



Form No.: _____

**Parle Tilak Vidyalaya ICSE**

Pre Primary Section

Subhash Road, Vile parle (E), Mumbai - 400057

Mobile No. : 9082543535

Email : preprimary@ptvicse.edu.in

Website : www.ptvicsepreprimary.com

**Affix
Students
Recent
Passport
Size
Photograph**

Application for Admission in Pre-Primary Section

Seeking Admission for Academic Year,

Nursery ☐ Jr. KG. ☐ Sr.KG. ☐**Fill the form in CAPITAL Letters only****Child's Details**

Mst./Miss First Name Father's Name Last Name (Surname) Mother's Name

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Current Residential Address:

_____ City: _____ Pin: _____ Tel. No.: _____

Distance From School _____

Mother's Mob. No.: _____

Father's Mob. No.: _____

Mothers Email: _____

Fathers Email: _____

Date of Birth: _____ Sex: _____ Blood Group: _____

Age (as on 31st Dec. 20) _____ Years _____ Months _____

Mother Tongue: _____ Native Place: _____

Birth Place: _____ Religion: _____ Caste: _____

Nationality: _____

Whether belonging to SC/ST/DT/NT/OBC/Open Category (Attach Copy of Certificate) "Strike out whichever is not applicable"

Details about Child's physical/mental illness/disability (if any)

_____ (Attach medical certificate, if applicable)

Child's Aadhaar Card No.: _____

With whom is the Child presently staying: ☐ Mother ☐ Father ☐ Both Parents ☐ Guardian

Name & Address of the previous

School: _____

_____ Medium: _____ Std: _____

Name(s) of Child's sibling(s) (Blood Relation) studying currently PTV (ICSE)

Mst/Miss _____ Std. _____ ()

Mst/Miss _____ Std. _____ ()

For office use only

Gr. No. _____

Admission Date: _____ Day : _____ Time: _____

Admission Officer

①

Authorised Signatory

Father's Details:

First Name	Middle Name	Last Name (Surname)
Mr.		

Date of Birth: _____ Age: _____ Education Qualification : _____

Profession: ☐ Business ☐ Service ☐ Self Employed

Designation: _____ Income: Rs _____ p.a

Company Name: _____

Address: _____

Aadhaar Card No.: _____

Off. Tel. No.: _____ Mobile No.: _____ Email: _____

Emergency No.: _____ (In case parents are not contactable.)

Whether the Job is transferable? ☐ Yes ☐ No ☐ Not Applicable

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Father's
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Mother's Details:

First Name	Middle Name	Last Name (Surname)
Ms.		

Date of Birth: _____ Age: _____ Education Qualification _____

Profession : ☐ Business ☐ Service ☐ Self Employed ☐ Home Maker

Designation: _____ Income: Rs _____ p.a

Company Name: _____

Address: _____

Aadhaar Card No.: _____

Off. Tel. No.: _____ Mobile No.: _____ Email: _____

Whether the Job is transferable? ☐ Yes ☐ No ☐ Not Applicable .

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Mother's
Recent
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Photograph

Guardian Details:

First Name	Middle Name	Last Name (Surname)
Mr./Ms.		

Relationship with the child. _____

Date of Birth: _____ Age: _____ Education Qualification _____

Profession: ☐ Business ☐ Service ☐ Self Employed ☐ Home Maker

Designation: _____ Income: Rs _____ p.a

Company Name: _____

Address: _____

Aadhaar Card No.: _____

Off. Tel. No.: _____ Mobile No.: _____ Email: _____

Whether the Job is transferable? ☐ Yes ☐ No ☐ Not Applicable .

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Guardian
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Family Information (Continued)

Are you a single parent? ☐ Yes ☐ No

Else, are you ☐ Widow ☐ Widower ☐ Divorcee ☐ Separated ☐ Others (Please specify) _____

(If Divorced, Please Enclose Divorce Order)

The custody of the child is with ☐ Father ☐ Mother (Please attach custody documents)

Mode of Communication (Please Indicate preference)

☐ Email: Mother/Father/Guardian

☐ Telephone: Mother/Father/Guardian

☐ Post: Mother/Father/Guardian

☐ SMS: Mother/Father/Guardian

Terms and Conditions

- Fees once paid are neither refundable nor transferable, under any circumstances.
- The parents shall at all times ensure compliance to all rules and regulations and policies, as amended from time to time, including those relating to Discipline, School Uniform, Use of Library books, Timing of Arrival and Dispersal, Code of Conduct, etc. for which policies are laid down for the smooth functioning of the school and in the interest of students.
- The decision of the management shall be final.

