

**NAHAR
INTERNATIONAL
SCHOOL**

**ADMISSION POLICY
For Pre Primary, Primary &
IGCSE
2019-2020**

Nahar's Amrit Shakti, Chandivali Farm Road, Off Saki Vihar Road, Andheri East, Mumbai 400 072

T: 022-28475511 | 28475522 | E:info@nahar-is.org | W:www.nahar-is.org

Office Timing: 9:00 am to 3:00 pm (Monday to Friday)

Nahar International School is a Private Unaided Minority School affiliated to the Cambridge International Examinations (CIE), UK

Vision

The School is committed to developing socially responsible global citizens in a safe, creative and educationally challenging environment that encourages collaboration and the achievement of individual excellence through self-discovery.

Mission

- We will aim to raise a generation founded on life values of Honesty, Respect, Responsibility and Citizenship.
- The students of our school will compete only with their own abilities, striving to improve their own record.
- We will strive to inculcate a passion for learning and a curiosity about the world, making our students learners for life.
- We will fortify our students with the ability to discipline their own study experience.
- For our students, the frontiers of learning will extend beyond books and into the enrichment provided by art, drama, music and sports.
- Every student of our school will be an asset to the community, applying his knowledge and thinking, to the betterment of it, through community service.
- Our ambition is to produce Global Citizens of the 21st Century by exposing them to world issues and perspectives.

The NIS Learner Profile

- Responsible Self Learners
- Knowledgeable Initiators
- Confident Communicators
- Principled Pupil
- Open – Minded Thinkers
- Reflective Leaders
- Compassionate Individuals

The NIS Student imbibes the **NINE ATTRIBUTES** of NIS

Reverence

To have a profound respect for all people and all positive attitudes of life that that promote ideal living.

Responsibility

To have a sense of duty that binds one to the course of action demanding the completion of a task or goal; to have a sense of answerability about one's conduct.

Fairness

To be non-discriminatory with regards to people, actions and environments; to ensure justice and truth in all one's efforts, without fear or desire.

Empathy

To be able to identify with and understand what another person is feeling or experiencing, to comprehend the experiences and perspectives that shape them and to allow this to help form a deeper, more informed and fairer opinion of them.

Courage

To be able to be strong in the face of pain, challenge, difficulty or a fearful situation, and to have the confidence to move forward with this spirit.

Perseverance

To not give up, despite difficulty or delay in achieving success; the tenacity to persist in a course of action in spite of obstacles with much effort and belief in one's capabilities.

Resilience

To possess the ability to recover after being strained with difficulties.

Collaboration

To work towards a common goal in harmony, using cooperation and effective communication to succeed

Initiative-taking

To have the readiness to embark on a new plan or venture, showing a willingness to take charge and get things done, as well as take responsibility, without needing to be told what to do.

At Nahar International School, students of all nationalities, cultures and faiths are welcome. The teacher/ student ratio in the Pre Primary Section is 2:24 and in the Primary, Middle and Secondary Section is 1:24. NIS does not take donations and recommendations for admission.

The admissions process is very clearly guided by an Admissions Policy of Nahar International School (NIS), which is reviewed from time to time to incorporate changing global requirements. Nahar International School offers admissions to Nursery, Junior Kindergarten (Jr.KG), Senior Kindergarten (Sr.KG) and Standards I to IX (inclusive) for the Academic Year 2018-19.

Admissions are subject to availability of seats only. This applies to siblings also.

Academic Calendar

The Nahar International School currently intends to follow an overall academic calendar from July to May. The School has a five day week, and the timings are

Pre Primary

- Morning Shift 0830hrs to 1230hrs
- Afternoon Shift 1230hrs to 1630hrs

Primary 0830hrs to 1530hrs

Middle and High School 0830hrs to 1530hrs*

IBDP 0830hrs to 1530hrs*

* Students will be expected to stay back for longer hours on certain days and attend School on some Saturdays for sports, club activities, events and other extra-curricular activities.

The School breaks for vacation

Diwali Break October 26 to November 06, 2019

Winter Break December 24, 2019 to January 05, 2020

Summer Break

For Pre Primary and Primary – May 24 to July 22, 2019

For Middle School – May 24 to July 22, 2019

High School – May 24 to July 15, 2019

IBDP (Year 2) - May 24 to July 15, 2019

Grade Placement

Students are generally placed in the appropriate grade as per their age.

