



# **NAHAR INTERNATIONAL SCHOOL**

## **Admission Guidance & Counseling Policy**

### **For Primary & Secondary**

#### **2026 - 2027**



Nahar International School (NIS, We, The School) is a Private Unaided Minority and an inclusive co-educational School affiliated to the Cambridge International Examinations (CIE), UK.

The school is committed to ensuring a transparent, effective admissions process that is supportive of the school's vision and mission, also the needs of its entire community, while remaining fully compliant with all applicable Government regulatory requirements.

### **Vision**

The school is committed to developing socially responsible global citizens in a safe, creative and educationally challenging environment that encourages collaboration and the achievement of individual excellence through self-discovery.

### **Mission**

- We will aim to raise a generation based on life values of Honesty, Respect, Responsibility and Citizenship.
- The students of our school will compete only with their own abilities, striving to improve their own record.
- We will strive to inculcate a passion for learning and a curiosity about the world, making our students learners for life.
- We will fortify our students with the ability to discipline their own study experience.
- For our students, the frontiers of learning will extend beyond books and into the enrichment provided by art, drama, music and sports.
- Every student of our school will be an asset to the community, applying his knowledge and thinking, to the betterment of it, through community service.
- Our ambition is to produce Global Citizens of the 21st Century by exposing them to world issues and perspectives.

### **The NIS Learner Profile**

- Responsible Self Learners
- Knowledgeable Initiators
- Confident Communicators
- Principled Pupil
- Open – Minded Thinkers
- Reflective Leaders
- Compassionate Individuals

The NIS Student imbibes the **NINE ATTRIBUTES** of NIS (Through their journey of learning every student imbibes the Nine Attributes that are integral to the NIS Philosophy)

### **Reverence**

To have profound respect for all people and all positive attitudes of life that promote ideal living.



### **Responsibility**

To have a sense of duty that binds one to the course of action demanding the completion of a task or goal; to have a sense of answerability about one's conduct.

### **Fairness**

To be non-discriminatory with regards to people, actions and environments; to ensure justice and truth in all one's efforts, without fear or desire.

### **Empathy**

To be able to identify with and understand what another person is feeling or experiencing, to comprehend the experiences and perspectives that shape them and to allow this to help form a deeper, more informed and fairer opinion of them.

### **Courage**

To be able to be strong in the face of pain, challenge, difficulty or a fearful situation, and to have the confidence to move forward with this spirit.

### **Perseverance**

To not give up, despite difficulty or delay in achieving success; the tenacity to persist in a course of action in spite of obstacles with much effort and belief in one's capabilities.

### **Resilience**

To possess the ability to recover after being strained with difficulties.

### **Collaboration**

To work towards a common goal in harmony, using cooperation and effective communication to succeed

### **Initiative-taking**

To have the readiness to embark on a new plan or venture, showing a willingness to take charge and get things done, as well as take responsibility, without needing to be told what to do.



At Nahar International School, students of all nationalities, cultures and faiths are welcome. The teacher/ student ratio in the Primary, Middle and Secondary Section is 1:24. NIS does not take donations and recommendations for admission.

The admissions process is clearly guided by an Admissions Policy, which is reviewed at regular intervals to incorporate changing global requirements. Nahar International School offers admissions to Grade I to IX (inclusive) for the Academic Year 2026 - 2027. Admissions are subject to availability of space, the completion of the required admissions procedures, and the school's ability to meet the individual needs of the child. This applies to siblings also.

### **Academic Calendar**

Nahar International School follows an overall academic calendar from July to May. The school has a five day week, and the timings are

Primary	0750hrs to 1500hrs*
Middle and High School	0745hrs to 1500hrs**

\* *The timings are expected to change as per Government Directives*

\*\* *Students will be expected to stay back for longer hours on certain days and attend School on some Saturdays for sports, club activities, events and other extra-curricular activities.*

The School academic year begins

Primary & Middle School - July 13, 2026

High School – July 06, 2026

The School vacations

Fall Break September 15 to 20, 2026

Diwali Break November 06 to 15, 2026

Winter Break December 25, 2026 to January 04, 2027

Summer Break May 21, 2027

*\*The dates mentioned above are subject to change based on the holiday calendar issued by the Maharashtra Education Department.*

### **Grade Placement**

Students are generally placed in the appropriate grade as per the requirements of Cambridge Curriculum and the age criteria as per NEP.



