

# THE ORCHID SCHOOL

Baner, Pune

Date:29.10.21

Circular No. TOS/FRO/CIR/FS/2021-22/29.1

## ADMISSION FOR Class I – 2022-23

### For Siblings (directly related and not from extended families)

Dear Parents,

Greetings of the day!

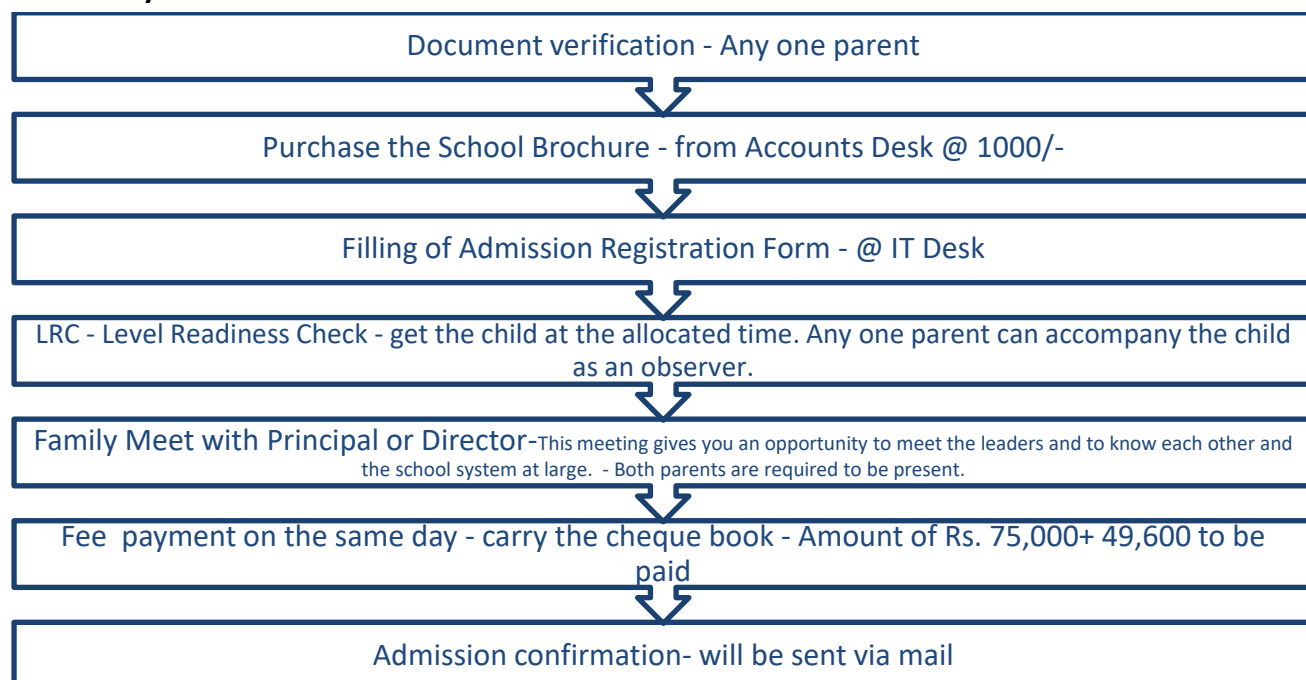
- The admission process for Grade I sibling category for Academic year 2022-23 is scheduled on **27<sup>th</sup> November 2021**. The cousins even if are staying in a joint family will not be considered as siblings. They can approach via general category.

Please go through the important points given below:

#### Important dates:

Date	Process	Person to Meet
22 <sup>nd</sup> to 25 <sup>th</sup> November	Visiting Office for enquiry, understanding the admission process and fee structure	Ms. Baishaki Bapat
27 <sup>th</sup> November	Registration of Admission	Ms. Roshni More
	Document Verification	
	Level Readiness Check	
	Payment of Fee	Shilpa Padwal - Accounts Office

**On 27<sup>th</sup> November 2021, the process would be as mentioned below- All processes are mandatory**



- **Document Verification** – The following documents should be verified at the admission desk:

Original Birth Certificate.	Aadhar Card copy for Indian Nationals and Passport copy for Foreign Nationals	Aadhar Card is mandatory for Indian Nationals hence if the child does not have one, you need to apply for it immediately.
Caste certificate (if other than general or open caste)	If student has special needs, diagnostic reports of the same	Sr. KG Mid Term Report Card or equivalent - copies of notebook work that elaborates the child's learning level
Legal document if any custody / visitation rights (if applicable)	Foreign National – appropriate permission document	1 Passport Size Photograph of Student

- **Level Readiness Check** – Level readiness check is an interaction between the student and teacher to gauge the learning level. This interaction takes place in a very informal and child friendly environment. One parent has to accompany the child during this interaction.
- 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.

**Eligibility Criteria for STD I Admission:**

- The child needs to fulfill age criteria of minimum 6 years of age as on 31<sup>st</sup> December 2022. (Age criteria to strictly be adhered as per following GR) <https://www.maharashtra.gov.in/Site/Upload/Government%20Resolutions/Marathi/202009181611119521.pdf>
- Child should have attended formal preparatory school, studying in Sr. KG or equivalent of Pre-Primary education. This is required for basic readiness for grade I with LSRW.

**Important to Note:**

- The admission process will not be continued if any of the above-mentioned criteria for each step is not fulfilled.

- The admission will be confirmed only if the fee is paid on the same day. In case the fee is not paid the seat will not be reserved. We have very limited seats, and it is only fair that we do the process in time.
- **School Management reserves the Final Decision to grant the admission**
- Parents to read and clarify all policies related to refund and admission process.

**School Timings:**

Grade I: 8.30 am to 3.00 pm (Monday to Friday) – when school starts in physical form.

If hybrid model, timely communication will be done based on Government directives.

**Fee Structure for AY 2022-23:**

**One Time Admission Fee (non-refundable) – 75000/-**

Class	Installment I	Installment II	Installment III	Installment IV	Total Fee
I to IV	49600	24800	24800	24800	124000

**[Whole School Fee Structure](#)**

**Admission Withdrawal Policy: [Click here](#)**

Baishaki Bapat  
Admissions Head

Atreyi Saha  
Vice Principal

Sangeeta Kapoor  
Principal

Lakshmi Kumar  
Director

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