Age Factor

We expect the child to meet with the required age criteria as of September 30, 2019, as given below:

Grade	Year
EYFS 1(Nursery)	Completed 3 years
EYFS 2(JKG)	Completed 4 years
EYFS 3 (SKG)	Completed 5 years
Grade 1	Completed 6 years
Grade 2	Completed 7 years
Grade 3	Completed 8 years
Grade 4	Completed 9 years
Grade 5	Completed 10 years
Grade 6	Completed 11 years
Grade 7	Completed 12 years
Grade 8	Completed 13 years
Grade 9	Completed 14 years

Admission Procedure

Applicants for admission to NIS are advised to adhere to the following stages

1. **Enquiry Form:** To start the admissions procedure, all parents have to visit the school and fill in an enquiry form or visit the website- www.nahar-is.org and access the enquiry form on the Admissions tab.
2. **Orientation:** Parents will be invited to attend the orientation with prior appointment after receiving the enquiry form. The orientation, around 2.5 hours, will give them a clear insight about the school, the philosophy and curriculum. This will be followed by a school tour.
3. **Sale of Admission Kit:** Post orientation parents have to buy the admission kit after their meeting with the Advancement Officer.
4. **Submission of Forms:** Parents need to fill in the admission form and submit relevant documents and make an appointment for Interaction. *(Note: Our admission policy requires parents to declare if their child or children have any special learning needs. During the academic year, if the academic team identifies a need for an educational psychological evaluation or any other assessment, the school will require full parental cooperation in order to provide a programme which is in the best educational interest of the child.)*
5. **Interactions:** Both parents have to attend the Interaction, with their child/ children, with prior appointment and if requested, a school tour is given to introduce the child/ children to the NIS world after the school hours or on Saturdays. We believe that every child is unique and has his/her own individuality. This is why our admission process focuses mainly on the interaction session with student and parents and not only on the admission test. Especially for Early Years and Primary School we believe that interaction between parents and school is extremely important.

For Pre Primary School (Grade Nursery to Senior KG) - There are no entrance exams only interaction with parents.

For Primary School (Grade 1 to 5) - There are no entrance exams only interaction with parents and child. Though, the student's prior knowledge is assessed through a session with the HOD.

For Cambridge Secondary 1(Grade 6 to 8) - The student will have a written assessment of 1.5 hours comprising of English, Mathematics and Science. The student will also have to complete a self-assessment paper of half an hour. There is no fixed syllabus for any of these written assessments. They are based on the student's prior knowledge. The topics related to the assessment will be informed a week prior.

For Cambridge Secondary 2 (Grade 9 and 10) - The student must secure a 'C' as per the Cambridge Standards in the entrance test conducted at NIS and attend a personal interaction and also submit the following

- An application for their candidature and explain in brief their extracurricular and community service activity.
- A letter of recommendation from two teachers of the last school.

Note: The school has decided to admit students from varied curricula. The assessment will act as a tool to help the school to learn and understand the student's ability onwards Language, Reasoning, Logical, Analytical and Application aspects.

This will also enable us to design effective strategies to plan the schedule and guide students to target the competencies and skills they seek effectively. So the exam conducted at the time of admission is not a deciding factor for admission but a tool to understand better the student requirements. This will also help the school to better prepare the students for the IGCSE requirements.

6. **Meeting with the Principal:** A brief meeting with the Principal is arranged to confirm the admission and welcome the child and parents to the NIS family.
7. **Admission Confirmation:** The admission is confirmed and parents need to pay fees to complete the admission formalities. A formal intimation of admission confirmation is sent within a week of payment of fees.

Admission Panel

The admission panel will constitute the following members.

The Pre Primary Admission committee comprises of:

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1. HOD – Pre Primary
2. HOD – Student Well Being
3. Advancement Officer

The Primary Admission committee comprises of:

1. HOD - Primary
2. HOD - Student Well Being
3. Advancement Officer

The High School Admission (IGCSE) committee comprises of:

1. Principal
2. Head of Secondary
3. HOD - Student Well Being
4. HOD - Curriculum
5. HOD - English
6. HOD - Mathematics
7. Advancement Officer

Criteria for Admission

The School Management will consider each individual application received. If the number of applications exceeds the number of places available, places will be allocated according to the oversubscription criteria below, listed in priority order.

- Availability of seats in appropriate classes and programs
- Meeting all admission procedures and qualifications
- Meeting all financial obligations

Neighbourhood Policy

Preference will be given to the following

- Residents of Nahar Amrit Shakti.
- A child who has a sibling studying in the school.
- Residents residing within 1km radius for grades 1 to 5 and 3km radius for grades 6 to 10

Others

- Child/Children of parents or guardians working in transferable jobs within India and Abroad.
- Child/Children of defence personnel.