### **Age Factor**

At Nahar International School, students of all nationalities, cultures and faiths are welcome. Students seeking ***admission to Grade 1 should have completed 6 years*** at the commencement of the academic year in July, as per international standards. Similarly, the same protocol will be followed going forward across grades.



## Admission Procedure

Parents seeking admission to NIS are advised to adhere to the following stages

1. **Enquiry Form:** To start the admissions procedure, the desirous parent/s must fill in the enquiry form by visiting the website- [www.nahar-is.ac.in](http://www.nahar-is.ac.in) and access the enquiry form on the Admissions tab.
2. **Orientation:** Parents are invited, based on the receipt of the enquiry form on a first cum first served basis, to attend the orientation with prior appointment. The orientation, around 2.5 hours, will give a clear insight about the school, the philosophy and curriculum. Attending the orientation is a mandatory requirement for admissions. *Completing the enquiry form and attending the orientation does not guarantee admission.*
3. **Sale of Admission Kit:** Parents who have attended the orientation will receive the link to the admission application form. The link will be active only until a stipulated time, which will be informed to parents.
4. **Submission of Forms:** Parents need to fill in the admission form and upload relevant documents by making a payment of Rupees Two Thousand Three Hundred and Sixty Only within the said time frame. *(Note: Our admission policy requires parents to declare if their child or children have any special learning needs. If this is the case, then apart from normal admission tests, the school also requires a standardized assessment (psycho-educational reports) which has been conducted within the last two years. These results will determine the appropriateness of the student's enrolment in the school. We require parents to inform the school of any previous testing. During the academic year, if the academic team identifies a need for an educational psychological evaluation or any other assessment, the school will require full parental cooperation in order to provide a programme which is in the best educational interest of the child.)*
5. **Interactions:** Both parents have to attend the Interaction, with their child/ children, with prior appointment. We believe that every child is unique and has his/her own individuality. This is why our admission process focuses mainly on the personal meetings with the child and parents, individually and independently.

**For Cambridge Primary School (Grade 1 to 5)** - For admissions up to Grade 4, there are no formal assessments. The process involves an interaction with both parents and children. However, the student's prior knowledge is reviewed through a session with the panel members, and if necessary, an assessment may be conducted. For Grade 5 admissions, students are required to take the Cambridge Baseline Assessment.

**For Cambridge Lower Secondary 1 (Grade 6 to 8)** - After completing the application paperwork, all prospective students are invited for an admission assessment. The assessment is an opportunity for the school to gain a better understanding of the abilities and interests of students. *The assessment will be in person.* The student will complete a written self-assessment paper of half an hour with an English and Mathematics assessment paper along with an online cognitive assessment. There is no fixed syllabus for any of these written assessments. They are based on the students' prior knowledge of the previous grades as per Cambridge expectations.



**For Cambridge Upper Secondary 2 (Grade 9) -** The student must secure a 'C' or above in English and Mathematics, as per the Cambridge Standards in the assessment test conducted at NIS.

*Based on the application form, academic records as well as the assessments results, students will be called for an interaction with the Academic Team.*

**Note:** At NIS, we welcome students from varied curricula. To ensure a smooth transition and the right academic placement, our admissions process includes an assessment that serves as both a selection tool and a diagnostic instrument.

The assessment helps us understand a student's abilities across language, reasoning, logical and analytical thinking, and application skills, all of which form the foundation for success in the Cambridge curriculum. NIS conducts the Cambridge Baseline Assessments, which provide valuable insight into a student's current academic level, learning needs, and readiness for the programme.

Through this process, we assess essential skills such as vocabulary development, logical reasoning, understanding of numerical concepts, recognition of shapes, spatial awareness, and visual intuition. These are critical skills required to progress confidently within the Cambridge framework.

#### **Admissions Criteria:**

- Admission is granted to students who meet the prescribed requirements of the assessment.
- In some cases, students may be advised to consider admission to a lower grade if it is felt to be more suitable.
- Where a significant gap exists between the student's readiness and curriculum demands, the application may regrettably be declined.

If a student is accepted, the insights gained from the assessment enable us to tailor academic plans, design appropriate learning strategies, and provide meaningful guidance. This ensures that students build the skills and competencies required to meet the rigour and expectations of the Cambridge curriculum.

In addition to the assessment, the previous school's academic reports, assessment records, if applicable, and notebooks of the current grade are also reviewed during the admission interaction.

