



**The Orchid School
Baner, Pune**

Important information regarding Class I admission for Academic Year 2025-26

Dear Parents,

Greetings of the day!

We are pleased to announce that admission process for Class 1 for the Academic Year 2025-26 is now open. For general admissions, parents must complete the mandatory online registration form. This form will be accessible on our website www.theorchidschool.org under the "Admission" tab.

How to register your child for Class I admission under GENERAL CATEGORY:

- On **Sunday, 10th November 2024**, the general category admission link will be open from 12:00 Noon sharp on our **school website under Admission Tab**.
- There is cut off for the number of registrations for general category. However, the form will be closed after the set duration.
- To avail the admission in this category, online registration is mandatory.
- If failed to complete the online registration, if not further request for extension would not be entertained.
- Parents must fill up the following details in the online form:
 - Details of Child:
 - Name as per Aadhar Card;
 - Date of Birth;
 - Gender;
 - Aadhar Card number,
 - Previous School Name,
 - Medical history/ any learning diagnosis if any.
 - Parents' Names and Mobile Numbers

(*Please keep all details handy so that the online form is submitted quickly.)

- The online form link address is also mentioned below:

<https://forms.gle/FWjm6dEPEjPddcYs8>

Eligibility Criteria for Std I Admission:

- The child needs to fulfill age criteria of minimum 6 years of age as on 31st December 2025. (Age criteria to strictly be adhered as per following GR - https://student.maharashtra.gov.in/adm_portal/app/webroot/uploads/age_rule_2023.pdf)
- The child must have completed formal preparatory education, specifically Senior Kindergarten (Sr. KG) or an equivalent pre-primary program. This foundational stage is essential to ensure the child is prepared with basic skills in listening, speaking, reading, and writing.

Fee Structure for AY 2025-26:

- One Time Admission Fee (non-refundable) – ₹ 75000/-
- At the time of admission you need to pay following amount:-
 - One time admission fee ₹ 75,000/-
 - First instalment ₹ 68,600/-
 - Brochure fee ₹ 1,000/-
 - **Total ₹ 1,44,600/-**

Click on below link for AY 2025-26 fee structure for all grades for indicative purpose only:-

<https://theorchidschool.org/circulars/>

Admission Process: Saturday 16th November 2024 from 9:00 AM onwards

The process for admission is mentioned in detail below. Each process is mandatory.

Please note that only parents of students who receive an official invitation for admission will be permitted on campus for the designated process.

Admission Process	
1.	Token Collection (9:00 AM onwards) <ul style="list-style-type: none">• All parents who have registered for the admission process and received an email invitation from the admission department should come to school at 9:00 AM and collect tokens at the token counter. (Please note that the admission process will be based on token number.)

2.	<p>Parent Orientation (9:30 AM – 10:30 AM)</p> <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. The child may avoid this process as this is done to apprise parents about the school and the child may find it difficult to sit through the entire time. • After the Orientation, parents must complete document verification at the desk, purchase of brochure, admission registration form filling and then come back to school based on their Level Readiness Check (LRC) timing which will be announced at the document verification counter. • This will ensure that your child has rested well for the LRC to be held.
3.	<p>Document Verification (10:30 AM onwards)</p> <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 photocopy 2) 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 photograph 6) Sr. Kg Academic Report 7) Both parents Aadhar card photocopy • Any one parent can complete this part of the process
4.	<p>Purchase of School Brochure (10:30 AM onwards)</p> <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 ₹ 1000.
5.	<p>Filling of Admission Registration Form (11:00 AM onwards)</p> <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.
6.	<p>Level Readiness Check (As per time slot)</p> <ul style="list-style-type: none"> • Level readiness check is an interaction between the student and teacher to gauge

	<p>the learning level. This interaction takes place in a very informal and child friendly environment.</p> <ul style="list-style-type: none"> • 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 Level Readiness Check. This will help them attend the Level Readiness Check while they are feeling upbeat and enthusiastic. • One parent can accompany the child for this interaction. • Class 1 requires that the 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.
7.	<p>Family Meet – Optional</p> <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 about the same. • It is advisable both parents should be present for this meeting.
8.	<p>Fee Payment</p> <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 paid on the same day.
8.	<p>Admission Confirmation</p> <ul style="list-style-type: none"> • Post fee clearance, the admission confirmation will be sent via mail in three working days after the amount clearance in the Bank.

Admission Withdrawal Policy:

- Parents to read and clarify all policies related to refund and admission process.

<https://theorchidschool.org/admissions/#withdrawal>

Some Important Points 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 (One time admission fee + 1st fee 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 admission.**