



Pune International School

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Admission Form Booklet



Welcome to Pune International School!

Our focus is on development of the 'whole person' - intellectually, emotionally, physically, socially and spiritually. Students, teachers and parents are a team, and we work collaboratively at each stage of every student's journey through school. We have always placed a great emphasis on the quality of teaching and learning along with the use of highly innovative teaching and delivery methods.

Our Mission

"To provide a safe, caring, environment where students can best develop the skills and character necessary to rejoin their communities with success. We are committed to assure learning experiences that will assist our students to achieve their greatest potential to adapt and adjust to a diverse and ever changing society. We are dedicated to serve our students with the understanding that diversity of gender, physical or mental ability, culture, and background is a strength to be respected. Our mission is to develop young children with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. We stress the total development of each child: spiritual, moral, intellectual, social, emotional, and physical. "

Our Vision

Our vision is to provide **a happy, caring and stimulating environment where children will recognise and achieve their fullest potential**, so that they can make their best contribution to society.

PIS is a place where:

- everybody is welcomed and you are not alone
- we pray together
- we respect and care for everyone and everything around us

PIS sets high standards of learning and celebrates the achievements of each child

PIS is a place where everyone is different and has importance

Academics

At PIS, the first few years of a child's life are extraordinary that define all the years to follow. we have regular classroom structure but the "Learning Centers" that take care of all the basic concepts that are a pre-requisite for child's overall personality development. Activities in the Learning Centers are theme based. Our learning curriculum provides the early learners with what they need: a safe world. This world is rich with opportunities to actively explore and enjoy: to see, hear, feel, touch, and move.

At the Junior School level we focus on the development of oral as well as written expression, creative writing, critical thinking and mathematical skills. With this aim in mind we have daily homework schedule and worksheets in English, Maths and Hindi. Critical thinking is encouraged through various thinking skill activities.

Class VI onwards, Learning becomes more formal with further diversification of subjects-Science into Biology, Physics & Chemistry; Mathematics into Algebra; Geometry Social Studies into History, Civics, Geography, and Disaster Management & Economics . Books followed are from NCERT also Learning through computers and with the assistance of Laboratories and Libraries.

The students get to learn their subjects in a practical manner with lots of projects,activities Group work, group discussions, interaction, experimentation, dramatization, power point presentations are the tools used to facilitate the teaching learning process at Senior School level.

Assessments and Promotions

The school will follow the continuous and comprehensive Evaluation System, where every student is tested continuously from the day one on all the skill areas.

- We are not emphasizing on examination but on continuous evaluation.
- The student will be free from the phobia for examination
- In an academic year , two periodic tests and two term examinations shall be held.
- The tests and examinations will be student friendly.
- 40% weightage in each subject is required for promotion to the next higher class.
- Our basic idea of evaluation will be **“No child is left behind.”**

PAYMENT OF FEES

- All dues shall be deposited before term ends.
- Fees shall be paid through DD /online as per school norms
- **For late payment fine shall be charged if paid after 10th of particular month.**
- Fees should be paid in 2 or 3 installments or as per school norms .
- No sms /phone calls or written circular will be given for fees reminder.
- If fees is not paid on time the student will be not allowed to sit in the class and re-admission should be taken .
- Please read the notice board outside the school office for Fee installments regularly
- Fees should be clear before attending parent teacher meeting

FEES ONCE PAID IS NON REFUNDABLE IN ANY CIRCUMSTANCES.

WITHDRAWALS

Parents may officially withdraw a student by submitting written notification [one month] to the Admissions Office or policy as per school norms .

- No refunds will be entertained once the Registration and Admission fee or school fees is paid.
- The semester fee is non refundable whether paid in the beginning of the year.
- Appropriate form should be filled in the school office .
- Relevant documents will take 25 to 30 working days after filling the form.
- All fees should be paid in full before leaving the school.

NON PAYMENT OF FEES

- In case we do not receive fees for one month from the date of payment from you, the child's name will be struck off from the rolls and you will have to seek readmission of your ward by paying all applicable charges for the same.

Email

Emergency Contact

Name :Relationship:.....Contact.....

Address of Emergency Contact:.....

Sibling Details

Name :Brother/Sister:.....Age/Class.....

School in which studying:.....

Previous School attended (Please List)

Name of last school attended	Location	Class Completed	Board	Years attended	UDISE NO

We hereby declare that the above information is true and correct. We have read the terms and conditions of this school and agree to abide by the rules & regulations of the school.