6. **Meeting with the Principal:** As part of the admission process, a meeting with the Principal will be scheduled, by prior appointment, after the Academic Team has reviewed and discussed the student's way forward.
7. **Admission Offer:** The admission offer is made once the meeting with the principal is completed.

*The school makes every effort possible to make admission decisions available to parents within 1 month of application submission and 25 days post the assessments, if applicable. For students of determination, the admission process may take a little longer depending on the complexity of a particular student's needs and also based on the information shared at the time of application.*



*NIS promotes inclusive practices and strives to meet the needs of all students. On occasion this may mean that the school cannot offer a place to a particular student where, in the opinion of the Academic Team, the student concerned will not be able to develop or thrive in the academic and social environment of the school or the school's structure does not meet his / her educational or socio - emotional needs.*

8. **Verification of Documents:** Once the offer is made, all documents submitted will be re-verified. Any missing document has to be submitted within a week's time.
9. **Admission Confirmation:** Once an offer is made and documents verified, parents must take up the placement offer **within 07 working days**. The place must be secured by making payment of the admission fee or else it may result in the place being offered to another candidate. On accepting the offer and completing the initial admission formalities. A formal intimation of admission confirmation is sent within a fortnight of payment of fees. The admission fee is nonrefundable or transferable under any circumstances.

If you are offered a placement part-way through the school year, the tuition fees will be prorated term-wise.

10. **Conditional Acceptances:** In exceptional cases, the school may offer a Conditional Acceptance. This may be a result of observations made during the admission assessment or interactions. In such cases, clear conditions and a timeline will be agreed between the school and the parents.
11. **School Visit:** We conduct school visits for our parents and students with prior appointments.

### **Admission Panel**

The admission panel will constitute the following members.

The Primary Admission committee comprises of

1. Principal
2. HOD – Primary
3. Primary Coordinator
4. Primary Team of Teachers
5. School Counselor – Student Well Being

The Middle School Admission committee comprises of

1. Principal
2. HOD - Secondary
3. Middle School Coordinator
4. Middle School Team of Teachers
5. School Counselor – Student Well Being



The High School Admission committee comprises of

1. Principal
2. High School Coordinator / HOD - Secondary
3. School Counselor – Student Well Being
4. High School Team of Teachers
5. Career Counselor

### **Criteria for Admission**

School Management will consider each individual application received. If the number of applications exceeds the number of places available, places will be allocated according to the oversubscription criteria below, listed in priority order.

- Availability of seats in appropriate classes and programs
- Meeting all admission procedures and qualifications
- Meeting all financial obligations

### **Allocation of Places**

All places offered will be based on the recommendation of the Head of Department and approved by the Principal, until all vacant places are filled. Sections within each year level will be as balanced and diverse as possible, considering students characteristics such as English language fluency, educational needs, cultural background, and gender. When spaces are filled, applicants will be placed on a waiting list with priority given to siblings of other students.

The school reserves the right to cap the waiting list for each year group. If the year groups are full and a student is unable to secure a place for that academic year, their application may roll over for one more academic year. After that time, if the applicant is unable to secure a place, they will be asked to re-apply.

### **Neighbourhood Policy**

Preference will be given to the following

- A child who has a sibling studying in the school.
- Residents of Nahar Amrit Shakti.
- Residents residing within 1km radius for grades 1 to 5 and 3km radius for grades 6 to 10

### **Others**

- Child/Children of parents or guardians working in transferable jobs within India and Abroad.
- Child/Children of defense personnel.



**Background of the Child** – The school will not discriminate against children from any social, religious or economic background.

**Management Quota** – The school will have a management quota not exceeding 10% of the total seats available for admission in a particular class.

Once an admission offer has been made, the school will only withdraw from that offer where the place offered has been on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence in a catchment area) which effectively denied a place to a child with a stronger claim.

Only applications received by the published closing date for receipt of application forms will be processed in the initial round of allocation of places. Application forms received after the closing date will be considered as late applications. These will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability.

Admission shall not be denied because of nationality, race or creed except as noted in the priority system above. The school wishes to accept all qualified applicants and shall make every effort to provide facilities needed for the expected enrollment. All students enrolled as of the end of the previous school year will automatically be enrolled for the following year. Whenever qualified applicants cannot be accommodated, new applicants shall be considered for admission based on the date the application is received in the office. If a waiting list is necessary, qualified applicants will be admitted on a "first come/first served" basis as space becomes available in accordance with the priority system.

