



A. M. NAIK SCHOOL

POWAI MUMBAI

(Proposed ICSE)

Admissions for 2023-24

Admissions Notice Up On : 20th September 2022

Admission Commences : 27th September 2022

Admissions Open for : All Classes from Nursery to Class 9.

School Philosophy : The school believes in giving equal opportunities to all students and does not believe in or practice discrimination on the basis of caste, race, religion, gender or any other criteria.

Age Criteria : Parents are requested to note that there will be **No Relaxation** in the age criteria given hereunder & any request for the same will not be entertained.

Nursery : 1st January 2020 to 31st December 2020

Jr. KG : 1st January 2019 to 31st December 2019

Sr. KG : 1st January 2018 to 31st December 2018

Class 1 : 1st January 2017 to 31st December 2017

Class 2 onwards : Based on Passed & Promoted Certificate of previous Class

Sibling Quota : Please note that siblings will definitely be given preference for admission, however this is subject to availability of seats and based on merit. It cannot be demanded as a matter of right. **Only immediate brother and sister will be considered as siblings.** Cousins, even if they share the same residence will not be considered as siblings and if the form is filled as siblings, it may lead to outright rejection of form.

Timing :



Class	Timing
Nursery, Jr. KG, Sr. KG (Morning Batch)	7.45 a.m. to 11 a.m.
Nursery, Jr. KG, Sr. KG (Afternoon Batch)	11 a.m. to 2.15 p.m.
Class 1 (Morning Batch)	7.45 a.m. to 12.30 p.m.
Class 1 (Afternoon Batch)	11.15 a.m. to 3.30 p.m.
Class 2	7.45 a.m. to 12.30 p.m.
Class 3 to Class 5	7.45 a.m. to 2.15 p.m.
Class 6 to Class 9 (Tue/Wed/Thur)	7.45 a.m. to 2.15 p.m.
Class 6 to Class 9 (Monday & Friday)	7.45 a.m. to 3.30 p.m.

Pre-Primary Shift Allocation : Shift allocation will be at the discretion of the Management. It has been seen that a large majority of parents opt for Morning Batch, hence, it is not possible for the school to consider all preferences. The decision of the school will be final and the school will not entertain any request for change in the same.



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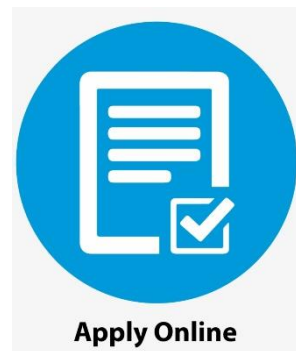


Online Admission Process : For convenience of our parents, the school has, from this year, decided to go for **online admission process** and parents will have to fill and submit the admission form online. Parents will have to scan & upload certain documents at the time of filling the form. This process will also include online payment of registration fee of Rs.500/- per form. Once the form is submitted, parents will have to take a hard copy of the form and then submit the form with all supporting documents (including those uploaded at the time of filling the form) to school, when they come for interaction.

Parents who need help with the online process can visit the school between **2. 45 p.m. to 3.30 p.m. from Monday to Friday by prior appointment only**. Please note that this facility is available only till admissions are open.

Filling and Submission of Admission Form Online:

1. Go to the school website **www.amnaikschool.in**
2. Click on Admissions 2023-24 tab at the top.
3. Check the steps required for online registration given at the bottom of the page.
4. Then click on 'Click here for Admissions' tab
5. Click on First Time Sign Up while Registering yourself for the first time.
6. Enter Mobile Number, then click on the Generate Code.
7. It will generate a Security Code for login which will be sent on your mobile via sms.
8. Enter Security Code and click on Login.
9. The entire form need not be completed at a single stretch, once you register yourself, you can login any number of times using the same password.
10. Click on **Plus (+)** icon for **New Admission**. 
11. Select class and click on **Next**. 
12. The admission form will open-up and has to be filled up in totality.
13. Fill in the Basic information relating to the student seeking admission. Click on Save.
14. You will get a message stating that your inquiry has been saved successfully.
15. You need to click on the **Red tab** for paying Admission Form Fee of Rs.500/-. 
16. Click on Online Payment Mode and then Click on Make Payment.
17. Select Mode of Payment and proceed with Payment Gateway.
18. Please click on the **Blue tab** to fill the application form. 



Proceed page by page, Mother's Details, Fathers Detail, then Guardian's Details, Students Academic Details (not applicable for Nursery) finally fill in Siblings Details, if applicable..



