THE ORCHID SCHOOL

Baner, Pune

Date: 14.10.2026 **Circular No.:** TOS/FRO/CIR/FS/26-27/31.2

Class I General Category Admissions – Academic Year 2027–28

Dear Parents,

Greetings from **The Orchid School!**

We are pleased to announce that the **Class I admission process for the Academic Year 2027–28** under the **General Category** 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 form**. Please read the following instructions carefully before registering.

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.

Student Details:

- Name of the child – **exactly as mentioned on the Aadhaar Card**
- Date of Birth
- Gender
- Aadhaar Card number
- Name of the previous school
- 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:

Grade 1 General Category

https://forms.gle/HjTLkc52TEa7UCkF9

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2. Eligibility Criteria for Class I

The child must fulfil the prescribed age criteria for Class I admission:

- The child must have completed **6 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(2).pdf

Previous Schooling

It is preferred that the child has completed **Senior Kindergarten (Sr. KG) or an equivalent formal preparatory programme**.

This foundational stage helps children develop essential skills in **listening, speaking, reading, writing, numeracy and basic conceptual understanding**, which are important for a smooth transition to Class I.

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3. Fee Structure – Academic Year 2027–28

Particulars	Amount
One-Time Admission Fee *(Non-Refundable)*	₹75,000/-
First Fee Instalment	₹82,200/-
School Brochure	₹1,000/-

Total Amount Payable at the Time of Admission ₹1,58,200/-

For the indicative fee structure applicable to all grades for the Academic Year 2027–28, please visit: The Orchid School – Circulars***(Link)***

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4. Admission Process

Date: Saturday, 24th 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	Atrium	From **10:00 AM**

		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.		**onwards**
2	**Parent Orientation**	Both parents are encouraged/required to attend the orientation, as applicable. 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**, and 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/-**. The fee is not applicable to existing TOS students being promoted internally from Sr. KG to Class I and from Class X to Class XI.	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 documents.	IT Lab, Basement	After Orientation
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	**LRC (Level Rediness Check)**	Any one parent may accompany the student for the Level Readiness Check with the concerned teacher.	As directed	After Orientation
7	**Family Meeting / Interaction**	The Family Meeting is an important component of the admission process. Parents needs to interact with the **Director Principal / Vice Principal.**	Director Principal's Cabin / Main Admin	As per the process and availability

		Parents are requested to keep the interaction focused on matters relevant to the student's admission, education and well-being.	Office	
8	**Fee Payment**	If the parent decides to proceed with admission, the applicable fee must be paid **in 2 day**. 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	In 2 day, if proceeding with admission
9	**Admission Confirmation**	The admission confirmation email will be issued **within 3 days after the payment amount is cleared/credited to the 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**.	Main Admission Office / Email	Within 3 days after payment clearance

5. Admission Withdrawal Policy

Parents are advised to carefully read and understand the school's **Admission Withdrawal and Refund Policy** before confirming the admission.

Admission Withdrawal Policy – The Orchid School***(Link)***

Any queries regarding withdrawal, refund or other admission-related policies should be clarified **before making the fee payment**.

6. 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	**Amarpreet Kotkar**	**Sonali Khambete**	**Namrata Majhail**
Office Administrator	Primary Unit Head	Vice Principal	Director-Principal

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