DECLARATIONS

- I/We are agreeable to our child's photograph appearing in any of the School's brochures or publications.
- I/We the undersigned state that the following are acceptable to us:
 1. The fees charged are not refundable or transferable. The decision of the management in this regard shall be final and binding.
 2. Management has the right to effect changes in the fees and curriculum implemented from time to time as the circumstances may require.
 3. Management has the right to retain the Worksheets / Activity Books / any material used by the students in class.
- The undersigned certifies that each part of the application and the information provided herein has been carefully read, and is true and correct. I/We undertake to abide by the terms and conditions of the School.

Name of Applicant: Father _____ Mother _____

Signature of Applicant: Father _____ Mother _____

Name and Signature of Guardian (if applicable): _____

Mumbai: Dated _____

Note:

1. Caste Certificate (if applicable) to be submitted at the time of admission. SC/ST/such other Certificate, if applicable, should be in Child's name (not parents').
2. Either of the biological/adoptive parent will have the right of access to the child and to withdraw admission, unless it is ordered otherwise by a Court of Law, and a copy of the order is given to the School in advance.
3. In case you have any other special information concerning your child/family, regarding the child's residence, parents' access, change in marital status, etc. please give the information on a separate blank page and attach herewith.
4. If child's name is different from that mentioned in the Birth Certificate, please submit Gazette Notification/relevant document(s).
5. Single Parent to furnish copies of Death Certificate/Divorce Order, as applicable.
6. If the child is not staying with biological parent (s), give reasons and details in a separate note.

TRANSFER POLICY/ REFUND POLICY:
• FEES ONCE PAID ARE NEITHER REFUNDABLE NOR TRANSFERABLE

UNDERTAKING

- I, the parent/guardian of PTV (ICSE) appreciate and understand that if management/school counselor indicates that my child requires special assistance, I shall assist the school in every possible way for the benefit of my child. In the event of a need for special assistance, I shall bear the cost involved to hire a shadow teacher based on the approval of the Management.
- I, agree to abide by the Special Educational Needs (SEN) Policy of council (ICSE) and by decision that the management/school counselor takes in the best interest of my child.
- If school is not equipped to handle the educational needs of my child, we shall abide by the decision taken by the School Management in the interest of my child.
- I/We agree to abide by any decision that the Management/Counselor/Special Educator take, in the best interest of my/our child.
- I /We the undersigned agree not to hold Parle Tilak Vidyalaya (ICSE)... responsible for any possible illness, accident or injury during field trips and excursions, or on School premises.
- Despite best preventive measures taken by school, the trust and management, we the undersigned agree not to hold the school, trust and management responsible for any possible illness, accident or injury during sports and performing arts, tournaments, field trips, excursions/overnight trips, programmes in and outside school and or on the school premises.
- In case of emergency the school may call any available physician to examine my child and provide medical care.
- I/We hereby accept, agree and undertake to abide by the above Transfer/Refund policy of the management
- I/We hereby verify that I/we have read and understood and accept the above statements.
- I/We shall abide by the above terms and conditions, policies and procedures etc. and modifications thereto.
- I agree to pay the school fees at the applicable rates as revised from time to time. If I am unable to pay the fees and the delay continues for more than six (6) months, I understand that the Management reserves the right to discontinue my child's admission until all dues are cleared, without any obligation to allow him/her to continue in the school during the period of default.
- "All rights pertaining to admission, continuation, and withdrawal of students are reserved with the Management, and the decision of the Management shall be final and binding."

The undersigned(s) acknowledge(s) that any decision taken by the management of the school with regard to above policies, is in the best interest of the child and other children in the class and will be final and binding on us.

