



NEW HORIZON PUBLIC SCHOOL & PENGUIN KIDS



CBSE Affiliation No: 1130164

Plot No:- 02, Sector- 13, Khanda Colony, New Panvel (W)

Panvel - 410206. (Maharashtra)

Visit us at : www.nhspanvel.com •Tel No. 022-27461567 / 27461568

Admission Notice: 2023-2024

Registration of Admission is online. There is no offline registration

Date : Online registration for Nursery commences from 9th October 2022 onwards (Refer website www.nhspanvel.com)

Timings : Monday to Friday 09:00 a.m. to 03:00 p.m
Saturday- Sunday 09.00 a.m. to 12.00 Noon

Registration for Admission Grades Jr.K.G. to VIII: Refer Section D .

A. Criteria for seeking Admission:

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 st October 2019 and 31 st December 2020
2.	Jr.K.G.	Children born between 1 st October 2018 and 31 st December 2019
3.	Sr.K.G.	Children born between 1 st October 2017 and 31 st December 2018
4.	Grade I	Children born between 1 st October 2016 and 31 st December 2017
5.	Grade II & above	Children must have successfully completed the previous class and promoted to the next class.

B. Documents:

Sr No	Grade/Class	Documents	Date of Submission
1	Nursery	<ol style="list-style-type: none"> 1. Original/Notarized Copy of Birth Certificate. 2. Bonafide certificate of last school. 3. Copy of Aadhar Card of both parents & child. 4. Address Proof: Electricity bill copy (Own house)/Rental agreement copy. 5. 3 Passport Size Photographs of the student and both the parents with Red Background. 	At the time of Admission
2	Jr.KG., Sr. KG. & Grade I	<ol style="list-style-type: none"> 1. Original/Notarized Copy of Birth Certificate. 2. Copy of Report Card of the last grade attended 3. Bonafide certificate of last school. 4. Copy of Aadhar Card of both parents & child. 5. Address Proof: Electricity bill copy (Own house)/Rental agreement copy. 6. 3 Passport Size Photographs of the student and both the parents with Red Background. 7. Copy of Caste Certificate of child if applicable (In case of SC/ST/OBC/SBC/NT/Other) (for grade 1) 	At the time of Admission
3	Grade II & above	<ol style="list-style-type: none"> 1. Original/Notarized Copy of Birth Certificate. 2. Original Leaving Certificate. (Student ID and UDISE Number must be cited in leaving certificate) Students studying outside Maharashtra must counter sign the School Leaving Certificate by the Education Officer/ Competent Authority of that area. 3. Copy of Report Card of the last grade attended 4. Copy of Aadhar Card of both parents & child. 5. Address Proof: Electricity bill copy (Own house)/Rental agreement copy. 6. 3 Passport Size Photographs of the student and both the parents with Red Background. 7. Copy of Caste Certificate of child if applicable (In case of SC/ST/OBC/SBC/NT/Other) 	At the time of Admission

***For students who are not Indian citizen in addition to the above set of documents photocopy of First 2 pages & last 2 Pages of Passport of Country of citizenship is mandatory**

All documents are Mandatory at the time of admission.

C. General Guidelines:

- For registration login to our school website www.nhpspanvel.com/admission
- Registration is not a confirmation of Admission. Admissions are subject to vacancy.
- **Your provisional admission stands cancelled if all required documents are not submitted on time to school office.**
- The date & time of interaction / admission / entrance test will be conveyed on the day of registration.
- Both the parents & the child's presence is mandatory on the day of interaction/admission.
- Any Medical need & Medical issue of child must be informed to Admission Counselling otherwise parents are responsible for the same.
- Guidelines about the school opening dates, parents orientation programme, uniform, school books & stationery will be updated on the link www.nhpspanvel.com
- 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>
Ist Shift	Nursery to Sr.KG	08.30AM to 11.30AM
IInd Shift	Nursery to Sr.KG	12.00 NOON to 03.00PM

- School timing for Primary, Secondary & Senior Secondary Section

<u>Section</u>	<u>Grade</u>	<u>Timings</u>
Primary	I to V	12.50PM to 05.25PM
Secondary	VI to X	07.20AM to 12.30PM
Senior Secondary	XI & XII	07.20AM to 12.30PM

D. Admission for Grade Jr.KG to VIII 2023-2024 :

- Admission for Grade Jr.KG to VIII for academic year 2023-2024 will be subject to vacancies.
- The process of admission will begin in February / March 2023 depending on the vacancies.
- 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. Registration / Admissions procedure for 2023-24 :

- Parents who would like to seek admission for their ward must visit the school website www.nhpspanel.com/admission. Click on 'Admission Tab' and enter all the necessary details and submit.
- Parent may carry a printout of the registration Acknowledgment Form and pay Registration Fee at the Fee Counter and collect the Registration Kit from the Admission Counselling.
- **Once admission is confirmed it cannot be transferred to any other branches.**

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:
 - a. First Installment – On the day of Admission.
 - b. Second Installment – Post Dated Cheque of 1st -10th July 2023. (Must be submitted during admission mandatorily)
 - c. Third Installment – Post Dated Cheque of 1st -10th November 2023. (Must be submitted during admission mandatorily)
 - d. 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 school Transport Form if they opt for Bus Facility for their ward before 31/01/ 2023 after they complete the school admission process.
2. For the details of Bus Route & School Transport Fee, one 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 School Transport Form.
4. Full Bus fees for the year need to be paid by cheque or 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 avail to only those Parents who cleared the Academic fees.
8. **All Fees once paid are non-refundable and non-transferable.**

H. Contact :

- Admission Counselling : 022-27461568 / 67
- Email-id nhps.admission@newhorizonsms.com
- For details visit us at www.nhpspanel.com