Background of the Child - The school will not discriminate against children from any social, religious or economic background.

Management Quota - The school will have a management quota not exceeding 20% of the total seats available for admission in a particular class.

Once an admission offer of a school place has been made, the School will only withdraw that offer where the place offered has been on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence in a catchment area) which effectively denied a place to a child with a stronger claim.

Only applications received by the published closing date for receipt of application forms will be processed in the initial round of allocation of places. Application forms received after the closing date will be considered as late applications. These will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability.

Acceptance of Admission

Admission will be deemed to be confirmed on receipt of the following, within the specified deadline:

- Admission Fee
- Tuition Fees
- Transfer Certificate from the school last attended for admission to Grade I and above. If the Transfer Certificate is not available at the time of making the application, it must be produced before the commencement of regular classes.
- Admission Acceptance Form

The Admission Acceptance Form, to be signed by parents, confirms acceptance of their financial responsibilities to the Nahar International School, an agreement that they and the child will conform to the Regulations / Policies of the School including the Fees Structure as stated in the Admission Policy, Student Hand Book and notified on the Website from time to time. Confirmation of Admission is at the sole discretion of the School's Management.

Documents to be submitted with the admission form

- 2 sets of passport size photograph of Mother, Father and child (in white shirt)
- Medical Examination Report (all immunizations must be current and certified by a Physician)

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- Medical Fitness Certificate
- Original Birth Certificate/ Passport Copy
- PAN Card (both parents)
- Aadhaar Card (both parents and child)
- Residence Proof
- Transfer Certificate (from the last school attended)
- True copies of school reports for the last three years, written in English (if applicable)

For already issued forms: If admission fees is not submitted within the given deadline, the form will stand cancelled. Parents are welcome to come back and fill up the new admission form and follow the same procedure as any other parent.

Admission Forms will be given subject to availability of seats and on the basis of waitlist criteria.

Re-enrollment

Students are tacitly re-enrolled each school year. However, a student is not automatically entitled to a place in the next grade. Re-enrollment is contingent upon successful school performance, as per the NIS Academic/ Assessment Policy.

Admission Withdrawal

The parents who decide to withdraw their child/ren at the end of the academic year must submit written application or email 2 months prior to the respective HOD. This will also enable the school to process the required documents relevant to withdrawal of the student. Otherwise the first term fee will be charged and the school leaving certificate will be issued only after the school re-opens.

School leaving certificate will be issued, only if, a withdrawal form is prepared which checks on things as library books, outstanding fees, forwarding address and if there has been any damage to property, it should be replaced and so forth.

Fees once paid for the term will not be refunded. Fees paid in advance for the next term will be refunded provided relevant documents are attached.

Transfer Certificate will be issued only after all clearance formalities are completed including the clearance of dues. Transfer certificate will be issued within fifteen working days of the request.

Admission Cancellation

In case parents wish to cancel their child's admission before scheduled last date of Admission for the academic year, a letter or email for cancellation must be sent. The Admission Fees paid is not refunded under any circumstances as the same is spent in the Admission process.

If the Student withdraws from the school prior to the start of the academic year, all tuition and term fees paid will be refunded only if and when all seats are occupied as per the form submitted by the school. In case the seat vacated cannot be filled by the School at the start of the academic year, the fees paid shall be forfeited in entirety by the parent and in case all vacated seats cannot be filled by the school i.e. the number of students withdrawing their admission exceeds the number of students replacing them, advance fees paid by the parents of the vacating students will be forfeited in entirety.

Re-admittance

Not currently enrolled students wishing to return to NIS must re-apply and comply with the admission procedures, all over again. The admission fees paid earlier will not be considered for re-admittance of the student.