***Please Note: Please fill in the Admission Form with correct spellings and details. CHANGES will not be accepted.**

.....
Date

.....
Father's Signature

.....
Mother's Signature

Terms and Conditions

- The parent or guardian will abide by the school's policies and procedures.
- The parent or guardian are required to agree to General expectations, Absence from school , Late arrivals, Examination rules ,Uniform rules, homework policy as laid down by the School authority. Read the school diary for more details.
- The parent or guardian certifies that the child satisfies the obligatory requirements for admissions to the class applied for.
- The parent or guardian agrees to meet all financial responsibilities with respect to the admission of their child to the school.
- **FEES ONCE PAID IS NEITHER REFUNDABLE NOR TRANSFERABLE IN ANY CIRCUMSTANCES.**
- Admission fees is payable at the time of submission of the form, the form will not be accepted otherwise.
- Management's Right to implement changes to the fees and curriculum implemented from time to time as the circumstances may require.
- The parents are supposed to pay the fees either once or as per installments .
- The first installment of the fees is suppose to be paid in the month of April . For new admission the fees for the year is to be paid as mentioned by the school authority .
- All dues shall be deposited before term ends. Fees shall be paid through ONLINE/DD as per school norms.
- For late payment fine shall be charged as per schedule.
- Cheques/Cash will not be accepted for payment of fees. **Mode of payment is DD/Online.**
- **Important : School Leaving Certificate will not be issues unless all dues are paid [Full 12 months]**
- **Non Payment of Fee** In case we do not receive fees for one month from you, the child's name will be struck off from the rolls and you will have to seek readmission of your ward by paying all applicable charges for the same.
- **Withdrawals** Ordinary a student may be withdrawn from the school after the academic year is over. In such cases written intimation of One Calendar month must be given to withdraw a Child from the school. At the time of leaving the school, school fees should be fully paid , without which it may not be possible to give the academic report and the leaving certificate of the student. LC will be processed in 10 -15 working days after filling up the LC form. Kindly note that if the students withdraw admission after giving admission confirmation for next academic year, the paid fees will not be refund.
- All parents/ guardians of the students should provide their particulars to the school for contact purposes. The parents/ guardians of the students are required to report any change in guardianship to the school immediately.
- All the parents/ guardians are required to keep their information/ details updated on their respective PIS data in the school office at all times.

I Mr/Mrs agree to abide the above terms and conditions laid down by the school authority.

.....
Date

.....
Father's Signature

.....
Mother's Signature

- 1) How did you come to know about PIS? If you know anyone associated with PIS, please give full name.
.....
- 2) Are you both working outside the home? Yes / No
- 3) Details Place of Work Timings Mother / Father.....
- 4) Do you belong to a - Joint family? Nuclear family?
- 5) No. of family members - (i.e. husband, wife & child/children).....
- 6) If you are a nuclear family and both parents work outside home, with whom does your child stay while you are away at work?.....
- 7) Mother Tongue (c) Language spoken frequently at home –
- 8) Are you aware of your child’s choice of T.V. Programmes? Yes /No
- 9) Have you read the terms and conditions attached in detail? Yes /NoIf not please do so now.
- 10) Which school is the sibling (if any) studying in?.....
- 11) Travelling Mode :- School Transport/By walk
- 12) If availing transport ,have you gone through the transport route chart , timings , transport rules If not please do so now.

.....
Date

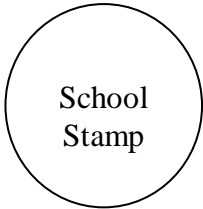
.....
Father’s Signature

.....
Mother’s Signature

SECTION III
(For office use only)

Entry done by Admin.....on :Checked by :on.....

ADMISSION GRANTED / NOT GRANTED / WAIT LISTED / PROVISIONAL



Principal’s Signature

Undertaking Application

To

The Principal

.....

.....

Subject :- Non submission of the documents at the time of admission

Respected Sir/Madam

I ,..... parent of Master/Miss.....studying in
Class undertake that I have taken admission for the year for my child in your
school and the following documents are pending from my side to submit while submission of the form on

I will submit the following documents on or before **30th of April/June of the current academic year .**

If I do not submit the documents on the given date or if I am late to submit the documents the admission gets cancelled as
per the school policy and re-admission should be taken after submission of documents and I am responsible for the same.

No arguments will be done from my side(parent) and I take the surety for the same.

Name of the Child :..... Class Academic Year

Name of the Parents 1)..... 2).....

Signature of the Parents

Date of application

Documents Pending : 1)..... 2).....

3)..... 4).....

5)..... 6).....

