

# ADMISSION POLICY 2024-2025



*Since 1998*

**Bunts Sangha's  
Shashikiran Shetty  
Educational Institutions  
Borivali**

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**Bunts Sangha's  
Arathi Shetty  
International School  
(Proposed)**

## **BORIVALI (W)**

## ADMISSION POLICY

### VISION

“Preparing future leaders for global impact”

### MISSION

To provide an environment that:

- Fosters creativity, critical thinking and collaboration,
- Cultivates a culture of inclusivity, respect, and appreciation for diversity
- Prepares students for success in the 21<sup>st</sup> century by developing essential skills
- Promotes the well-being of all students and staff
- Encourages lifelong learning and responsible global citizenship

### Introduction to Bunts Sangha’s Arathi Shetty International School (ASIS)

Welcome to Bunts Sangha’s Arathi Shetty International School (ASIS), a beacon of global education nestled in the vibrant city of Mumbai. Nurturing the holistic development of each child lies at the heart of our educational philosophy and we equip as a Green School to boost student performance by enhancing student well-being. With the emphasis on preparing the students to be future leaders for global impact, our unwavering commitment is to equip students with the skills, knowledge, and global mindset needed to become influential leaders of tomorrow. Driven by our dedication to fostering a dynamic learning environment, we hold great pride in extending the privilege of a top-tier international education to all children

The School provides students with international academics outcomes based on the Cambridge International curriculum from Early Years to Grade 12 and proposes to be a candidate school for IB affiliation for their Diploma Program.

The yearly phase wise school programs to be enrolled in the year 2024-25 are structured as follows:

#### Phase wise enrollments:

Grade level	Year of opening
<b>Pre- Primary School</b> Nursery to Sr. K.G. (3 yrs to 5 yrs)	<b>2024-2025</b>
<b>Primary School</b> Grades I to V (6yrs to 10yrs)	<b>2025-2026</b>
<b>Secondary School</b> Grades VI , VII & VIII (11 yrs to 13 yrs)	<b>2026 - 2027</b>
<b>Secondary and Higher Secondary School</b> Grades IX & XI (14 yrs & 16 yrs)	<b>2027 -2028</b>
<b>Board Exams</b> X & XII (16yrs & 17yrs)	<b>2028-2029</b>

**Admission policy statement:**

Aiming to reach out our quality education programme to all, we take immense pride in our inclusive admission policy, which seeks to embrace students from all corners of the world. We encourage you to take a comprehensive tour of our website to gain a deeper understanding of our values, programs, and ethos. Your journey begins with completing the Online Admission Enquiry form, a pivotal step that initiates our engagement with you. Our Admission team is poised to provide assistance and furnish you with the necessary details once you've submitted the form.

**Rationale of the Admission policy**

The rationale of this policy is to guarantee that Arathi Shetty International School offers equitable and impartial access to all children who wish to enroll, with eligibility criteria being solely determined by merit.

The objective of this policy is to establish transparent directives for the organization and implementation of admission processes, whether they occur at the beginning of the academic term or during its course.

Given the finite number of seats available across all grade levels, our approach involves a meticulous evaluation of all received applications. It is important to note that the completion of the admission form marks the beginning of the process, and while we wish to accommodate as many students as possible, it's vital to understand that the form submission itself does not guarantee admission.

**Committee responsible for Admissions**

The following members are responsible for the admission procedures:

1. School Principal
2. Admissions Officer
3. Management members

## ADMISSION PROCEDURE

1. **Stage 1: Enquiry form**- Parents must fill in an Online Enquiry form on the school website to receive a scheduled appointment with our Admissions team. Walk-in parents are also required to fill the above form. Parents need to refer to the Age criteria to select the appropriate Grade suitable for the learner.

Age criteria: 2024-2025

GRADE	CUT OFF DATE	Age as of 31 <sup>st</sup> December, 2024
Prep School (Pre-Nursery)	1st January, 2022 to 31 <sup>st</sup> December, 2022	2 years complete by 31 <sup>st</sup> December, 2024
Foundation 1 (Nursery)	1st January, 2021 to 31 <sup>st</sup> December, 2021	3 years complete by 31 <sup>st</sup> December, 2024
Foundation 2/ Reception (Junior KG)	1st January, 2020 to 31 <sup>st</sup> December, 2020	4 years complete by 31 <sup>st</sup> December, 2024
Stage 1 (Senior KG)	1st January, 2019 to 31 <sup>st</sup> December, 2019	5 years complete by 31 <sup>st</sup> December, 2024
Grade I	1st January, 2018 to 31 <sup>st</sup> December, 2018	6 years complete by 31 <sup>st</sup> December, 2024

