

**NAHAR  
INTERNATIONAL  
SCHOOL**

**ADMISSION POLICY  
For Pre Primary, Primary &  
IGCSE  
2020-2021**

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

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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 2020-2021.

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*
A Levels	0830hrs to 1400hrs*

\* 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 academic year begins***

Pre Primary – July 22, 2020  
Primary – July 22, 2020  
Middle School – July 22, 2020  
High School – July 15, 2020  
IB (Year 1) – July 15, 2020  
IBDP (Year 2) – July 13, 2020  
A Levels – April 8, 2020

### *The School breaks for vacation*

Diwali Break            November 12 - 24, 2020  
Winter Break            December 24, 2020 to January 03, 2021

### *Summer Break*

For Pre Primary and Primary – May 27 to July 25, 2021  
For Middle School – May 27 to July 25, 2021  
High School – May 27 to July 19, 2021  
IBDP (Year 1) - May 27 to July 19, 2021  
A Level (Year 1) - May 27 to July 19, 2021

### **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, 2020, as given below:

<b>Grade</b>	<b>Year</b>
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](http://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.
3. **Sale of Admission Kit:** Post orientation, parents will receive a link to the admission form which will be active only for a week after the link is shared with parents.
4. **Submission of Forms:** Parents need to fill in the admission form and upload relevant documents by making a payment of Rupees Two Thousand Only. *(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 and, if required, an assessment is given in the form of worksheets.

**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 of the previous grades as per Cambridge expectations.

**For Cambridge Secondary 2 (Grade 9 and 10) -** The student must secure a 'C' in English and Mathematics, 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 on 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:

1. HOD – Pre Primary
2. Co-ordinators – Pre Primary
3. HOD – Student Well Being
4. 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. 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

- A child who has a sibling studying in the school.
- Residents of Nahar Amrit Shakti.
- 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)

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- Medical Examination Report (all immunizations must be current and certified by a Physician)
- 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)
- Reports of any tests or examinations or assessments conducted (e.g.: Speech Therapy, OT report, Psycho Educational Analysis, etc.)
- 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.