NEW HORIZON PUBLIC SCHOOL

(CBSE Affiliation No: 11330086)
Sector – 19, Airoli, Navi Mumbai, 400708

"Education to Excel"

Admission Notice: 2027- 2028

Online Registration starts for Grades: **Nursery, Jr.KG, Sr.kg and Grade I to Grade IX**
Date: **11th October 2026** Onwards.
(Admission in SR K.G & Grade I-IX is subject to vacancy)

There are no admissions in Grade X and XII. In case of any vacancy in Grade X and XII, the admission must be approved by the CBSE Regional Office

Admission Timings:
Monday to Saturday: - 9:00 a.m. to 4.00 p.m.
Sunday: - 10:00 a.m. to 1:00 p.m.

A. Age Criteria & Eligibility:

Sr. No	Grade	Particulars
1.	**Nursery**	Children born between 1st July 2023 and 30th June 2024
2.	**Jr. KG**	Children born between 1st October 2022 and 31st December 2023
3.	**Sr. KG**	Children born between 1st October 2021 and 31st December 2022
4.	**Grade I**	Children born between 1st October 2020 and 31st December 2021
5.	**Grade II & Above**	Children must have successfully completed the previous class & promoted to next class.

B. Documents required at the time of Admission:

Sr. No	Grade / Class	Documents
1.	Nursery	1. Original/Notarized Copy of Birth Certificate. 2. Copy of Aadhaar Card of both parents & child. 3. Address Proof: Electricity bill copy (Own house)/Rental agreement copy/Aadhaar Card 4. 1 Passport Size Photograph of each, the student and both the parents with Red Background. 5. Copy of Caste Certificate of child if applicable (In case of SC/ST/OBC/SBC/NT/Other)
2.	Jr. KG, Sr. KG & Grade I	1. Original/Notarized Copy of Birth Certificate. 2. Copy of Report Card of the last grade attended 3. Bonafide certificate of last school. 4. Copy of Aadhaar Card of both parents & child. 5. Address Proof: Electricity bill copy Own house)/Rental agreement copy/Aadhaar Card 6. 1 Passport Size Photograph of each, the student and both the parents with Red Background. 7. Copy of Caste Certificate of child if applicable (In case of SC/ST/OBC/SBC/NT/Other)
3.	Grade II & Above	1. Original/Notarized Copy of Birth Certificate. 2. Original Leaving Certificate. (Student ID and UDISE Number must be cited in leaving certificate) **Students studying outside Maharashtra must counter sign the School Leaving Certificate by the Education Officer/ Competent Authority of that area.** 3. Copy of Report Card of the last grade attended 4. Copy of Aadhaar Card of both parents & child. 5. Address Proof: Electricity bill copy (Own house)/Rental agreement copy/Aadhaar Card 6. 1 Passport Size Photograph of each, the student and both the parents with Red Background. 7. Copy of Caste Certificate of child if applicable (In case of SC/ST/OBC/SBC/NT/Other)
*** For students who are not Indian citizen in addition to the above set of documents photocopy of First 2 pages & last 2 Pages of Passport of Country of citizenship + Valid visa copy is mandatory**		
All documents are Mandatory at the time of admission.		

C. General Guidelines:

1. **For registration** login to our school website **www.nhpsairoli.com** or visit the school.
2. Registration is not the confirmation of admission. Admissions are subject to vacancy.
3. **Your provisional admission stands cancelled if all required documents are not submitted on time to school admission department.**
4. The date & time of interaction/admission will be communicated after remitting the Registration Fees at the Fees counter.
5. Presence of both the parents along with the child is mandatory at the time of interaction/admission to initiate parent's Pass & student's ID card.
6. In case of admission for sibling, Parent must produce the parent ID Card & UID No.
7. Any Medical need & Medical issue of child must be informed in writing to the Admission Counselling dept. Failure to disclose the same will make parents solely responsible
8. One must adhere to the given schedule of admission.
9. School Timings

   ❖ Pre-Primary Section functions in two shifts. Availability of preferred shift is subject to vacancy.

