

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

**CIRCULAR NO: SHCS/5/2024-25**

**Date: 19.09.2024**

**Dear Parents/Guardians**

*'Life becomes a celebration when an angel treads to our door'*

Truly a child is the marvel -the benediction any family can be blessed with. This angel engages you, empowers you 24x7, spreading joy and makes you experience diverse emotions around 'his being'. You dote, your fluster – you love, you frown yet these angels add meaning to your life. They help you reinvent your world for you.

Dear Parents, your bounteous love and care transform this angel and ready him for the worldly journey. Your eagerness to make him/her 'stand out' is prioritized over every other family commitment owing to the contemporary family culture of a 'single child'. You give your optimum energy, time and space. Now is the time to give a boost to your 24x7 involvement – to leverage a time of significant developments that can happen in a structured and social environs of a formal learning place –the opportune time to help him develop a deeper love for learning, to coordinate and cooperate with his age group, manage feelings apart from gaining other knowledge.

It is the right time for your greater involvement - to help him/her explore and absorb the 'New' and make him/her 'School Ready' for Nursery, Session 2025-2026 at Sacred Heart Convent School, Sarabha Nagar, Ludhiana.

Good wishes to you!

**Dear Parents**

**This year the admissions are open only for Nursery class. The registration for new admissions to Nursery for the session 2025-2026 will be online.**

**Please Note:**

- The age of the child seeking admission to **Nursery** in the year 2025 should be between 3 to 4 years as on 31 March 2025. (**Born between 1 April 2021 and 31 March 2022**).

**Online Registration Forms** for the **session 2025-2026** will be available w.e.f **7 October 2024 at 8 am to 9 October 2024 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 correctly, we have outlined some guidelines.**

1. Go to website [www.sacredheartsarabhanagar.com](http://www.sacredheartsarabhanagar.com)
2. Click on '**Online NURSERY Registration**' for session 2025-2026.
3. On the new page click on '**Online Registration**'.

P.T.O.

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, 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

Principal  
Sacred Heart Convent  
Senior Secondary School  
Sarabha Nagar, Ludhiana