



PODDAR BRIO INTERNATIONAL SCHOOL –(CBSE)

A CBSE Affiliated Senior Secondary Co-Educational English Medium School

Poddar Evergreen Complex, Near Juveli Bridge, Kalyan- Karjat Rd, Badlapur (E) 421503

Website: www.poddarbrioschool.com | Email ID: poddarbrio@gmail.com

Telephone no.: +91-7744912000/3000/4000

Admissions for the year 2025-26 (Nursery to Grade 9)

1. Seat Availability

Total Seats (Nursery):

180 seats.

2. Eligibility Criteria Nursery

- Age: All children including siblings completing 3 years of age till 31st December 2025.
- The child must have accomplished and attend the major developmental milestone with age.

3. Admission to Other Grades (Junior KG to Grade 9)

- Parent seeking admission to grades other than Nursery, please note the admission will be considered on first come first serve basis and on the availability of seats.

3. Online Form Filling and Submission

- Online form filling will be close by **31st March 2025**.
- Forms can be filled by **ALL ELIGIBLE** student candidates as per the information mentioned above by paying Rs.500/- per form.
- To complete the Online Admission form filling process kindly follow the below mentioned steps:
 - To generate an Online Enquiry click here (https://poddarbrio.myclassboard.com/EnquiryForm_Custom/EDED5A1A-AFC3-4F61-8A01-54173656F5DF/1)
 - A detailed fee structure and the "Online Admission Application Form link"*** will be emailed on the provided email address.
 - To proceed with the Admission process, parents along with the student are supposed to visit school campus for an Interaction / Assessment process.
 - After the Interaction / Assessment of the student is done, parent can proceed with the Admission Application process. This process can be accomplished online as well as offline.
 - Parents can visit school with the "List of Documents" mentioned in this Guidelines for the "Offline Admission Process".
 - The Online Admission Form can be filled using the "Online Admission Application Form Link"***. It consists of Application Form, School/College Policies and Application Fee payment. (*Using a Laptop or a Desktop will be suggested while filling the Online Admission Application form*)
 - You may upload all the required documents in the application form and fill in the details in the Application form tab.
 - School/College Policies are to be read and accepted by the parent by clicking on the tick box.
 - The form will allow you to pay the Application form fee i.e. of Rs.500/- at the end.
 - After the Admission Application form is submitted, the same will be verified by us along with the softcopy documents. In case of "Offline Admission Application", hardcopy documents will be necessary.

- Next a fee payment link will be emailed on the provided email address under father's email address wherein the One Time Admission Fee as well as the 1st Installment of Tuition fee is to be paid.
- Finally an email Admission confirmation will be provided.
- **IMPORTANT**: Please note, all the listed documents are also to be mandatorily submitted in hardcopy at the school office after the completion of the Online or Offline Admission process. However if the mandatory documents are not submitted on the stipulated time, the school can cancel the admission due to non-submission of mandatory documents at its discretion.
- **“List of Documents”** required at the time of Admission:
 - Copy of the passport for international students
 - Original Birth Certificate (For Admissions from Nursery to Grade 1)
 - Original School leaving/Transfer/Migration certificate of previous school. (For Admissions for Grade 2 onwards)
 - One certified copy of the Final Exam Result of the previous year.
 - One certified true copy of the School Report card of the current class (In case of students joining mid-session)
 - Photocopy of residence proof (Electricity Bill/ Telephone Bill/Unique ID/Passport/Rental agreement)
 - Photocopy of the Aadhar card of the student
 - Photocopy of the Aadhar card of both the parents.
 - Photocopy of Caste certificate if applicable
 - Student Medical Form attested by Medical practitioner and Parent consent form for School Terms & Conditions. Click the following link to download and print these forms:
<https://drive.google.com/file/d/1dlnrzPi5KqVgsXzg9lGhy1VbJmsZYtVC/view?usp=sharing>
 - Student’s passport size photograph X 1
 - Parents (Mother & Father both) passport size photograph X 1 / each parent
 - Results of any special evaluations or test conducted pertaining to child’s aptitude or psychology

4. Admission Process

- Seats will be reserved for **Siblings (up to 2nd child)** of our existing students who fall in the right age group and who have completed the application process as per schedule given above.
- **Cousins Will Not** be considered as siblings. However, preference will be given to cousins as per the availability of seats.
- Following this all other seats will be filled as per **Random Selection** or Lottery System subject to availability of seats.
- Parents are requested **Not** to consider the seat as allotted till the **Admission Confirmation Email** is received.
- Parents need to submit the requested documents in hard copy within 7 working days after the admission confirmation email. The documents like school leaving certificate / transfer certificate and previous year marksheet need to be submitted on or before 30-June-2025.

5. Short Listed Candidates

- Short listed students will get notification within 2 working days on the Email specified while submitting the enquiry form.
- The notification email will contain the information about the submission of filled form and payment of fees.

- Admission will be confirmed only after payment of fees.
- Fee payment can be either done with the help of “Fee Payment link” sent after the successful submission of Admission Application form or fee payment can be done by QR Code Scanner available in the School’s Account Department
- In case fees are not paid as per the schedule, the admission stands cancelled and the school will be free to allot the seat as per its discretion.
- Enrollment in PBIS school is completed for your ward on clearing the Annual fees. However for the case of payment, the fees is distributed over three quarter payment term. In case of a parent is transferred or is withdrawing admission for whatsoever reason the annual fees must be cleared for tuition as well as transport for school to release the LC/TC.

Kindly note any queries related to admission process can be mailed to admissions@poddarbrioschool.com



Mrs. Rashmi Singh

(Principal)

Poddar Brio International School