Shift	Grade	Timing
I Shift	Nursery to Sr. KG	08:30AM to 11:30AM
II Shift	Nursery to Sr. KG	12:00 NOON to 03:00PM

   ❖ School timing for Primary, Secondary & Senior Secondary Section

Section	Grade	Timings
Primary	I to V	12:45 PM to 05:30PM
Secondary	VI to X	07:10AM to 12:45PM
Senior Secondary	XI & XII	07:10AM to 12:45PM

10. Guidelines about the School Opening Date, Parents Orientation Program, Uniform, School Books &Stationary will be updated on **www.nhpsairoli.com & the School App**
11. **Student ID, UDISE Number, PEN Number & Aadhaar Card Number must be cited in the Original School Leaving Certificate. (Applicable for Grade II & above)**

Transfer to any other School under NH group is subject to availability of Seats.
* Transfer Terms & Conditions apply.

D. Details of Registration & Admission:

1. Parents who would like to seek admission for their ward must visit the school website www.nhpsairoli.com. Click on 'Admission Tab'.
2. Follow the following steps
   - Click on **'Please Register'**
   - Then click **'Registration'** Enter **Mobile Number & Email Id**
   - Then select **Generate Code** (You will get code on your mobile as well as email)
   - Put code you have received and click **(Verify security code)**
   - Enter all the necessary details and **submit.**
3. Parents/Guardians must submit the printout of the Registration Acknowledgment at the Fee Counter for remitting Registration Fees and collect the Registration Kit (Medical History Form, School Transport Enquiry Form & Guidelines for Admission).
4. The Registration Acknowledgement must be submitted at the Fees Counter within a day of online registration.
5. Admissions are done on first come first serve basis only.
6. Confirmation of admission is subject to realization of cheques and submission of duly filled in Admission Form along with prescribed documents.

E. School Fees:

1. Fee structure is put up on the School Notice Board.
2. School Fees can be paid by Card / UPI / Cheques. Fee paid through cheques are subject to realization.
   (Note: Registration fee, Admission fee & 1st instalment should be paid by Card / UPI only. 2nd and 3rd instalment can be paid through PDC)
3. School Fees can be paid in full or can also be paid in three Installments if so desired:

INSTALLMENT SCHEDULE			
Fee Instalment	**FOR GRADE I TO X & XII**	**FOR GRADE XI**	**FOR PREPRIMARY (NUR, JR.KG, SR.KG)**
Instalment I	On the Day of Admission	On the Day of Admission	On the Day of Admission
Instalment II	1st -10th July (PDC On the Day of Admission)	1st -10th September (PDC On the Day of Admission)	1st -10th September (PDC On the Day of Admission)
Instalment III	1st -10th November (PDC On the Day of Admission)	1st -10th January (PDC On the Day of Admission)	1st -10th January (PDC On the Day of Admission)

Note: Admission will only be confirmed if the entire year fees or the 1st Instalment amount + 2 PDC (for II & III instalment) are received by the school at the time of admission.

4. Details to be written on the cheque will be given at the time of admission.
5. It is the responsibility of parents to ensure that PDC are honored on presentation. Any cheque bounce will attract bank charges and penalties payable by the parents.
6. Dishonored cheques would lead to cancellation of admission.
7. All Fees once paid are non-refundable and non-transferable.

F. School Transport:

1. Parents must fill up the Bus Form if they opt for Bus Facility for their ward after they complete the school admission process.
2. For the details of Bus Route & School Transport Fee, parent must contact the school Bus Department.
3. After ensuring that there is availability of bus service & seat for the desired route parent must fill up the Bus Form & pay the necessary Fees.
4. Bus Fees for the year should be paid in advance for 12 months or in 2 installments. 1st at the time of bus admission along with the 2nd Installment PDC dated between 1st - 10th Sep 2027.
5. 1st & 2nd Instalment Bus fees can be paid by Cheque/Card Swipe/QR Code / UPI. 1st instalment bus fees should be paid in order to confirm the seat.
6. Fees should be paid only after seat availability is confirmed by the Bus Department.
7. Fees paid through cheques are subject to realization.
8. School Bus service is voluntary and subject to availability. Bus service will be avail to only those Parents who cleared the Academic fees.
9. **All fees once paid are non-refundable and non-transferable**.

- **Bus Department contact number**- 8879371528,8850918192, 8879024088.
- **Email ID-** nhpsa.transport@newhorizonsms.org

G. Contact Us:

- Admission Counselling: 022-49640731/ 49639054 / 8652337568 / 8652337569.
- Email-id: nhpsa.admission@newhorizonsms.com
- For details visit us at www.nhpsairoli.com