### **Acceptance of Admission**

Admission will be deemed confirmed on receipt of the following, within the specified deadline:

- Admission Fee
- Tuition Fees
- Transfer Certificate from the school last attended for admission to Grade I and above. If the Transfer Certificate is not available at the time of making the application, it must be produced before the commencement of regular classes.
- Admission Acceptance Form

The Admission Acceptance Form, to be signed by parents, confirms acceptance of their financial responsibilities to the Nahar International School, an agreement that they and the child will conform to the Regulations / Policies of the School including the Fees Structure as stated in the Admission Policy, Student Handbook and notified on the Website from time to time. Confirmation of Admission is at sole discretion of the School's Management.

### **Documents to be submitted with the admission form before the Admission Interaction**

- Passport size photograph of Mother, Father and child (in white shirt)
- Proof of Age (Birth Certificate/ Passport Copy)
- Aadhaar Card (both parents and child - **Mandatory**) \*



- **Reports of any tests or examinations or assessments conducted (e.g.: Speech Therapy, OT report, Psycho Educational Analysis, etc.) (if applicable)**
- **Copies of school reports for the last three years, written in English (if applicable)**

#### **Documents to be submitted once the admission is confirmed (on / or before the first Day of School)**

- Medical Examination Report (all immunizations must be current and certified by a Physician)
- Medical Fitness Certificate
- PAN Card (both parents)
- Residence Proof
- Transfer Certificate (from the last school I attended.)

\* As per the directives of the Ministry of Education, submission of a copy of the Aadhaar card is mandatory for students to obtain their PEN Number and APAAR ID. Additionally, a consent form will be required for the issuance of the APAAR ID, which will be provided upon confirmation of admission.

For already issued forms: If the admission fee is not submitted by the given deadline, the form will be canceled. Parents may reapply by filling out a new admission form and following the standard procedure.

Admission Forms will be given subject to availability of seats and on the basis of waitlist criteria.

#### **Re-enrollment**

Students are tacitly re-enrolled each school year. However, a student is not automatically entitled to a place in the next grade. Re-enrollment is contingent upon successful school performance, as per the NIS Academic/Assessment Policy.

#### **Admission Withdrawal**

The parents who decide to withdraw their child/children at the end of the academic year must submit a written application or email 2 months prior to the Admissions Office ([admissions@nahar-is.ac.in](mailto:admissions@nahar-is.ac.in)) looping in the respective Home Room Teacher and HOD in the email. This will also enable the school to process the required documents relevant to withdrawal of the student. Otherwise, the first term fee will be charged and the school leaving certificate will be issued only after the school re-opens.

School leaving certificates will be issued, only if a withdrawal form is prepared which checks on things such as library books, outstanding fees, forwarding address and if there has been any damage to property, it should be replaced and so forth.

Fees once paid for the term will not be refunded. Fees paid in advance for the next term will be refunded provided relevant documents are attached.

Transfer Certificate will be issued only after all clearance formalities are completed including the clearance of dues. Transfer certificate will be issued within fifteen working days of the request.



## **Admission Cancellation**

In case parents wish to cancel their child's admission before the scheduled last date of Admission for the academic year, a letter or email for cancellation must be sent. The Admission Fees paid is not refunded under any circumstances as the same is spent in the admission process.

If the Student withdraws from school prior to the start of the academic year, all tuition and term fees paid will be refunded only if and when all seats are occupied as per the form submitted by the school. In case the seat vacated cannot be filled by the school at the start of the academic year, the fees paid shall be forfeited in entirety. Also, in case all vacant seats cannot be filled by the school i.e. the number of students withdrawing their admission exceeds the number of students replacing them, advance fees paid by the parents of the vacating students will be forfeited in entirety.

## **Re-admittance**

Not currently enrolled students wishing to return to NIS must re-apply and comply with the admission procedures, all over again. The admission fees paid earlier will not be considered for re-admittance of the students.



## **Review Process**

This policy document will be reviewed as and when Admissions Office deems it to be necessary and, in any case, no later than 2/5 years from the date of publication.

The Advancement Officer will ensure its implementation through planning, meetings, and based on rules and regulations.

## **Admission Policy Committee**

This policy was developed by the committee members listed below. All members of the school were invited to reflect on and give input regarding admissions at Nahar International School. A plan is in place to review the policy every three years.

Principal of NIS - Vandana Arora

Primary Head – Anjali Balan

Secondary Head – Praveen Khattar

Student Well-being Head – Resham Puri

Admissions Head & Career Counselor – Theresa Joseph