

**SACRED HEART CONVENT SCHOOL**  
**Sarabha Nagar, Ludhiana**

**CIRCULAR NO: SHCS/5/2023-24**

**Date: 14.09.2023**

**Dear Parents/Guardians**

Let's start reckoning our benedictions from the day the blessing of parenthood has been bestowed on you. The Lord's design had a purpose - to make you play diverse roles and help this tender soul to grow under your love and care. The eternal flow of His love is reflected each day of our nurturing this soul.

Your role since then as a 'Nurturer' has encompassed the connectedness, the communion and the association that you and we shall have. God's plan is to help us find an answer to this important question - 'What makes for a good life for this soul under our guardianship? The answer lies in fostering our communion now for this little soul.

Here we bring to you the commencement of our intended connect through the formal education and all-inclusive development of your child at Sacred Heart Convent School. This year we open the Registrations **both for Nursery and LKG** (CBSE curriculum).

*Our children are a beam of sunlight from the Infinite and Eternal- most valuable resource and best hope for our future. May we get the strength to nurture them with good learning and virtues.*

Good wishes to you!

**FOR NURSERY AND L.K.G ADMISSIONS**

**Dear Parents**

**The registration for new admissions to Nursery and L.K.G for the session 2024-2025 will be online.**

**Please Note:**

- The age of the child seeking admission to **Nursery** in the year 2024 should be between 3 to 4 years as on 31 March 2024. **(Born between 1 April 2020 and 31 March 2021).**
- The age of the child seeking admission to **LKG** in the year 2024 should be between 4 to 5 years as on 31 March 2024. **(Born between 1 April 2019 and 31 March 2020)**

**Online Registration Forms for the session 2024-2025 will be available.**

- **Nursery**- w.e.f 21 September 2023 at 9 am to 23 September 2023 till 5 pm only.
- **LKG**- w.e.f 18 September 2023 at 9 am to 20 September 2023 till 5 pm only.

You are requested to log on to [www.sacredheartsarabhanagar.com](http://www.sacredheartsarabhanagar.com) for the **online registration.**

**To enable you to fill the online registration forms for Nursery and LKG correctly, we have outlined some guidelines.**

1. Go to website [www.sacredheartsarabhanagar.com](http://www.sacredheartsarabhanagar.com)
2. Click on '**Online NURSERY/LKG Registration**' for session 2024-2025 according to your requirement.

P.T.O.

3. On the new page click on '**Online Registration**'
4. Fill the correct information in the form and click 'Save'. **Please note that after saving no changes can be made by you.** For any change, mail to **School email id - [shcsonlineadm@gmail.com](mailto:shcsonlineadm@gmail.com) only.**
5. The Photographs to be uploaded should be in **JPG Format** and size of the same should not be more than **2Mb**.
6. As the online payment is done successfully, you will get an Acknowledgement Receipt through mail from the school support team on the email id mentioned by you during the registration. So kindly give the correct Email ID.
7. You will find the **username** and **password** after your submission of the form. You require the username and password to check your ward's **selection status only**. **Please note it will not enable you to edit or make any change in the form.**
8. Kindly bring the **print copy of this receipt, hard copy** of the **uploaded photographs** and the **other documents** mentioned in the online guidelines at the time of verification. **The presence of your child (you have registered) with parents is mandatory.**
9. For any query or problem, kindly contact us at the given **Email ID - [shcsonlineadm@gmail.com](mailto:shcsonlineadm@gmail.com)** only. Relevant queries will be replied within 48 hours. **No telephonic query will be entertained.**

**Important Note 1 - Use a proper computer setup with printer to register your child.**

- **Avoid using smart phones, tabs, I-Pads to register.**
- **Please read the online guidelines before filling the form and follow these steps religiously.**
- **If your child is NOT within the age limit specified for the class that you apply for, she/he will NOT be eligible for admission**

❖ **Please note that the school does not provide any transportation. Kindly register only if you can arrange the pickup and drop facility yourself.**

**Important Note 2 : An affidavit duly attested by the Executive Magistrate is to be submitted by the parents if the ward is selected. The affidavit should state:**

- **The Date of Birth we have submitted is correct and no change has been made in the Date of Birth to seek admission to this school.**
- **We will not file any case against the school to change the Date of Birth at any point of time after the child's admission in the school.**

  
(Sr. Veena D'Souza)

Principal  
Sacred Heart Convent  
Senior Secondary School  
Sarabha Nagar, Ludhiana