



# NEW HORIZON PUBLIC SCHOOL

CBSE Affiliation No: 1130164

Plot No:- 02, Sector- 13, Khanda Colony, New  
Panvel (W) Navi Mumbai – 410206

## Admission Notice: 2024-2025

Online Registration starts for Grades: **Nursery**

Date: **09<sup>th</sup> October 2023** onwards

Admission Timings: -

**Monday – Saturday: 9:00 am – 3:00 pm**

**Sunday: 9:00 am - 12:00 noon**

### **A. Age Criteria:**

Admission in the school is subject to vacancies and strictly as per the age criteria mentioned below:

Sr. No.	Grade	Particulars
1.	Nursery	Children born between 1 <sup>st</sup> October 2020 and 31 <sup>st</sup> December 2021
2.	Jr. KG	Children born between 1 <sup>st</sup> October 2019 and 31 <sup>st</sup> December 2020
3.	Sr. KG	Children born between 1 <sup>st</sup> October 2018 and 31 <sup>st</sup> December 2019
4.	Grade I	Children born between 1 <sup>st</sup> October 2017 and 31 <sup>st</sup> December 2018
5.	Grade II & above	Children must have successfully completed the previous class and promoted to the next class.

**B. Documents required at the time of Admission-**

Sr No	Grade/Class	Documents
1	Nursery	<ol style="list-style-type: none"><li>1. Original/Notarized Copy of Birth Certificate.</li><li>2. Bonafide certificate of last school.</li><li>3. Copy of Aadhaar Card of both parents &amp; child.</li><li>4. Address Proof: Electricity bill copy (Own house)/Rental agreement copy/Aadhaar Card</li><li>5. 3 Passport Size Photographs of the student and both the parents with Red Background.</li><li>6. Copy of Caste Certificate of child if applicable (In case of SC/ST/OBC/SBC/NT/Other)</li></ol>
2	Jr.KG., Sr. KG. & Grade I	<ol style="list-style-type: none"><li>1. Original/Notarized Copy of Birth Certificate.</li><li>2. Copy of Report Card of the last grade attended</li><li>3. Bonafide certificate of last school.</li><li>4. Copy of Aadhaar Card of both parents &amp; child.</li><li>5. Address Proof: Electricity bill copy (Own house)/Rental agreement copy/Aadhaar Card</li><li>6. 3 Passport Size Photographs of the student and both the parents with Red Background.</li><li>7. Copy of Caste Certificate of child if applicable (In case of SC/ST/OBC/SBC/NT/Other)</li></ol>
3	Grade II & above	<ol style="list-style-type: none"><li>1. Original/Notarized Copy of Birth Certificate.</li><li>2. Original Leaving Certificate. (Student ID and UDISE Number must be cited in leaving certificate)</li></ol> <p><b>Students studying outside Maharashtra must counter sign the School Leaving Certificate by the Education Officer/ Competent Authority of that area.</b></p> <ol style="list-style-type: none"><li>3. Copy of Report Card of the last grade attended</li><li>4. Copy of Aadhaar Card of both parents &amp; child.</li><li>5. Address Proof: Electricity bill copy (Own house)/Rental agreement copy/Aadhaar Card</li><li>6. 3 Passport Size Photographs of the student and both the parents with Red Background.</li><li>7. Copy of Caste Certificate of child if applicable (In case of SC/ST/OBC/SBC/NT/Other)</li></ol>
<b>*For students who are not Indian citizen in addition to the above set of documents photocopy of First 2 pages &amp; last 2 Pages of Passport of Country of citizenship + Valid visa copy is mandatory</b>		
<b>All documents are Mandatory at the time of admission.</b>		

### C. General Guidelines:

1. For registration login to our school website [www.nhpspanvel.com](http://www.nhpspanvel.com) or visit the school.
2. Registration is not a confirmation of Admission. Admissions are subject to vacancy.
3. **Your provisional admission stands cancelled if all required documents are not submitted on time to school office.**
4. The date & time of interaction / admission / entrance test will be conveyed on the day of registration.
5. Presence of both the parents along with the child is mandatory at the time of interaction/admission to initiate parent's Pass & student's ID card.
6. Any Medical need & Medical issue of child must be informed to Admission Counselling otherwise parents are responsible for the same.
7. Guidelines about the school opening dates, parents orientation program, uniform, school books & stationery will be updated on the link [www.nhpspanvel.com](http://www.nhpspanvel.com)
8. Pre-Primary Section is running in two shifts. Availability of preferred shift is subject to vacancy.