2. **Stage 2: Virtual tour and Briefing session**- Parents are welcomed at school to view a virtual walk-through tour of the school featuring the Green School Advantage and the state-of-art infrastructure designed at ASIS to be followed by the Briefing session. In the Briefing session, the admission counsellor meets the parents and then shares insights regarding the school management, philosophy, curriculum approaches and pedagogy of the school. A guided tour of the school is followed so parents can get a complete understanding of the holistic approach of ASIS towards providing a progressive learning environment for the children. The counsellor then addresses any of their queries regarding the admissions and guides them regarding the further process to apply for admission.

If a parent expresses a desire to finalize the admission process, the subsequent actions need to be taken up: -

- a) The parent would need to avail the admission kit containing the school prospectus by fulfilling the registration by making a small payment at the payment gateway to fill the form. Each form costs Rs. 1000/+ (Payment Gateway charges). Amount for Admission form can be paid through a Debit Card or Credit Card or UPI.
- b) Once registration is complete then parents need to submit the Online Application form for Admission in its entirety.

### **Documents to be attached along with the Online Application form for admission:**

1. Attested Photocopy of Birth Certificate of the learner
2. Photocopy of Aadhar Card of father, mother and learner
3. Passport copy and Visa Details to be attached for nationalities other than Indian.
4. Medical Fitness Certificate from the Doctor ( Mentioning that the child is physically and Mentally fit to join school)
5. Copy of any psycho educational evaluation carried out, if applicable.
6. Copy of reports from any Therapy, Standardized tests and Remedial session carried out, if any.
7. Recent Passport size colour photo of learner to be uploaded on form
8. Recommendation Letter from previously attended institution ( if applicable)
9. Visiting cards (of both the parents, as applicable)
10. Photocopy of previous Report Card or of the first terminal result for admissions from Grade II to Std XII is compulsory.
11. Junior kg, Senior kg and Grade 1 – Report card and TC from previous pre –school may be submitted if available.
12. Referral Form for International students
13. School Leaving Certificate (if applicable. Original to be submitted on the date the child joins school)

NOTE: a) Incomplete forms will not be accepted.

b) Issue/ Submission of this application form does not guarantee admission.

**3. Stage 3: Interactions** - After obtaining parental consent, there will be an engagement with the child (for Pre-Primary) or a diagnostic assessment (starting from Grade 1 onwards) to gauge and suggest a developmentally appropriate grade level.

#### **Pre Primary**

After purchasing the Admission Kit, parents will be contacted for an Interaction session. This involves parents meeting with the Principal to explain the school's educational philosophy. Meanwhile, the learner will have an interaction with the pre-primary teachers. This interaction is

an informal session that doesn't require any preparation beforehand. This interaction takes place with teachers in presence of the Pre-Primary Head and Special educator, aiming to identify any special learning requirements a child might have. If there are any such needs, the necessary support and interventions will be discussed.

## **Grades I to XI**

For students applying for higher grades (Grade 1 and above), they are expected to complete a diagnostic assessment paper that corresponds to the grade they are seeking admission for. If necessary, the school might arrange for the student to meet the academic staff. This interaction aims to gain a better insight into the student's interests, abilities, and any special learning requirements they might have. This helps the school determine how to effectively nurture the student's potential.

Following the assessment, the school will request the parents to participate in an interaction. This interaction involves a panel that includes the Principal, members of the Senior Management Team, and potentially Board members. The purpose of this interaction is to move the admission process forward and discuss the student's potential enrollment. The special educator may provide certain flexibilities / allowance to children with specific learning needs at the time of the above mentioned interactions, in accordance with the Inclusion and Assessment policy of ASIS

## **CHILDREN WITH SPECIAL NEEDS**

If, during interactions with the child or their parents, it becomes evident that the child has special educational needs, this information is recorded by the Child Nurturing Cell.

If the school lacks the capability to address the child's concerns, this is communicated to the parents.

If the school can accommodate the child's needs through the Child Nurturing Cell or by making appropriate referrals, admission is granted (subject to other requisite criteria), and the Child Nurturing Cell supports the child during their time in school as required. For otherwise, a provision of Shadow teacher may be required to be made by the parents.

For more detailed information, please consult the SEN Policy.

**4. STAGE 4: OFFER OF ADMISSION:** Based on the interactions/assessments, fulfillment of the formalities and availability of seats, the school may extend an offer of admission.

