

PAWAR PUBLIC SCHOOL, CHANDIVALI
(Affiliated to the Council for the Indian School Certificate Examinations,
New Delhi vide Affiliation No – MA170/2013)

Admission Notice for Senior KG to Grade 9 for the Academic Year 2025-2026

1. **Sr KG to Grade 1:** There are a few seats available for Sr KG and Grade 1 for the academic year 2025-2026. Admission will not be given / it will be cancelled if the documents are not valid and do not fulfill the eligibility criteria, even if the parent has filled the Online Admission Form.

2. **Eligibility Criteria for Admission:**

***Please note: Staff and siblings of existing pupils will be given a priority for admission.**

| Grade | Eligibility Criteria |
|--------------|--|
| Sr KG | 5+ Years complete as on 31 st December 2025 (Children born between 1 July 2019 and 31 December 2020) |
| Grade 1 | 6+ Years complete as on 31 st December 2025 (Children born between 1 July 2018 and 31 December 2019) |

Age criteria as per the Maharashtra Government Resolution No. MISC 9814 / PRA.KRA.160/S.D.1 dated 21/01/2015, 23/01/2015, 25/01/2017 and RTE - 2018 / PRA.KRA.180/S.D - 1 dated 18/09/2020 and 28/02/2022.

3. **Grade 2 to Grade 9:** There are a few seats available those desirous of admitting their wards in Grade 2 to Grade 9 for the academic year 2025-2026 are requested to submit the admission form online. The candidates will be admitted based on merit and availability of seats. The parents whose wards are being admitted will be intimated to complete the admission formalities.

4. **Eligibility Criteria for Admission:**

| Grade | Eligibility Criteria |
|--------------|---|
| 2 to 9 | Merit List based on the Entrance Test scores conducted for English, Second Language (Hindi / Marathi) & Mathematics - 25 marks each paper and passed & promoted certificate of the previous Grade from the previous school. |

5. **Admission Process:** The Online Admission Forms for Senior KG to Grade 9 will be available from **Tuesday, 29th October 2024 at 12 noon onwards** to **ALLELIGIBLE** candidates on our school's official website **i.e. www.ppschandivali.com**. The online admission form fee is **₹800/- (Non - refundable)**.
6. **Admission will be done on first cum first serve basis.**
7. There will be an informal interaction with the child along with both the parents.
8. After filing up the online Admission Form a single PDF file will be generated containing the Administration copy and the Teacher's copy of the filled form along with the Medical History Sheet Form, the Parental Consent Form, the Undertaking and a payment receipt. Kindly download and save the Admission Form and payment receipt and print them subsequently.
9. There will be an Entrance Test for pupils seeking admission to Grade 2 to Grade 9. The Entrance Test will be for English, Second Language (Hindi / Marathi) and Mathematics. Each paper will be of 25 marks. The Entrance Test will be based on the previous Grades syllabus. Admissions for Grade 2 to Grade 9 will be based on the performance in the Entrance Test.

