for the students on the first working day.
- **School Timings : (Monday to Friday)**
 - **Pre-Primary Section (Nursery, Jr. KG., Sr. KG.)**
Morning Shift : 8:15 a.m. to 11:15 a.m. Reporting Time for Pupils : 8:10 a.m.
Afternoon Shift : 11:40 a.m. to 2:40 a.m. Reporting Time for Pupils : 11:35 a.m.
Late Mark (Morning Shift) : 8:11 a.m. onwards
(Afternoon Shift) : 11:36 a.m. onwards
 - **Primary Section (Grade 1 to 4) and Secondary Section (Grade 5 to 9)**
8:15 a.m. to 2:45 p.m.
Late mark : 8:11 a.m. onwards
 - **House Activity**
Monday and Friday – Grade 5 to 9 : 2:45 p.m. to 3:45 p.m.

9. Kindly Note :

- **Collection of Circular** : All parents are requested to collect an important circular regarding information about the Orientation Programme, House List, Shifts of the Pre-Primary pupils, Books, Stationery, Uniform, Transport Facility etc. between **Monday, 6th March, 2017** and **Saturday, 11th March, 2017** on any working day between 9:00 a.m. and 12:00 noon from the Administration Office of the school.
- Please note that the School Management does not accept donation of any kind whatsoever. Neither does the Management authorize any person to do so.
- The school does not reserve any seats on any grounds other than that for direct siblings. 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.



Mrs. Ishita Chowdhury
Principal

Date : 06/10/2016