<u>Shift</u>	<u>Grade</u>	<u>Timings</u>
<b>Ist Shift</b>	Nursery to Sr.KG	08:30AM to 11:30AM
<b>IInd Shift</b>	Nursery to Sr.KG	12:00 NOON to 03:00PM

9. School timing for Primary, Secondary & Senior Secondary Section

<u>Section</u>	<u>Grade</u>	<u>Timings</u>
<b>Primary</b>	I to V	12:50PM to 05:25PM
<b>Secondary</b>	VI to X	07:20AM to 12:30PM
<b>Senior Secondary</b>	XI & XII	07:20AM to 12:30PM

10. **Student ID, UDISE Number & Aadhar Card Number must be cited in the Original School Leaving Certificate. (Applicable for Grade II & above)**

**Once admission is confirmed it cannot be transferred to any other branches.**

### D. Admission for Grade Jr.KG to VIII 2024-2025 :

1. Admission for Grade Jr.KG to VIII for academic year 2024-2025 will be subject to vacancies.
2. The process of admission will begin in February / March 2024 depending on the vacancies.
3. There are no admissions in Grade IX and X. In case of any vacancy in Grade X and XII, the admission must be approved by the CBSE Regional Office.

#### E. Details of Registration & Admission:

1. Parents who would like to seek admission for their ward must visit the school website [www.nhpspanvel.com/admission](http://www.nhpspanvel.com/admission). Click on 'Admission Tab' and enter all the necessary details and submit.
2. Parents/Guardians must submit the printout of the Registration Acknowledgment at the Fee Counter for remitting Registration Fees and collect the Registration Kit (Medical History Form, School Transport Enquiry Form & Guidelines for Admission).
3. The Registration Acknowledgement must be submitted at the Fees Counter within a day of online registration.
4. Admissions are done on first come first serve basis only.
5. Confirmation of admission is subject to realization of cheques and submission of duly filled in Admission Form along with prescribed documents.

#### F. School Fees :

1. Fee structure is put up on the School Notice Board.
2. School Fees can be paid by Card/ NEFT /Cheque. Fee paid through cheques are subject to realization.
3. School Fees can be paid in full or can also be paid in three Installments if so desired:

INSTALLMENT SCHEDULE			
Fee Installment	FOR GRADE I TO X & XII	FOR GRADE XI	FOR PREPRIMARY (NUR,JR.KG,SR.KG)
Installment I	On the Day of Admission	On the Day of Admission	On the Day of Admission
Installment II	1 <sup>st</sup> -10 <sup>th</sup> July (PDC On the Day of Admission)	1 <sup>st</sup> -10 <sup>th</sup> July (PDC On the Day of Admission)	1 <sup>st</sup> -10 <sup>th</sup> September (PDC On the Day of Admission)
Installment III	1 <sup>st</sup> -10 <sup>th</sup> November (PDC On the Day of Admission)	1 <sup>st</sup> -10 <sup>th</sup> November (PDC On the Day of Admission)	1 <sup>st</sup> -10 <sup>th</sup> January (PDC On the Day of Admission)

**Note:** Admission will only be confirmed if the entire year fees or the 1st Instalment amount + 2 PDC (for II & III instalment) are received by the school at the time of admission.

4. Details to be written on the cheque will be given at the time of admission.
5. Dishonored cheques would lead to cancellation of admission.
6. **All Fees once paid are non-refundable and non-transferable**

### **G. School Transport:**

1. Parents must fill up the Bus Form if they opt for Bus Facility for their ward after they complete the school admission process.
2. For the details of Bus Route & School Transport Fee, parents must contact the school Bus Department.
3. After ensuring that there is availability of bus service & seat for the desired route parent must fill up the Bus Form & pay the necessary Fees.
4. Full Bus fees for the year need to be paid by cheque/Card Swipe/UPI/QR/NEFT in one shot in order to confirm the seat.
5. Fees should be paid only after seat availability is confirmed by the Bus Department.
6. Fees paid through cheques are subject to realization.
7. School Bus service is voluntary and subject to availability. Bus service will be available only to those Parents who cleared the Academic fees.
8. **All Fees once paid are non-refundable and non-transferable.**
  - **Bus Department contact number-** 9920673508 , 9653490180
  - **Email ID-** nhpsp.transport@newhorizonsms.org

### **H. Contact Us :**

- Admission Counselling : 9372085302/022-27461568 /022-27461567
- Email-id [nhpsp.admission@newhorizonsms.com](mailto:nhpsp.admission@newhorizonsms.com)
- For details visit us at [www.nhpspanel.com](http://www.nhpspanel.com)