10. The schedule for the Entrance Test will be shared with you via a telephone call / Email. Details of the Entrance Test is given below:
- The syllabus for the Entrance Test is displayed on the school website under the Online Admission tab.
 - Parents of candidates who clear the Entrance Test will be receive an email from the school. Caution Money Deposit and 1st Quarter fee can be paid **Online or by Demand Draft or Pay Order**.
 - The details of the procedure for Online Fee Payment by Edusprint App will be informed through the email. Fee receipt will be available online within 2-3 working days. For any technical issues while making the payment, kindly send an email on onlineadmission@ppschandivali.com or call on **9321480621** between 8:15 a.m. and 12:45 p.m.
 - Parents of the 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 Undertaking, Payment Receipt of Admission Form, Payment Receipt of Online Fee (Caution Money and the 1st Quarter Fee) **or** Two Demand Drafts(Caution Money and 1st Quarter Fee) and all the required documents as mentioned in point no. 9.
 - **Admission to Grade 2 to Grade 9 will be treated as provisional till the receipt of the original School Leaving Certificate from the previous school within 30 days from the date of admission.**
 - **The Leaving Certificate / Transfer Certificate must have the UDISE Code and the PEN Number of the previous school and the Student ID number of the child or the UDISE Code and the Affiliation details of the previous school.**
11. **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. Telephone Bill (Landline)
 - c. Registered Sale / Rent Agreement Copy
 - d. Electricity Bill (Recent)
 - e. Unique ID (Aadhar) Card
 - f. Bank statement for the current monthPlease Note - Ration Card **Will Not** be accepted as a proof of residence.
 - A self-attested copy of the marksheet of the previous Grade from the previous school. (Whichever latest marksheet of the previous grade is available).
 - The **Medical Certificate** provided in the printout of Online Admission Form has to be completely filled, signed and stamped by a registered medical practitioner (M.B.B.S.) only.
 - Two latest colour photographs of the both the Parents and the child properly affixed on the place provided on the printout of the Admission Forms.
 - Children who have the Aadhaar Card received from the Government of India can submit a self attested copy of the same. If not available, please ensure to submit to the school office within 30 days from the date of the admission.
 - 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. The caste certificate issued by the State Government of Maharashtra will only be accepted and considered.

12. **Payment of Fee:**

- Fee will not be accepted without submission of all the required documents.
- The fee structure for the academic year **2025-2026** is available on our school's official website i.e. www.ppschandivali.com
- Admission confirmation is subject to submission of the necessary authentic documents and the payment of the fee through **Online, Demand Drafts or Pay Orders** at the time of submission of the printouts of the Admission Form and the other documents.
- **In case of payment through Demand drafts, Two Demand Drafts** have to be submitted in favour of **Pawar Public School**
- **Caution Money Deposit: ₹50,000/- (Interest free)**
(Out of which ₹30,000/- will be Refundable and ₹20,000/- will be Non-refundable)
- **School fee including Admission fee and the First Quarter fee amounting to ₹32,860/-**

13. **Cancellation of Admission and Refund Policy:**

01. Documents to be submitted in the event of cancellation of admission:

- Parents who wish to cancel the admission of their ward should give a written application for withdrawal or cancellation of admission duly signed by both the parents / whoever signed the admission form, seeking cancellation of admission.
- The application for withdrawal has to be accompanied by the duly filled 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 caution money deposit amount will be refunded to the applicant within 10 working days, from the receipt of the application / the last day attended by the pupil, whichever is later. If the caution money receipt is lost / misplaced, then the applicant needs to submit an affidavit stating that he / she has lost the receipt. The notarized affidavit has to be made on a stamp paper of ₹100/-.

02. Cancellation of new admission before 1st April of the school academic year (school academic year starts from 1st April of every calendar year):

- Kindly note that only the Refundable Caution Money Deposit ₹30,000/- and Fee other than the Admission Fee will be refunded to those who seek cancellation of admission as admission fee once paid will not be refunded under any circumstances. The refund will be processed within 10 working days from the receipt of the duly signed withdrawal application.

03. Cancellation of new admission after the beginning of the Academic Year (school academic year starts from 1st April of every calendar year):

- Kindly note that the school fee paid will not be refunded except the amount of Refundable Caution Money Deposit of ₹30,000/-

04. In case, if the new admission is taken after 1st April of the academic year (school academic year starts from 1st April of every calendar year) and the parents wish to withdraw or cancel the admission of their ward, then the entire school fee paid will not be refunded except the Refundable Caution Money Deposit of ₹30,000/-

Note: In the above mentioned circumstance, (i.e. Point Number 02, 03 and 04), the following procedure has to be followed:

