



**Phoenix Public School**  
**Affiliated to CBSE New Delhi (10+2)**  
**Admission Process Guide (2023-24)**

Dear Esteemed Parents,

We extend a warm welcome to you at Phoenix Public School, where we believe in providing a holistic education experience for your child. To make the admission process as seamless as possible, we have outlined the steps and details below:

**1. Arrival at the School:**

Upon reaching the school gate, our courteous guard will welcome you. The receptionist will then assist you in identifying your child's desired admission class and may extend an invitation for a school visit.

**2. School Visit:**

During the visit, our receptionist will guide you through the admission process, which includes the following steps:

- a. Completion of the Admission Form: A nominal fee of Rs. 500 is applicable.
- b. Entrance Test - Students will appear for entrance examination to avail scholarships. (For class 1st & above)
- d. Scholarship Information: Learn about our scholarship criteria based on entrance test percentages.
- e. Warm Welcome: Enjoy a welcoming atmosphere with complimentary beverages.

**Scholarship Criteria: (For class 1st & above)**

Entrance Test Percentage	Benefits
90% and above	50% off on admission fees
80% - 90%	40% off on admission fees
60% - 80%	25% off on admission fees
50% - 60%	10% off on admission fees

**3. School Presentation:**

Consider taking a school tour to understand our commitment to education, infrastructure, sports, and extracurricular activities.

- **Education:** Latest curriculum, smart classes, educational trips.
- **Infrastructure:** Spacious classrooms, modern furniture, well-equipped labs, dance, music, and art facilities.
- **Sports Activities:** Football, badminton, volleyball, basketball, cricket, kho-kho, and playground equipment.
- **Transportation:** Door-to-door pick-up for all routes.
- **Security:** 24x7 guards, CCTV surveillance, live bus tracking, live attendance details through the school app.

**4. Meeting with School Leadership:**

Feel free to meet the **Principal** during your visit, fostering a strong relationship between parents and management.

## 5. Concerning the Entrance Test:

- For classes 1st and above, a Written Admission Test will be conducted.
- The test will consist of three papers namely: English Language, Maths and Science.
- Students should appear for the entrance exam after submitting the Registration form in the school itself.
- Evaluation and correction will occur on the same day, followed by a confirmation call that includes an explanation of any scholarships.

## 6. Documentation:

- Photo ID proof (Adhaar Card, Driving License, PAN Card, Passport) for both the parents/ guardian.
- 2 Passport size photos of both the parents/ guardian
- Adhaar Card of the student who is taking admission (Birth Certificate in case seeking admission in Pre-Primary).
- 4 passport-sized photos, and the Transfer Certificate (TC) of the student.

## 7. During the Visit to the Campus:

- The receptionist will check all documents before forwarding them to the accounts office.
- The accounts office will calculate fees based on applicable scholarships, collect necessary documents and fees, and provide a receipt for April fees.

We look forward to having you as part of the Phoenix Public School family. If you have any queries, feel free to contact our admission office or call us at **7217555073** or **7217555083** or mail us at [admission@ppskichha.com](mailto:admission@ppskichha.com)

Best Regards,  
Phoenix Public School Admission Team