



New Horizon Public School & Penguin Kids

(Affiliation No.CBSE/AFF/1130086)

Sector-19, Airoli, Navi Mumbai



Admission Notice: 2023- 2024

Registration of Admission is online. There is no offline registration.

Online Registration for Admission to Grade/Class: Nursery.

Date : For Nursery Online Registration commences from Sunday, 09th October 2022 onwards.

Admission Timings : Monday to Friday:- 9:00 a.m. to 3.00 p.m.
:-Saturday & Sunday:- 9:00 a.m. to 12:00 p.m.

Registration Fees :-Rs.1500/- (one time and non-refundable)

Online Registration for Admission: Grades II to VIII: Refer Section E.

A. Age Criteria:

Sr. No.	Grade/Class	Particulars
1	Nursery	Children born between 1 st October 2019 to 31 st December 2020
2	Jr. KG	Children born between 1 st October 2018 to 31 st December 2019
3	Sr. KG	Children born between 1 st October 2017 to 31 st December 2018
4	Grade I	Children born between 1 st October 2016 to 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 I)	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:

1. **For registration** login to our school website www.nhpsaioli.com /admission.
2. Click on Online Registration, enter all the necessary data and submit. Take a printout of the acknowledgment for further process.
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 will be communicated after remitting the Registration Fees at the Fees counter.
5. Presence of both parents along with the child is mandatory at the time of admission & interaction.
6. Admissions are subject to vacancy. Registration is not the confirmation of admission.
7. Pre-Primary Section functions in two shifts. Availability of preferred shift is subject to vacancy.
I Shift: 8.30 a.m. to 11.30 a.m. II Shift: 12.00 noon to 3.00 p.m.
8. Admission in JR K.G, SR K.G & Grade I is subject to vacancy. If any vacancies are arising in JR K.G & SR K.G it will be known only in February 2023.
9. Student ID and UDISE Number must be cited in the Original School Leaving Certificate issued by the previous school (for classes II and above).
10. Any Medical need & Medical issue of child must be informed to Admission Counselling otherwise parents are responsible for the same.

D. Details of Registration & Admission:

1. Parents/Guardians must submit the printout of the Registration Acknowledgment at the Fee Counter for remitting Registration Fees and collect the Registration Kit (Brochure, Medical History Form, School Transport Enquiry Form & Guidelines for Admission).
2. The Registration Acknowledgement must be submitted at the Fees Counter within a day of online registration.
3. Admissions are done on first come first serve basis only.
4. Confirmation of admission is subject to realization of cheques and submission of duly filled in Admission Form along with prescribed documents.
5. After confirmation of admission, transfer of admission to other branches is not permitted.

E. Admissions for Grades II - VIII: 2023-2024

1. Admission for Grade II to VIII for the academic year 2023– 2024 will be subject to vacancies.
2. The process of admission for II-VIII will begin in February/March 2023 depending on the vacancies.
3. There are no admissions in Grade IX and X. In case of any vacancy in Grade X, the admission must be approved by the CBSE Regional Office.

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's (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:

- 1 Admission Counselling: 022-27793907/022-27793908/022-27792008/022-27793910
- 2 Email-id: nhpsa.admission@newhorizonsms.com
- 3 For details visit us at www.nhpsaioli.com

Principal