



**THE ORCHID SCHOOL**  
**Baner, Pune**

Circular No. TOS/FRO/CIR/FS/20-21/17

Date:27.11.2020

**ADMISSION FOR STD I – 2021-22**  
**For Siblings (directly related and not from extended families)**

**Important dates:**

Registration in school office On **7<sup>th</sup> to 10<sup>th</sup> December 2020**

Admission Process **12<sup>th</sup> December 2020**

**Eligibility Criteria for STD I Admission:**

- Who will be completing **minimum 6 years of age as on 31<sup>st</sup> December 2021** (age criteria strictly adhered to as per following GR  
<https://www.maharashtra.gov.in/Site/Upload/Government%20Resolutions/Marathi/202009181611119521.pdf>)
- Who has attended formal preparatory school, studying in Sr. KG or equivalent of Pre-primary education  
**Please note that cousins even if are staying in a joint family will not be termed as siblings.**

**Documents Required for Admission:**

- Birth Certificate
- Copy of Student's Aadhar Card/ Aadhar Enrollment Document/ Passport Copy of student as applicable.
- Sr. KG mid Term Report card or equivalent that elaborates the child's learning level
- 1 Passport Size Photograph of Student
- If student has special needs, diagnostic reports of the same.
- Submission of end of Academic Year Report is a must before the session starts.

**Admission process will not commence if you fail to produce any of the document mentioned above.**

**Admission procedure:**

Parents whose child is currently studying in The Orchid School, visit school office and understand the admission process in terms of

- Fees structure will be informed early December
- Norms and changes in eligibility, criteria etc.
- Time line
- Mandatory Steps as given below:

### **Mandatory Requirements at the time of admission:**

- Both the parents need to be present for Admission Process
- Parents need to adhere to the given time slots. This will be communicated after the registration.
- Parents need to do the admission registration via school email id [admissions@theorchidschool.org](mailto:admissions@theorchidschool.org)
- On the day of admission parents submit documents at the “Document Verification Desk”.
- Only if all the documents are as per requirement, parent will be further guided to procure the admission form and brochure for Rs. 1000/- at the accounts desk
- One parent with the help of IT team fills admission form, takes a printout, affixes the photo and keeps the document ready.
- During this time student meets the teacher along with the other parent.
- **Sibling student LRC will be conducted as per Government norms. All states mandate w.r.t the lockdown dates will be considered while appointing the date.**
- **Teacher interacts with the student to understand the student’s readiness for Class 1.**
- **Class 1 requires that student should be proficient at minimum required level in spoken language skills, reading, comprehension skills, numeracy and conceptual skills. Hence this process is crucial from the academic point of view and planning for child, parent can also observe their child’s level of competence by this step.**
- **Family meet with the school will mandatorily be held either via physical set up or online meeting.**
- Once admission is granted Fees Challan to be collected from Accounts Office and fees to be paid within given stipulated time.

### **Note:**

- Registration is not a guarantee for admission confirmation.
- If you miss the Siblings’ admission process you will have to go through the general category admission process.
- **School Management reserves the Final Decision to grant admission**

### **Admission Withdrawal Policy**

#### **Application Process:**

- This process is effective only through *written communication* in form of an application.
- *Telephonic messages/ Verbal communication or an email* will not be considered authentic.
- Written application to be given *before the due date* of school fees to the school office.
- Transfer Certificate form to be filled which is given from school office and should be *duly signed by both the parents* as signed at the time of admission.
- If the parent is a *single parent/* any legal case pending/ a decree etc. *submission of relevant documents* is mandatory.
- Without the appropriate documents, the school leaving certificate will not be processed.
- Transfer Certificate will be issued subject to clearance of all dues as per school policy.

- Parents to read and clarify all policies related to refund and admission process. No arguments / requests will be entertained after the process is completed

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*\*As it is a computer-generated document, it does not require signatures*