The Admission Offer is subject to certain conditions and is officially confirmed and considered complete only when the parents of the student accept it, all necessary documents have been provided and approved, and the required fees have been received by the school.

All the necessary procedures for admission must be finished within a four working days after the school communicates the admission offer. This includes agreeing to all the Rules and Regulations. If this timeframe elapses without completion, the school retains the authority to retract the offer of admission.

## Documents to be submitted for confirmed admission.

A. Pre-primary - Original Birth Certificate (Only the Birth Certificate obtained from the Municipal Corporations or competent authority is valid and the Birth Certificate issued by Nursing Home/Hospitals will not be valid)

B. Photographs:-

Learner's Passport Size Photographs: 5 (2 on the form and 3 extra)

Parent's Passport Size Photographs: 3 of Each Parent (1 on the form and 2 extra)

Guardian's Passport Size Photograph: 1

B. Grade I-XII

1. Original Birth Certificate (Only the Birth Certificate obtained from the Municipal Corporations or competent authority is valid and the Birth Certificate issued by Nursing Home/Hospitals will not be valid) for Grade 1.

2. From Grade II to X Original Leaving Certificate from the previous school indicating the recognition number should be submitted.

3. Admission is subject to the students getting promoted to the next class by the previous school.

4. Photocopy of final report card.

5. Format of Surname, Name & Fathers Name will be mentioned in all the school records as mentioned in the online admission form by the parents/ Guardian. These details in the school record cannot be modified unless a copy of relevant court order is submitted by the Parent.

6. Learner's Passport Size Photographs: 5 (2 on the forms and 3 extra)

7. Parent's Passport Size Photographs: 3 of Each Parent (1 on the form and 2 extra)

8. Guardian's Passport Size Photograph: 1

### 5. Stage 5: Confirmation of Admission

- **Once the Admission formalities are completed an acknowledgement mail will be sent to the registered email id.**

## ANNEXURES:

### I] Rules and regulations

#### FEES RELATED-

#### FOR PREP SCHOOL (PLAY SCHOOL)

- There is no Admission fee and Security Deposit applicable for taking admissions in Prep School but applies one time for any new admission to any class from Nursery onwards.
- Registration fee\* of a nominal amount is applied for taking the application form. The Registration fee is non-refundable.
- The total amount of fee includes tuition fee only.
- The total fee is available in three installments.

I Installment On Admission

II Installment Before 31/08/2024

III Installment Before 31/12/2024

- [Fee Policy for Late/ Mid-Term Admissions for Prep school-](#)
- For any Late/ Mid-term admissions, the fees will be charged from the month the child is admitted from on a pro rata basis.

\*\*\*Total fee includes School ERP charges if any and ID Card of student and parent, once in a year. (additional ID cards are chargeable)

\*\*\*The total fees does not include books, uniform, shoes, socks, bag, transport. The total fees does not include books, bag, stationery, uniform, shoes, socks, transport. Daycare if applicable, Picnic charges, annual day costumes etc. are to be paid separately.

(Complimentary bag is given in the Foundation Year)

Note:- Bouncing cheque charges are Rs. 300/-

[The Registration and the Total fee of Prep school to be paid in the following account-](#)

Bank Name: Karnataka Bank LTD

Branch: Borivali (west)

Account Name: Bunts Sangha Borivali Education Committee

Account No.: 0812500105965601

IFSC: KARB0000081

Mode of payments:- Online/ NEFT/ RTGS/ Cheque

Late fee of Rs. 50/- per day is applicable after the due month for respective installments.

Note: A fee hike in accordance with the provisions of Fee Regulation Act Maharashtra will be implemented every two years.

## Fees for Early Years - Foundation Stage 1 (Nursery)/ Foundation Stage 2/ Reception (Junior Kindergarten) / (Stage 1) Senior Kindergarten

\*Registration fee\* of a nominal amount is applied for taking the application form. The Registration fee is non-refundable.

\*Application fee for Admission – non- refundable and does not guarantee admission

For all confirmed admissions:

One time Admission Fee is applicable for all new admissions other than Prep School.

(Non- Refundable) (waived off in the foundation year 2024-25)

Security Deposit (Refundable\*) Rs. 25,000/-

\*\*\*Total fee includes School ERP charges if any and ID Card of student and parent, once in a year. (additional ID cards are chargeable)

The total fees does not include books, bag, stationery, uniform, shoes, socks, transport. Daycare if applicable, Picnic charges, exclusive excursions if any, annual day costumes etc. are to be paid separately.

