

**PAWAR PUBLIC SCHOOL, CHANDIVALI**  
**Admission for the Academic Year 2018 – 2019**  
**Jr. KG, Sr. KG and Grade 1**

**1. Eligibility Criteria:**

<b>Age Criteria for children born between:</b>		
<b>Jr. KG</b>	<b>Sr. KG</b>	<b>Grade 1</b>
<b>1st October 2013 and 30th September 2014</b>	<b>1st October 2012 and 30th September 2013</b>	<b>1st February 2012 and 30th September 2013</b>

- ❖ Children born between 1<sup>st</sup> October, 2012 and 31<sup>st</sup> January, 2013 would be considered for Grade 1 if they have completed Sr. KG.
- ❖ Area: All children residing in Chandivali, Powai, Kanjur Marg (W), Vikhroli (W), Ghatkopar (W), Marol and Sakinaka.
- ❖ No Relaxation: Parents are requested not to waste their time standing in the queue if their wards do not meet either of the above criteria. Forms would be given to every parent so do not stand in queue.
- ❖ Siblings: Only age criteria is applicable to siblings.

**2. Issue of Forms:**

<b>Sibling &amp; General Category</b>		
<b>Grade</b>	<b>Issue Dates</b>	<b>Timings</b>
<b>Jr. KG, Sr. KG and Grade 1</b>	<b>Tuesday, 2<sup>nd</sup> January, 2018</b>	8:30 a.m. and 11 a.m.
<b>Jr. KG, Sr. KG and Grade 1</b>	<b>Wednesday, 3<sup>rd</sup> January, 2018</b>	8:30 a.m. and 11 a.m.
<b>Jr. KG, Sr. KG and Grade 1</b>	<b>Thursday, 4<sup>th</sup> January, 2018</b>	8:30 a.m. and 11 a.m.
<b>Jr. KG, Sr. KG and Grade 1</b>	<b>Friday, 5<sup>th</sup> January, 2018</b>	8:30 a.m. and 11 a.m.

- ❖ Forms will be issued to **ALL ELIGIBLE** candidates and not on a first come first serve basis. Kindly do not panic & do not queue up from previous evening. The cost of the form is ₹ 500/-.

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

- ❖ **Original Birth Certificate:** In case of certificates in languages other than English, please bring a notarized copy of the birth certificate translated in English.
- ❖ **Proof of Residence:**

<b>Particulars</b>	<b>Documents</b>
Residence proof should strictly be in the name of the father or the mother of the child seeking admission. Any <b>ONE</b> of the following can be produced:	Passport (Valid till July, 2018)
	Electricity Bill (Six months old)
	Telephone Bill (MTNL- previous month)
	Unique I. D (Aadhar) Card
	Registered Agreement Copy (In case of rented or leased property)
	Bank statement for the current month.

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

#### 4. Submission of Form Jr. KG, Sr. KG & Grade 1 (Siblings & General Category):

- ❖ Forms can be submitted from **Wednesday, 3<sup>rd</sup> January, 2018 till Monday, 8<sup>th</sup> January, 2018 between 8:30 a.m. and 11:00 a.m.** (Except, Saturday, 6<sup>th</sup> January, 2018 & Sunday, 7<sup>th</sup> January, 2018.)
- ❖ Forms should be complete in all respects on submission. Incomplete forms without proper documents will not be accepted.
- ❖ Kindly mention the blood group of the child in the form.

#### 5. Documents to be submitted along with the Admission Form:

- ❖ Self Attested True Copy of the Birth Certificate along with the original for verification.
- ❖ Self Attested True Copy of the Residence proof alongwith the original for verification.
- ❖ Parents from Reserved Category, who want the caste to be entered in the school register should submit the attested true copy of the Caste Certificate in the name of the student and issued by the concerned Municipal Authorities along with the original for verification.
- ❖ **Medical Certificate (provided in the Admission Booklet)** has to be filled, signed & stamped by a registered medical practitioner.
- ❖ The '**Duly Signed Undertaking**' given in the Admission Booklet.
- ❖ Kindly note that all the original documents would be returned on the same day after verification by the school authorities.

#### 6. Admission Process:

- ❖ Seats are reserved **ONLY** for **Direct Siblings** of our existing students who fall in the right age group and who have completed the application process as per the schedule given above. Cousins **Will Not** be considered as siblings.
- ❖ All other seats under the General Category will be filled as per **Random Selection or Lottery System**.
- ❖ **Selected candidates will be informed telephonically/ via email by Monday, 8<sup>th</sup> January, 2018 by 5 p.m.**
- ❖ Parents are requested **Not** to consider the seat as allotted till they receive an email or a call from the school stating the same.

#### 7. Admission Confirmation:

- ❖ Admission will be confirmed only after payment of fees.
- ❖ In case fees are not paid as per the schedule, the admission will stand cancelled and the school will be free to allot the seat as per its discretion.
- ❖ **Timings –**  
Jr. KG Section – 11 a.m. to 2 p.m.  
Sr. KG Section – 8 a.m. to 11 a.m.  
Grade 1 – 8 a.m. to 12:30 p.m.

#### 8. Payment of Fees :

- ❖ Fees have to be paid on **Wednesday, 10<sup>th</sup> January, 2018 to Friday, 12<sup>th</sup> January, 2018** between 8:30 a.m. and 11:00 a.m.
- ❖ Fees have to be paid through a Demand Draft or Pay Order only.
- ❖ **Two Demand drafts** have to be submitted in favour of **Pawar Public School** at the time of admission  
(a) Refundable Caution Money Deposit : ` **30,000/-**  
(b) School fees like admission fee, tuition fee, for the first quarter, term fee and computer fee for the 1<sup>st</sup> Term etc. amounting to ` **20,700/-**

#### 9. Opening Day:

- ❖ Parents are requested to note that the school will commence its new academic session for **Grade 1 on Tuesday, 3<sup>rd</sup> April, 2018, Jr. KG & Sr. KG on 4<sup>th</sup> April, 2018.** Attendance is mandatory on the opening day.
- ❖ Summer Vacation will be from **Friday, 27<sup>th</sup> April, 2018 to Monday, 4<sup>th</sup> June, 2018.**
- ❖ The School will re-open after the summer vacation on **Tuesday, 5<sup>th</sup> June, 2018.** Attendance on the re-opening day and the last working day is mandatory.

#### 10. Special Notice:

- ❖ The School will not entertain any correspondence, discussion, telephonic or personal inquiries regarding the admission process.
- ❖ Any intervention or pressure in the normal admission process will lead to immediate disqualification of the application.
- ❖ Genuine Queries may be directed to [feedback@ppschandivali.com](mailto:feedback@ppschandivali.com) **ONLY**. Information received by you from any other source may not be reliable and the school will not be responsible for the same. Parents are requested to communicate via the above e-mail ID.
- ❖ The school regrets its inability to address parental inquiries on an individual basis. All information required is available in the admission booklet / prospectus.
- ❖ Admission to the General Category will be through **Random Selection** i.e. lottery system only and our software does not permit selective admissions.

**The school does not reserve any seats on any grounds other than that for direct siblings.**

**Please note that 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 administration for suitable action.**

Mrs. Sarabjit Mukherjee  
Chief Admin Officer

Dr. Madhura Phadke  
Principal