- The application for withdrawal has to be submitted **in writing 30 days in advance**, before the actual date of withdrawal, failing which, one month fee, (i.e. one month Tuition Fee) has to be paid as notice fee. If the pupil has attended even one day or pupil's name is on school roll / records even for a day in the month of April or October, then the parent is liable to pay the Term Fee of that term along with the Tuition Fee. The school fee for the ongoing academic year till the date of application for withdrawal should be cleared, even if the student has not attended the school, since the seat is occupied by the student.
- **The application for Leaving Certificate / Transfer Certificate** should be submitted to the school office mentioning the last working day of your ward and the reason for withdrawal. It should be signed by both the parents / guardian (whoever has signed the admission form).
- The application for withdrawal has to be accompanied by the duly filled 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. If the caution money receipt is lost / misplaced, then the applicant needs to submit an affidavit stating that he / she has lost the receipt. The notarized affidavit has to be made on a stamp paper of ₹100/-. The amount of caution money deposit will be refunded to the applicant within 10 working days, from the receipt of the application / the last day attended by the pupil, whichever is later.
- Refund of the amount of Refundable Caution Money Deposit ₹30,000/- 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.

The Cancellation and Refund Policy should be accepted and signed by both the parents / whoever signed the admission form while securing the admission.

14. Reopening Day:

- Parents are requested to note that the school will commence its new academic session on **Wednesday, 2nd April 2025**. Attendance is mandatory on the opening day.
- Summer vacation will be from **Thursday, 1st May 2025** to **Tuesday, 3rd June 2025**.
- The school will reopen after the summer vacation on **Wednesday, 4th June 2025**. Attendance on the reopening day and the last working day is mandatory.

15. School Timings for Sr KG Section which runs in two shifts:

| Days | Shift | Timings | Reporting Time | Late Mark | Dispersal Time |
|------------------|-----------|-------------------------|----------------|------------|--------------------------------|
| Monday to Friday | Morning | 8 a.m. to 11 a.m. | 7:50 a.m. | 7:55 a.m. | 11:10 a.m. to 11:20 a.m. |
| | Afternoon | 11:10 a.m. to 2:10 p.m. | 11 a.m. | 11:05 a.m. | 2:15 p.m. to 2:30 p.m. |

***Parents are requested to note that the Pre-Primary Section runs in two shifts and the decision on the allocation of the shifts by the Principal is final and binding on all the parents.**

GRADE 1 TO GRADE 5:

| Days | Timings | Reporting Time | Late Mark | Dispersal Time |
|------------------------|---------------------------|----------------|-----------|------------------------------|
| Monday to Friday | 8 a.m. to 2:10 p.m. | 7:50 a.m. | 7:55a.m. | 2:15 p.m. to 2:30 p.m. |

GRADE 6 TO GRADE 10:

| Grade | Days | Timings | Reporting Time | Late Mark | Dispersal Time |
|--------------|---------------------------------------|------------------------|----------------|-----------|------------------------------|
| 6 to 10 | Monday, Wednesday & Thursday | 8 a.m. to 2:10 p.m. | 7:50 a.m. | 7:55 a.m. | 2:15 p.m. to 2:30 p.m. |
| 6, 7, 9 & 10 | Tuesday | 8 a.m. to 3:15 p.m. | 7:50 a.m. | 7:55 a.m. | 3:15 p.m. to 3:30 p.m. |
| 8 | Tuesday | 8 a.m. to 2:10 p.m. | 7:50 a.m. | 7:55 a.m. | 2:15 p.m. to 2:30 p.m. |
| 6 & 7 | Friday | 8 a.m. to 2:10 p.m. | 7:50 a.m. | 7:55 a.m. | 2:15 p.m. to 2:30 p.m. |
| 8, 9 & 10 | Friday | 8 a.m. to 3:15 p.m. | 7:50 a.m. | 7:55 a.m. | 3:15 p.m. to 3:30 p.m. |

16. Kindly Note:

- The School Management does not accept donations 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.
- Genuine queries may be directed to **onlineadmission@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 address.



Vaibhav Pol
Admin Officer




Vijay Mirgal
Principal