The Security deposit amount is to be paid in the account given below:

Bank Name: Karnataka Bank LTD

Branch: Borivali (west)

Account Name: Bunts Sangha Borivali Education Committee

Account No.: 0812500105965601

IFSC: KARB0000081

The Registration and the Total fee to be paid in the following account-

Bank- BUNTS SANGHA'S ARATHI SHETTY INTERNATIONAL SCHOOL.

A/C NO.0812000100408401,

IFSC CODE. KARB0000081, BRANCH- BORIVALI WEST

Mode of payments:- Online/ NEFT/ RTGS/ Cheque

Late fee of Rs. 50/- per day is applicable after the due month for respective installments.

Bouncing cheque charges are:- Rs. 300/- ( Note: A fee hike in accordance with the provisions of Fee Regulation Act Maharashtra will be implemented every two years.)

## Late fee Policy:

Parents choosing the installment schemes are required to adhere to the due date of payment of each installment, failing which, a Late fee of Rs. 50/- per day is applicable after the due date for respective installments.

## IN CASE OF ADMISSIONS OF STUDENTS FROM ASIS PREP SCHOOL (Playgroup) TO ASIS FOR Foundational STAGE (LHS CBSE is available from Grade 1 onwards and its pre-primary is clubbed with ASIS):

- The Prep school students will be given priority for admission to the ASIS Pre-primary School, followed by their siblings subject to any special education need requirements.\*
  - Parents wishing to enrol in LHS CBSE School can also choose ASIS for the Foundational stage as ASIS Foundational stage caters to prepare students for entry in both the boards in Grade 1.
  - A fresh Application for Admission form would have to be completed in the given time frame for applying for the preferential Admission offered to Prep school students. The Application for Admission form can be availed without any registration fee.
  - Once confirmed, a One- time Admission fee along with a refundable Security Deposit will be applicable at this stage as there is no admission fee charged for Prep School level.
- \* Confirmation of admission for Prep students to Pre-primary is natural. Except in case of any special education needs arising at this stage, then the application for admission would be subject to availability of resources and personnel to address the same.

## IN CASE OF ADMISSIONS OF STUDENTS FROM ASIS PRE-PRIMARY SCHOOL TO ASIS OR LHS (Proposed CBSE) FOR GRADES 1-10:

- Parents would register their interest towards the preferred Board for the Grades 1 -10 at the time of admission in Pre-Primary, however a confirmatory choice by the month of August would be provided to parents of Senior Kindergarten to register the same (any request for change later would be then subject to availability of seats).
- For ASIS Pre-primary students continuing the International curriculum at ASIS would be transferred naturally to Grade 1 of ASIS. However, a fresh Application for Admission form of ASIS would have to be completed in the given time. The Application for Admission form can be availed without any registration fee.
- For ASIS Pre-Primary students seeking to register for the LHS (Proposed CBSE) for Grades 1-10, a fresh Application for Admission form of LHS would have to be completed in the given time. The Application for Admission form can be availed without any registration fee.

- ASIS Pre-Primary students are given priority for admissions to the LHS (Proposed CBSE).
- No admission fee or Security Deposit shall be charged for ASIS Pre-Primary students opting for LSH (Proposed CBSE) for Grades 1-10.

## MID-TERM ADMISSIONS

ASIS School maintains the flexibility of allowing mid-term admissions for potential students subject to availability.

- Mid-term admissions follow the same process to secure admission as followed at the start of the academic term.

### ***Academic support for mid-term admissions***

- The homeroom teacher should be informed about the student's prior educational history.
- In case the students requires support, the school offers guidance for the same and requires parent support at home to bring the child at par with the required learning level.

### **Fee Policy for Late/ Mid-Term Admissions for 2024-25**

- **For Prep school-**  
For any Late/ Mid-term admissions, the fees will be charged from the month the child is admitted from on a pro rata basis.
- **For Foundational stage -**  
For any Late/ Mid-term admissions in the Foundational stage, the fees will be charged as per the instalment scheme applicable at the time of admission.  
Month wise admission fee applicable for late/ mid-term admissions along with due dates are:-
  - i. Admissions coming in July or late in June would follow the installment fee pattern as it is.
  - ii. Admissions coming in August shall pay 1st installment of Rs. 45,000/- at the time of admission and the 2nd installment by 31st August, 2024.
  - iii. Admissions coming in September shall pay for two installments 1st and 2nd i.e. Rs. 90,000/- at the time of admission and then follow the 3rd installment on its date.
  - iv. Admissions coming in Oct/Nov shall pay only 2nd installment i.e. Rs. 45,000/- at the time of admission and then follow the 3rd installment at its date.
  - v. Admissions coming in December shall pay the 2nd installments i.e. Rs. 45,000/- at the time of admission and pay the third installment by its date.
  - vi. Admissions coming in January shall pay both 2nd and 3rd installment i.e. Rs. 81,000/-