Name of Child: _____

Academic Year: _____ Class: _____

Name of Parent: _____ (Father) _____ (Mother)

Signature of Parent: _____ (Father) _____ (Mother)

Signature of Guardian: _____

Mumbai, Dated: _____



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Pre Primary Section

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Admission Procedure

1. **Admissions are open for: Nursery, Jr. KG., Sr. KG.**
2. Pay the prescribed fee and collect the Admission Form and Prospectus. Payment for the Admission Form and Prospectus does not guarantee admission.
3. If you wish to proceed with the admission process, fill out and submit the admission form along with the following documents to the administrative officer:
 - a. Copy of the Birth Certificate of the child.
 - b. Copy of Aadhaar Card of the child and both parents.
 - c. Copy of the Report Card or ID Card from the child's previous school.
 - ❖ For Nursery Admission – Playgroup ID Card is required.
 - ❖ For Jr. KG Admission – Nursery ID Card and Playgroup Report Card are required.
 - ❖ For Sr. KG Admission – Jr. KG ID Card and Nursery Report Card are required.
 - d. Copy of Caste Certificate of the child (if applicable).
 - e. Copy of Educational Qualification Certificates of both parents (only the final highest degree).
 - f. Income Proof of both Parents – Copy of the latest Salary Slip / Form 16 / ITR.
 - g. Address Proof – A valid residential address proof in the name of either parent must be submitted at the time of admission (e.g., Aadhaar Card, Passport, Utility Bill, Rent Agreement).
 - h. A copy of the Passport and Visa must be submitted at the time of admission. (If Applicable)
 - i. Copy of the Blood Group Report of the child.
 - j. Copy of Vaccination Report of the child.
 - k. Copy of Discharge Summary of the Child.
 - l. 3 Passport size coloured photographs of the child.
 - m. 2 passport-size coloured photographs each of the Father, Mother and Guardian.
4. Kindly ensure that the Admission Form is complete in all respects to facilitate the admission process. Incomplete forms may be liable to rejection.
5. Admission will be confirmed only upon the receipt of full fees along with the admission fee and the submission of all required documents, subject to the availability of seats.
6. Note: Once the admission is confirmed and the online payment has been completed, the **Original Birth Certificate (Laminated)** of the child must be submitted to the school. A separate email will be sent to you informing you of the date and details for submitting the original Birth Certificate.

7. Eligibility for Nursery Admission:

Children born before **31st December 2024** are eligible for admission to Nursery.

8. Admission Process:

Admission will be granted, subject to availability of seats. Preference will be given to siblings of existing students, subject to seat availability. Parents will be notified as soon as the admission is granted.

9. Transport Facility:

Our school does not provide bus transportation. Parents are kindly requested to personally drop off and pick up their child from the school premises. This ensures the safety of every student and smooth coordination during school hours.

10. Fees Payable at the time of admission:

- Admission Fee, Term Fee, Tuition Fee and any other applicable school charges.
- Fees paid will not be refunded or transferred under any circumstances.
- Fees are to be paid by NEFT. The payment details will be emailed to you after confirmation of admission.

School Timing

Grade	Time	Day
Nursery, Jr.KG, Sr.KG. (Morning Batch)	09:00 a.m.to 12.00 noon	Monday to Friday
Nursery, Jr.KG., Sr. KG. (Afternoon Batch)	01:00 p.m. to 04:00 p.m.	Monday to Friday

***Timings subject to change**

*Opening Dates of the school will be notified in due course.

Medical History (To Be Filled at the Time of Admission)

Parents are requested to provide complete and accurate health information for their child.

Child's Name : _____ Date of Birth: _____

1. Basic Health Details:

- Height: _____
- Weight: _____
- Blood Group: _____
- Overall health status: Good / Average / Any concerns: _____

2. Birth & Early Development:

- Type of delivery: Normal / Caesarean / Premature
- Walked independently at age: _____
- Spoke first words / speech development at age: _____

3. Medical Background:

- Any history of hospitalization or surgery (please specify): _____
- Allergies (food / medicine / environment): _____
- Chronic illnesses (e.g., asthma, diabetes, epilepsy, etc.): _____
- Immunization record (please attach a copy of vaccination card or certificate)

4. Current Health Information:

- Medications currently taken (if any): _____
- Any special needs or conditions requiring attention at school: _____
- Doctor / Pediatrician Name & contact (optional): _____

Note: Please ensure all fields are filled accurately. Attach supporting documents where required.