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19. Next tab is Documents Required, go through the list of documents in detail as these documents **will have to be attached to the hard copy of the admission form and submitted to the school at the time of interaction.** List is also available on Website for (parental perusal). Then upload documents as given in the Document Detail tab, which includes Health Information Form duly attested by Registered Medical Practitioner
20. Mandatory Documents are –
 - a) Birth Certificate,
 - b) Aadhar Card of Student (if available) & both parents,
 - c) Residence Proof (only if address on Aadhar Card differs from present address)need to be scanned & uploaded at the time of filling admission form.
21. Additional Documents to be uploaded will be applicable if either parent is located out of station on long deputation Or if it is a case of separation / divorce Or single parents on account of death of spouse Or Single parent through adoption or choice, there are certain additional documents that need to be produced and uploaded at the time of admission.
22. Check all the details filled in the form before saving the same. Check if documents are uploaded in their designated places.
23. Once the form is filled in totality, click on Next tab.
24. It is Mandatory to read all the terms & conditions as well as all the items mentioned in the Undertaking before proceeding further. Once the document is read, you need to tick the box stating that all the terms & conditions are acceptable to you.
25. Finally please click on **submit** button.
26. File will get converted to PDF & will be ready for printing.
27. You will then be asked to Select Interaction Slot out of the available slots as per your convenience. Both parents should necessarily be present for the interaction along with the child seeking admission. Please check availability of all three before selecting the interaction slot.
28. Once you select the interaction slot you will receive an email giving you the confirmation of the day, date, time & venue for the interaction. The mail will also provide a list of documents that you need to submit or produce for verification at the time of interaction.
29. Please note that if you are timed off, the data that you have saved till that point will be saved in the portal. You just need to log in again using same password & select the school, your form will be visible in the 'Registration Form', you need to click on the edit tab on the extreme left & proceed from where you left off.
30. The same tab can also be used if you wish to make any changes in the form, however the **edit option is not available after submission of form.**



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Itinerary to be followed on the Day of Interaction:

1. Parents are requested to get a duly signed copy of the admission form, with all documents that have been uploaded along with them when they come for Interaction.
2. Self-attested copies of all documents as mentioned in the email need to be attached to the admission form at the time of submission at the school counter, including print out of the Registration Fee Payment Receipt.
3. The **Original Documents will have to be** produced at the counter for verification.
4. On Verification of Documents, the originals will be given back immediately.
5. The parent & the child interaction process is just to help us get to know each other better and to understand the philosophy of the school.
6. School reserves the right to cancel interaction if
 - a. Form is incomplete,
 - b. Attachments are incomplete,
 - c. Originals do not match with photocopies attached to the form,
 - d. Either parent is not available for interaction.
7. Process after document submission:
 - a. PPT on School Philosophy & Practices (For all Parents across Classes).
 - b. Question & Answer Session for General queries (For All Parents across Classes)
 - c. Tour of the School (Common for all parents)
 - d. After the PPT, students will be taken to designated areas, Elementary Section to play area & students applying to Grade 3 and above will be taken to classrooms for Entrance test
 - e. Subjects covered will be English Language, Second Language (Hindi / Marathi), Mathematics).
 - f. Topics covered will be equivalent to topics covered in all boards for the class the student is presently studying in (A Grade below the one seeking admission for).
8. Parents are requested to set aside approximately 3 hours for the entire interaction process, including the school tour.
9. Once the Students have completed the Observation / Test and the parents have completed the School Tour, the students can be picked up by the parents.

Confirmation of Admission:

1. On completion of the Interaction process the admission cell will review the documents and students who are eligible will be sent an Offer Letter through email.
2. To secure the admission, parents will have to pay the One Time Admission Fee along with the Fee for the First Quarter **within 5 days** from the date of issue of Admission Offer Letter.
3. The **Offer Letter is valid only for 5 Days** from date of issue and if the fees are not paid within the stipulated time, the Offer letter for of admission will be cancelled and the seat will then be allotted to another student.



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4. School will not be in a position to consider any request for admission after the end of the Validity Period neither in person, nor through phone calls or emails.
5. To make the fee payment, parents need to login using the same mobile number and security code used by them for filling the admission form.
6. Select School and Year and click on Go.
7. In the Registration Form check the Action column, and click on 'Pay Fees for admission'.
8. You will see the fee amount to be paid. Click on Make Payment.
9. Once the payment is done the admission process will be complete & admission will be considered as secured.
10. Within 48 hours parents will get a message and Email providing them with their login id & password to the Edusprint+, the E-portal of the school.
11. Parents need to visit the school website www.amnaikschool.com and click on the Edusprint tab and login using the new login id and password given to them.
12. First time users will be required to change the password to maintain confidentiality.
13. Once the password is changed, parents can login, go to the Accounts tab in the menu and then click on Fee Receipt to see / print the receipt generated on payment of Admission Fee and fee for first term.

Information relating to Commencement of Academic Term:

Parents are requested to check the school website around 1st week of Feb 2023 for information relating to commencement of new academic year, parent's orientation schedule, allotment of shifts (for Pre-primary) & sections, sale of uniform, books & stationery etc.

Regret Note:

While the school would like to thank all the applicants for the faith shown by them in seeking admission to our school, we regret that due to limited number of seats available we may not be in a position to grant admission to all applicants and will have to decline some applications. We sincerely regret this. However please note that the decision of the Admission Cell in this regard will be considered as final.

Note of Caution:

The school does not accept donation in cash or kind and if you hear of any person / persons claiming to be able to secure admission to our school against any kind of donation, parents are advised not to trust such persons and to bring this to the notice of the school authorities at the earliest.

Thank You.

Warm regards

A.M. Naik School

Dr. Madhura Phadke

Principal

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