## IN CASE OF ADMISSIONS OF SIBLINGS/TWINS

- For twins: Separate application form for admission needs to be filled for each child.
- Sibling: A sibling is defined as a biological or legally adopted brother or sister, as well as step-brother or step-sister residing full-time in the same household.
- When seeking admission, preference will be given to all eligible siblings if they meet the requirements and if there are available seats in the respective class. It cannot be demanded as a matter of right. Sibling admissions will be prioritized before new student applications are accepted.
- If a parent or guardian has one child already attending ASIS and their other children become eligible to enrol, they must fill out and submit a separate application for each additional eligible child.
- Once the applications have been confirmed, ASIS will assign the siblings of current students to the appropriate grade if there are open spots. In cases where the grade is already full, the sibling will be included in the Sibling Waiting List for that specific grade.

## SCHOOL TRANSPORTATION SERVICES (subject to availability of students to avail the same)

- Upon confirming their admission, students who utilize the school transportation service for their daily commute are required to coordinate with the Bus service providers. (Bus facility is not in-house but we are into tie-up with the best bus service providers).
- The availability of the transportation service is dependent upon the student's place of residence, availability of minimum five students to avail the same and whether the school bus can access the area on a daily basis, taking into consideration time and resource limitations.
- If the student meets the above eligibility criteria, transportation services will include pick-up and drop-off at the nearest accessible point to their residence.
- If a student's address changes, it is essential to notify the school authorities at least one week prior to the change in residence and apply for availing transportation services again to seek availability of the same.

## PROVISION OF BOOKS AND OTHER SUPPLIES

Parents whose children have secured admission shall be informed via email of the book lists and stationery requirements to procure the same.

## CANCELLATION OF ADMISSION

- The school management has the authority to, at their discretion, expel any student from the school records for the following reasons:
- Failure to submit the required documents to regularize admission within the specified deadline.
- Displaying unacceptable behaviour and conduct while attending school.
- Unauthorized absences exceeding 10% of the total working days during the academic session.
- Non-compliance with the school fee regulations and payment schedule by the parent or guardian.
- Providing false information during the application process, such as incorrect date of birth, personal details, health information or academic records etc.

## WITHDRAWAL OF ADMISSION

- If a parent wishes to withdraw the learner from the current academic year session, a **written communication** addressed to the principal stating reason for the withdrawal must be submitted 30 days prior to the date of withdrawal.
- For such timely communicated withdrawals within the current year, the parent shall have to pay the current instalment as applicable, irrespective of the date of withdrawal.

## Fee payment in case of admission withdrawal

If a parent wishes to withdraw the learner from the current academic year session, the parent shall have communicated 30 days prior and needs to pay the current, irrespective of the date of withdrawal.

- If the learner withdraws from the programme prior to the start of the academic year, all tuition and term fees paid will be refunded, only if communicated 30 days in advance of commencement. Any delay shall imply paying of the first instalment fee as applicable.
- Admission Fee is non-refundable.

## Security Deposit

- The security deposit, paid upon admission, will be reimbursed upon the condition that all outstanding fees are settled and any school resources, including Library books, borrowed by the student are returned in satisfactory condition.
- In the event of withdrawal from the academic program or completion of the school programme, whichever is earlier and subsequent de-registration, the refundable security deposit will be returned, with potential deductions, if any, within 60 days of de-registration.
- The Security Deposit will be refunded to the account of the individual in whose name the security deposit was originally issued.
- Security Deposit will be refunded only on presentation of the original receipt Original/Photocopy of Transfer Certificate (if applicable) at the time of refund. In case of loss of original receipt parents have to provide an affidavit.

## Leaving Certificate

- The School Office shall, under ordinary circumstances, issue the School Leaving Certificate within 4 working weeks, subject to clearance of all dues and documents.

## Transfer Certificate

- Upon further request for a Transfer Certificate through written communication, the same will be issued after two weeks from the date of application of withdrawal.

## Admission policy for students residing in countries other than India

Students who are residing in countries other than India and wish to apply for admission to Bunts Sangha's Arathi Shetty International School have to follow the following procedure:

1. Complete the Admission form with relevant attachments
2. Appear for the Interaction in person or online platforms.
3. Submit a Copy of Passport.

## Waiting Lists

If a student has passed the necessary admissions requirements but there is no space available, he/she may be placed on a waiting list which holds good only for the current academic year.