FOR OFFICE USE ONLY

Documents Checklist :

- | | |
|---|--------------------------|
| 1) Birth Certificate [photocopy] | <input type="checkbox"/> |
| 2) Leaving certificate of last school [Original] with Udise | <input type="checkbox"/> |
| 3) Progress Card of previous class/school [photocopy] | <input type="checkbox"/> |
| 4) Caste certificate [Valid] [photocopy] | <input type="checkbox"/> |
| 5) Proof of residence [Photocopy] | <input type="checkbox"/> |
| 6) Identity proof of parents [Both] | <input type="checkbox"/> |
| 7) 2 latest passport size photo of the child | <input type="checkbox"/> |

Pending Documents received on date Year



- As per the school policy leaving certificate is not issued till SRKG Class I onwards LC is issued.
- LC will take 10 to 15 working days after submission of the LC form (application). LC form has some documents please attach to process . Full year fees should be cleared before applying for LC. In case of transfer full academic fees should be paid before applying for LC or report card . Report card is applicable for all classes.
- Fees will be accepted through ONLINE/DD only . If further any system changes school will intimate all the parents. No sms or phone calls will be given for fee reminders.
- Fees is charged as per terms :- TERM I = APR-SEPT TERM II = OCT-MAR
- FEE card cost Rs 50/- if lost
- DD payable to “PUNE INTERNATIONAL SCHOOL”.
- Types of forms [Please ask for]:- a) *Change in Phone/Address* b) *LC form* c) *Bonafied application (Rs 200/-)* d) *Fee Tax certificate*
- Phone number /address if changed should be submitted every year in the office before March by filling change in address/phone form. Changes in I-card will not be done if any address or phone number is changed after March or in between the session.
- If parents fail to submit any changed address or phone of the child , school will not be responsible.
- Fee receipt is not given against online payment . Fee certificate is issued for DD payments only.[If required] Online payment receipt can be downloaded from the site .
- Fee certificate will take 5 working days after submitting the fee certificate form in the school office . Kindly ask for fee letter only if your company /CA wants it . Fees for the current academic session should be cleared before applying for FEE certificate or letter.
- No duplicate receipt will be issued if it is lost .
- Half Day or leaving 5 or 10 mins early is NOT allowed to any child . In case you have any emergency you can take full day leave .Child will be marked absent if taken during exam. In some urgent work please bring written application and take sign of the school authority first ***do not enter the classroom or disturb staff /Maushis asking to leave your child.***
- Request for change in assessment(exam) dates or timings will not be entertained. If the child is absent for any paper he/she will be marked as **ABSENT**. 85% attendance is compulsory for promotion to next class.
- NO REFUND to any amount which is paid to the school . Read the terms and conditions in diary /admission form .
- Please read the diary for school rules and regulations before asking any query.
- All parents are requested to be polite while talking to PIS staff, helpers and administration. Your discipline and behaviour always affects your own child.
- *Name will be struck off from the school admission register and muster if child is absent continuous for 2 months or not attending the classes whether the fee is paid for whole year or term wise.*
- In case of any urgent work related to school office on Saturdays parents can give a phone call one day in advance .
- Parents can meet the teachers every 3rd Saturday of the month after school hours only . Please do not disturb the teachers when the classes are on in the morning.
- Kindly refer to the Yearly syllabus given every month . For Academic query please meet Coordinator.
- Visiting hours :- Principal every Thursday 12.00pm to 1.00pm [With prior appointment only] one day in advance.
- Parents are requested to follow the PTM date and time as other parents keep on waiting .
- SMS will be given only during emergency on any one mobile number i.e[Mother] If you do not receive sms please TYPE STOP DND and send to 1909.
- All photos are uploaded as per events on Facebook . Send request on **SesPcmc Pune**.
- **Bonafied is issued only for Passport and Caste Certificate by filling the appropriate form along with the documents . Bonafied cost Rs 200/- each .**
- **Bonafied is not given for Aadhaar or other purpose as Aadhaar process is done in the school itself quarterly basis parent can submit the form and documents in the office .**

I agree to all the above terms and conditions laid down by the school authority/Mangement

Name of the Parent :

