THE ORCHID SCHOOL

Baner, Pune

Date: 14.10.2026 **Circular No.:** TOS/FRO/CIR/FS/26-27/31.1

Nursery General Category Admissions – Academic Year 2027–28

Dear Parents,

Greetings from **The Orchid School!**

We are pleased to announce that registration process for the **Nursery Admissions for the Academic Year 2027–28** will commence on **Sunday, 18th Oct 2026 at 12:00 noon**.

Parents seeking admission under the **General Category** are required to complete the **online registration process** (Mandatory)within the stipulated time.

Please read the following instructions carefully before proceeding with the registration.

1. Online Registration – General Category

- The online registration link will be activated on **Sunday,18th Oct 2026 at 12:00 noon**.
- **Online registration is mandatory** for consideration under the General Category.
- There will be a **limited number of registrations** accepted under the General Category. The registration form will remain active only till it reaches required number of registration.
- Requests for an extension will not be entertained.
- Parents are advised to keep all the required information readily available before opening the registration form to ensure that the process is completed smoothly and promptly.

Details Required for Online Registration

Student Details:

- Child's name – **exactly as mentioned on the Aadhaar Card**
- Date of Birth
- Gender
- Aadhaar Card number
- Medical history and/or learning diagnosis, if applicable

Parent Details:

- Names of both parents
- Mobile numbers of both parents

Registration Link

Please click on the link below to complete the online registration form:

Nursery General Category

https://forms.gle/uy3dYvdsi6z1BSNG9

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2. Eligibility Criteria

The child must fulfil the prescribed age criteria for Nursery admission:

The child must have completed 3 years of age on or before 31 December 2027.

The age criteria will be strictly followed as per the Government of Maharashtra guidelines.

Government of Maharashtra – Age Criteria Guidelines

Age Criteria शैक्षणिक प्रवेश वय 26-27(1).pdf

Parents are requested to verify the child's eligibility before completing the registration.

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3. Fee Structure – Academic Year 2027–28

Particulars	Amount
One-Time Admission Fee *(Non-Refundable)*	₹75,000/-
First Fee Instalment	₹57,600/-
School Brochure	₹1,000/-

Total Amount Payable at the Time of Admission ₹1,33,600/-

For the indicative fee structure applicable to other grades, please visit:

https://theorchidschool.org/

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4. Admission Process

Date: Friday, 23rd Oct 2026

Reporting Time: 10.00 AM onwards

The admission process will be conducted in a systematic manner based on the **token number allotted to each registered applicant**.

Parents are requested to complete **all mandatory steps** of the admission process.

STEP-BY-STEP ADMISSION PROCESS

The admission process will be conducted in the following sequence:

Step	Process	Who Can Attend / Complete	Venue	Timing / Sequence
1	**Token Collection**	● Only parents/families who have received an official invitation from the School may report for token collection. ● Tokens will be issued at the Atrium. ● The admission process will be conducted strictly according to the token number allotted to each family.	Atrium	**10:00 AM**
2	**Parent Orientation**	● It is imperative for both the parents to attend the orientation. ● The child's presence may not be required for the orientation session. However, the **child's presence is mandatory for the admission process and interaction.** ● Admission cannot be completed in the absence of the child.	Auditorium, Ground Floor	As per the schedule mentioned above
3	**Brochure Purchase**	● Brochures and admission forms will be available at the Accounts Desk. ● **Brochure Fee: ₹1,000/-**.	Accounts Desk, Atrium	After Orientation
4	**Student Details / Admission Form**	● Any one parent may complete the form. Parents are responsible for ensuring that all information provided is complete, accurate and consistent with the supporting	IT Lab (Lower Floor)	After Orientation

		documents.		
5	**Document Verification**	● Any one parent may complete the document-verification process. Parents must carry all required **original documents and self-attested photocopies**. ● Documents will be verified against the information submitted during registration and in the admission form.	Conference Room, Basement	After Brochure Purchase
6	**Student Interaction**	● Any one parent may accompany the student for the Student Interaction with the teacher assigned for the same.	As directed	After Orientation
7	**Family Meeting**	● The Family Meeting is an important component of the admission process. Parents needs to interact with the **Director Principal / Vice Principal**. ● Parents are requested to keep the interaction focused on matters relevant to the student's admission, education and well-being.	Director Principal's Cabin / Main Admin Office	As per the process and availability
8	**Fee Payment**	● If the parent decides to proceed with admission, the applicable fee must be paid **within 2 days**. ● A seat will not be considered reserved until the applicable fee has been successfully paid and payment clearance is received.	Accounts Department, Main Admin Office	Within 2 days
9	**Admission Confirmation**	● The admission confirmation email will be issued **within 3 days after the payment amount is cleared/credited to the**	Main Admission Office /	Within 3 days after payment

		School's bank account, subject to completion of all applicable admission formalities, successful document verification and fulfilment of eligibility requirements. ● If the applicable fee is not paid within **3 days**, the admission offer will be **automatically cancelled**, and the seat will be released to the **next eligible student on the waiting list**.	Email	clearance

10. ADMISSION WITHDRAWAL / REFUND POLICY

Parents are advised to **read and understand the School's Admission Withdrawal and Refund Policy before making any payment**.

Please refer to the applicable **Admission Withdrawal / Refund Policy** available on the School website for detailed terms and conditions.

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11. IMPORTANT INSTRUCTIONS AND DISCLAIMER

Parents/Guardians are requested to carefully note the following:

1. All stages of the admission process are **mandatory wherever specifically stated**.
2. Parents/Guardians are responsible for providing **complete, accurate and truthful information** and all required supporting documents.
3. Parents/Guardians must disclose any relevant information concerning the student's

- **Medical history**
- **Diagnosed reports (if any)**
- **Specific prescribed medication (if any)**
- **Special educational/support requirements (if any)**
- **Behavioral or learning needs, or other circumstances** that may be relevant to the student's safety, well-being and education.

4. Parents/Guardians are also expected to disclose any relevant family circumstances that may have a bearing on the student's education, welfare or support requirements at School.
5. Incomplete documentation, non-disclosure of relevant information or non-compliance with the prescribed eligibility requirements may result in **discontinuation of the admission process**.
6. **Payment of fees does not override the prescribed eligibility requirements or admission criteria.**
7. Submission of a registration form **does not guarantee admission**.
8. Admission is subject to **seat availability, fulfillment of eligibility criteria, successful document verification and completion of all prescribed admission formalities**.
9. The **School Management's decision regarding admission shall be final and binding**.
10. The School Management reserves the right to **cancel or withdraw admission at any stage** if any information or document submitted by the parent/guardian is subsequently found to be **false, misleading, incomplete, inaccurate or materially inconsistent** with the facts or supporting records.
11. The School has **limited parking facilities**. Parents are therefore requested to **prefer public transportation** while visiting the School on the admission day, wherever feasible.
12. The admission process may take approximately **3–4 hours**. Parents are requested to **carry sufficient food and refreshments for their ward**. A food counter will also be available on the premises, where refreshments may be purchased directly, subject to availability.

With best wishes,

Roshni Hiwale	**Rachana Aserkar**	**Sonali Khambete**	**Namrata Majhail**
Office Administrator	Pri-Primary UH	Vice Principal	Director-Principal

This is a computer-generated document and does not require signatures.