Important Forms

Admission Form
Admission Acceptance Form
Student Health Registration Form
Admission Policy and Fee Structure

PRE PRIMARY FEE STRUCTURE FOR THE ACADEMIC YEAR 2019- 2020

Pre - Primary	Term 1 - 1 st Installment payable between April 1 to 15 for the months of Jul, Aug & Sept (INR)	Term 1 – 2 nd Installment payable by 16th August for Oct, Nov & Dec (INR)	Term 2 - 3 rd Installment Payable by 16 th Nov for Jan, Feb & Mar 2020 (INR)	Term 2 - 4 th Installment payable by 16 th Feb 2020 for Apr, May & Jun 2020 (INR)
Pre Primary (Nursery to Senior KG)	71,875	71,875	71,875	71,875
Term Fees		11,500		11,500
Admission Fee	20,000			

Total Fee: Three Lac Ten Thousand Five Hundred Only (INR 3,10,500/-)

PAYMENT DETAILS:

- **Admission Fee (INR 20,000) is paid only once at the time of the admission and is non-refundable.**
- Fees must be paid by Cheque in favor of “SBNCT – Pre Primary”
- After payment of the Admission Fee at the time of Admissions, the 1st Instalment and other dues may be deposited online through the Parent Portal or Bank Transfer.
- Those seeking admission Mid-term will need to pay the Term Fees for the Term they take admission for.
- Delayed payment of fees will result in a penalty being imposed thereafter which is **Rs.500/- per week** after the due date of Payment.
- The penalty for late payment of fee cannot be waived in any circumstances and is automatically levied when the fee does not reach the school on due dates, whatever be the reason.
- The School does not send out bills, reminders for fees or dues, nor does it hold itself responsible for sending reminders. Parents are therefore requested to make all payments in time to avoid late payment penalties.
- A charge of Rs 500/-per cheque will be levied in case of a cheque being returned or dishonored.
- In case where children return late, because of illness or any other cause, the full fee has still to be paid.
- The Fee schedule provided by the Admissions Office may be revised from time to time at the discretion of the Management of Nahar International School. The same

will be notified to the Parents and such revision of Fees will not require separate consent of the Parent.

- The School cannot entertain requests to furnish statements of accounts for dues paid during the year. The complete detail of the distribution of each remittance received by the School is always given on the School's official receipt, which should be studied in case of any doubt.
- If admission procedures are not completed before the due date, admission to that class/grade will be forfeited
- The school authorities reserve the right to refuse admission to a student if the required criteria is not complied with. They also reserve the right to expel any student whose conduct is unsatisfactory.
- The school reserves the right to cancel/suspend the admission of a particular Student at any time during the academic year, at its sole discretion, if the Student/Parent fails to maintain a code of conduct adopted by the school and/or if the conduct of the Student is unsatisfactory/wilfully mischievous, Persistent insubordination or malpractices or serious indiscipline or misbehaviour, Verbal and sexual misconduct, Physical abuse or attack, Ragging and bullying, Using foul language, Vandalising school property or has unwholesome influence on other Students and/or the Student is unable to benefit from the educational opportunities offered at the school and would be better facilitated by another programme elsewhere. The opinion and decision of the School Authorities in this regard will be final and binding on the Student.
- The management of the School reserves the right to cancel/suspend the admission of the Student at any time during the academic year if the Student is suffering from any serious/contagious ailment/disease/infirmity/condition and/or any psychiatric/psychological disorder which may put the other Students of the School at risk or harm.
- The management of the School can deny a student from attending school if the school account remains partially or fully unpaid following two written reminders.
- Parents are bound to adhere and comply with the Rules/Regulations/Policies/Circulars of the School Notified from time to time. Parents should not disturb the peaceful atmosphere prevailing in the school by bringing/joining/aiding a morcha/protest/dharna or malign or defame the School/Management or post/circulate any false defamatory or slanderous Statement on various Media/forum or act in a manner detrimental or prejudicial to the interest of the School. In the event of any Parent directly or indirectly indulging in any of the aforesaid activities or in any manner interfering in the smooth operation of the school, the school management reserves the right to suspend / cancel the admission of the Student.

- **Under no circumstances will the Admission fees and Annual fees paid to the School be refunded.**
- Payment Hours : Monday to Friday (0900hrs to 1030hrs and 1400hrs to 1500hrs)
Saturdays (0830hrs to 1030hrs) or can be deposited in the Drop Box in the Admissions Office. Receipt for the same will be given within 7 working days.

TUITION FEES

The tuition fees are subject to revision every two years, as per law.