Sign:-



Transport Rules & Regulations

- Transport forms should be filled in March to start the service for the academic year. Last date is 30th March. Bus fees for new user first time is DD then further online.
- For cancellation of any transport service kindly fill the withdrawal section on or before 30th March of the previous academic year. If parents fails to intimate the office for any cancellation of service, fees will be charged for the current academic session.
- New parents :- It will take initially one week to settle the route and time . Need to co-operate.
- Outside private van and buses are not allowed .
- Transport route and timings will not change as per parent's convenience. Parents can withdraw the service before the session starts [April] if they are not satisfied with timings ,stop and fees.
- Bus fees is paid as mentioned in the fee card [2 installments]. Bus fee defaulters need to pay in one installment only.
- Transport service will be stopped due to non payment of fees .
- 12 months fees is charged if the bus service is availed in between the session.
- Service cannot be given for 2 – 3- 4 or 6 months .Parents need to pay full year fees whether they stop the service after 2/4/6 months .
- If parents change their residence in between the session still fees is charged for 12 months .
- Report card or LC will be kept on hold if any transport or school dues are uncleared.
- Parents are required to keep their child ready at the allotted stop 10 mins before time allotted.
- Parents should also be present at the allotted stop while drop ,else we may bring the child back to school.
- There is NO REFUND for any bus fees paid.
- For students coming late on their allotted stop ,the bus may leave the child .No missed call or horn will be given .
- **Route change or address change** in between the session is not permitted. Try to keep same address at least for one academic year .
- Parents are not allowed to board the bus.
- Bus fee will hike every year . Late fine is applicable for late payment .[Refer fee card for fine]
- If someone else is picking and dropping the child to school please call the supervisor one day in advance.
- Every parent should have a fee card for transport fees [Please follow the due date for payment]
- Fees will not be refunded if transport service is not available in that particular area. Please go through route chart before change in residence or route.
- The above rules are printed on the transport form . Always read the terms and conditions before signing any school admission or transport form.
- Please do not avail any transport service of the school if you are not satisfied with any rules and regulations laid down by the school authority.
- School do not own any buses, all are hired from private contractors and we ensure that all buses follow RTO norms laid down for school.
- The school belonging to unaided private sector run by a Society/Trust registered under section 25 of the Companies Act, 1956 and academic and transport rules and regulations are laid down by the school legislators to help ensure safe, healthy school hours .

ALL Saturdays Office will remain closed

Website :- www.puneintschool.com Email :- puneinternational@gmail.com

I agree to all the above terms and conditions laid down by the school authority/Mangement

Name of the Parent :

Sign:-



PHYSICAL EXAMINATION FORM

Parents, We appreciate your cooperation in helping to improve and promote the School Health Program. Each student's health is important and greatly influences his educational progress.

Additional examinations are required if any defect is suspected while the child is in school. Each student should be seen regularly by his physician for complete examinations throughout the school period. A dental examination is also recommended.

**THIS FORM IS TO BE COMPLETED BY YOUR PHYSICIAN
AT THE TIME OF YOUR CHILD'S EXAMINATION.**

IDENTIFYING INFORMATION:

NAME OF STUDENT **Date of Birth**

FAMILY PHYSICIAN **Telephone**.....

ADDRESS.....

TEST	DATE	RESULTS
Present Age		
HEIGHT (No shoes, to nearest 1/8 inch)		
WEIGHT (Light clothing to nearest 1/4 pound)		
HEARING (Type of Test Results R/L Re-Screening)		
VISION		

Please check those items that revealed any abnormalities during examination:

_____ General Appearance	_____ Eyes	_____ Lungs	_____ Skeletal System
_____ Skin	_____ Ears	_____ Abdomen	_____ Neuro Muscular
_____ Lymph Nodes	_____ Nose/Throat	_____ Genitalia	_____ Teeth, Gums, Tongue, Palate
_____ Heart			

Does the child have any allergies? What is the allergy and what limitations should we place on the child in School?

.....

Based upon the medical history and physical condition at the time of this examination, he/she is free from communicable diseases, including Tuberculosis; and has received immunizations required by statute for admission to school, or has had the immunizations required by the State Department of Health for infants and toddler.

PHYSICIAN SIGNATURE: **DATE:**.....

PARENT SIGNATURE: **DATE:**.....

1 Name :
 First Name Middle Surname /Last Name

3.Address.....

Sign:-



Fee details for the current academic year is as mentioned in the table below for the academic year

Form Fee	Rs
Admission fee	Rs
Tuition fees	Rs
Total	
Books	Rs
Uniform	Rs
TOTAL	Rs

- I agree that the above paid fees will be NON refundable in case of any Transfer , change in residence , change in school or any other reason which is not mentioned in the statement . I have read ,signed and understood the terms and conditions before filling the admission form and other forms at the time of admission .
- I myself wish to take the admission in PIS and agree to accept all the school policy mentioned in the form, diary, notice board etc.
- The fees paid to the school in the current and further academic session also remains NON refundable which I have read and understood from the terms and conditions laid down by the Management and other school authority.
- **I have agreed that the FEES if NON refundable and neither Non transferable in any circumstances.**

Name of the ChildClass Adm No

Name of the Parents 1)Father

2)Mother

Signature of the Parent :1).....2).....

Date :

Place :

