



The Orchid School

Baner, Pune

Date: 07.11.2022

Circular No. TOS/FRO/CIR/FS/2022-23/32

GENERAL ADMISSION FOR CLASS I – AY 2023-24

Dear Parents,

Greetings of the day!

The admission process for Grade I general category for Academic year 2023-24 is scheduled on **19th November 2022 (Saturday)**.

We would request every parent to ensure that the concerned student has undergone Foundational Literacy in the formative years of Pre-Primary school. Please ensure that your ward has achieved age-appropriate levels of reading, numeracy, and psycho motor skills to be eligible for Grade I.

Please go through the important points given below:

Important dates:

Date	Process	Person to Meet
19 th November 2022	Admission process will take place	Ms. Roshni Hiwale

On 19th November 2022, the process would be as mentioned below- All processes are mandatory.

	Admission Process	Location
1.	Parent Orientation <ul style="list-style-type: none">This orientation is organized for you to understand the philosophy of the school and the program details.Both parents should attend.	Auditorium Ground floor 10:00 AM
2.	Document Verification <ul style="list-style-type: none">Please carry along the documents mentioned below<ol style="list-style-type: none">1) Original Birth Certificate with one photocopy2) Aadhar Card photocopy (Mandatory)3) Caste certificate (If other than general category)4) Medical report (If child has special need, diagnosed report)5) 1 Passport size photograph6) Sr. Kg academic ReportAny one parent can complete this part of the process	Atrium Ground Floor

3.	Purchase of School Brochure <ul style="list-style-type: none"> This includes the school brochure and all the necessary forms. This can be purchased from Accounts Desk after payment of Rs. 1000. 	Accounts Desk Atrium Ground Floor
4.	Filling of Admission Registration Form <ul style="list-style-type: none"> All personal details need to be accurate. Carry Aadhar card of your ward to fill the correct Aadhar name and number. 	IT Desk Atrium Ground Floor
5.	Level Readiness Check <ul style="list-style-type: none"> 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. This process is not an assessment to grant or reject the admission. You do not have to prepare your ward for this interaction. The specific time schedule will be given for this. You may bring your ward directly at the time of LRC. One parent can accompany the child for tis 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. 	Designated Classrooms Will direct as per class room number allot
6.	Family Meet – Optional <ul style="list-style-type: none"> Though all the information will be shared during the Parent Orientation, still if you feel the need to interact with Director or Principal, then you can inform the office staff that you would like to have a family meet. For this meeting both parents should be present. 	Main Office Ground Floor
7.	Fee Payment <ul style="list-style-type: none"> Once the admission process is complete and you have decided to take the admission, the school fee should be payed on the same day. The details of the fee are given below 	Accounts Desk Ground Floor
8.	Admission Confirmation <ul style="list-style-type: none"> Post fee clearance, the admission confirmation will be sent via mail in three working days. 	

- **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

Eligibility Criteria for STD I Admission:

- The child needs to fulfill age criteria of minimum 6 years of age as on 31st December 2023. (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 once the fee (admission fee + 1st instalment) has been paid.
- 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.
- If you miss the date for the admission process then no request will be accepted later in any circumstances.

School Timings: Grade I: 8.00 am to 2.30 pm (Monday to Friday)

Fee Structure for AY 2023-24:

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

Class	Installment I	Installment II	Installment III	Installment IV	Total Fee
I	54600	27300	27300	27300	136500
Fee to be paid at the time of admission Rs. 1,30,600/-					

[Whole School Fee Structure](#)

Admission Withdrawal Policy: [Click here](#)

Roshni Hiwale
Office Administrator

Atreyi Saha
Vice Principal

Sangeeta Kapoor
Principal

Lakshmi Kumar
Director

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