Tuition fees include:

- Access to well-equipped **campus facilities** for each age group
- NIS sponsored school activities
- A wide range of mandatory curriculum trips

Other Fees

The following fees/charges **are not included** in the tuition fees above

- Uniform, shoes and Bag
- Transport Fees
- Cafeteria Fees

PRIMARY & SECONDARY FEE STRUCTURE FOR THE ACADEMIC YEAR 2019 - 2020

Primary	Term 1 - 1 st Installment payable between April 1 to 15 for the months of Jul, Aug & Sept (INR)	Term 1 – 2 nd Installment payable by 16 th August for Oct, Nov & Dec (INR)	Term 2 - 3 rd Installment Payable by 16 th Nov for Jan, Feb & Mar 2020 (INR)	Term 2 - 4 th Installment payable by 16 th Feb 2020 for Apr, May & Jun 2020 (INR)
Grade 1 to 5 Tuition Fees	82,656	82,656	82,656	82,656
Grade 6 to 10 Tuition Fees	82,656	82,656	82,656	82,656
Term Fees		13,225		13,225
Admission Fee	20,000			

Total Fee: Three Lac Fifty Seven Thousand Seventy Four Only (INR 3,57,074/-)

PAYMENT DETAILS:

- **Admission Fee (INR 20,000) is paid only once at the time of the admission and is non-refundable.**
- Fees must be paid by Cheque in favor of “**Nahar International School**”
- After payment of the Admission Fee at the time of Admissions, the 1st Instalment and other dues may be deposited online through the Parent Portal or Bank Transfer or in the deposited in the Drop Box. Receipt for the same will be given within 7 working days.
- Those seeking admissions Mid-term will need to pay the Term Fees for the Term they have taken admission for.
- Delayed payment of fees will result in a penalty being imposed thereafter which is Rs.500/- per week after the due date of Payment.
- The penalty for late payment of fee cannot be waived off in any circumstances and is automatically levied when the fee does not reach the school on due dates, whatever be the reason.
- The School does not send out bills, reminders for fees or dues, nor does it hold itself responsible for sending reminders. Parents are therefore requested to make all payments in time to avoid late payment penalties.
- A charge of Rs 500/-per cheque will be levied in case of a cheque being returned or dishonored.
- In case where children return late, because of illness or any other cause, the full fee has still to be paid.

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- The School cannot entertain requests to furnish statements of accounts for dues paid during the year. The complete detail of the distribution of each remittance received by the School is always given on the School's official receipt, which should be studied in case of any doubt.
- If admission procedures are not completed before the due date, admission to that class/grade will be forfeited
- The school authorities reserve the right to refuse admission to a student if the required criteria is not complied with. They also reserve the right to expel any student whose conduct is unsatisfactory.
- The school reserves the right to cancel/suspend the admission of a particular student at any time during the academic year, at its sole discretion, if the Student/Parent fails to maintain a code of conduct adopted by the school and/or if the conduct of the Student is unsatisfactory/wilfully mischievous, Persistent insubordination or malpractices or serious indiscipline or misbehaviour, Verbal and sexual misconduct, Physical abuse or attack, Ragging and bullying, Using foul language, Vandalising school property or has unwholesome influence on other Students and/or the Student is unable to benefit from the educational opportunities offered at the school and would be better facilitated by another programme elsewhere. The opinion and decision of the School Authorities in this regard will be final and binding on the Student.
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aforesaid activities or in any manner interfering in the smooth operation of the school, the school management reserves the right to suspend / cancel the admission of the Student.

- **Under no circumstances will the Admission fees and Annual fees paid to the School be refunded.**
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TUITION FEES

The tuition fees are subject to revision every two years, as per law.

Tuition fees include:

- Access to well-equipped **campus facilities** and Laboratories for each age group
- A broad **Athletics and Activities** program
- All Club Activities organized by the School
- A wide range of mandatory curriculum day trips (excluding the venue related entry fees and ticket bookings)
- Extensive Student and **Learning Support Services** (excluding Occupational, Speech Therapy, Shadow Teacher, Evaluation and Assessments)
- Remedial Classes

Other Fees

The following fees/charges **are not included** in the tuition fees above

- Uniform, shoes and Bag
- Text Books
- Transport Fees
- Cafeteria Fees
- External examination fees (Checkpoint, IGCSE Exams, SAT, PSAT, etc)
- Sports Trips, Tournaments and Competitions
- Overnight educational trips
- Foreign exchange programs

Review Process

This policy document will be reviewed as and when Admissions Office deem it to be necessary and in any case no later than 2/5 years from the date of publication.

The Advancement Officer will ensure its implementation through planning, meetings, and based on rules and regulations.

Admission Policy Committee

This policy was developed by the committee members listed below. All members of the school were invited to reflect on and give input regarding admissions at Nahar International School. A plan is in place to review the policy every three years.

Principal of NIS - Vandana Arora

Pre Primary Head – Sabina Roy

Primary Head – Anjali Balan

Secondary Head – Praveen Khattar

Advancement Officer – Theresa Joseph