SACRED HEART CONVENT SCHOOL
Sarabha Nagar, Ludhiana

CIRCULAR No.: SHCS/5/2025- 26   Date: 10 September 2025

Availability of Forms: Online Registration Forms for **Nursery** for the session 2026-2027 will be available w.e.f. **18th September 2025 at 8 am to 20th September 2025 till 5 pm only.**

Please read the given instructions and guidelines thoroughly.

Pre-requisites: Ensure that you have the following before you begin to fill the form.
- Photograph of the child (in Jpeg, Jpg format to be uploaded)
- Family photograph with the child (in Jpeg, Jpg format to be uploaded)
- Size of the photographs should not be more than 2Mb
- Valid Email ID.
- Use a proper computer setup with printer to register your child.
- Avoid using smart phones, tabs, I-pads to register.

Important: Username/Password will be automatically generated only after complete submission of the online form and is not required before the submission. This username and password is required only to check your ward's selection status. It will not enable you to edit or make any change in the form.

IMPORTANT INFORMATION REGARDING ADMISSION TO NURSERY - 2026

1. **Age:** The age of the child seeking admission to **Nursery** in the year 2026 should be between 3 to 4 years as on 31 March 2026. (Born between 1 April 2022 and 31 March 2023)

   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.

2. **Name and other particulars:** Fill in the particulars of the child (i.e. name, parents' name, date of birth) correctly. **The date of birth filled in the form must tally with the one written in the D.O.B Certificate.** All names should be spelt correctly in capital letters as they will be required in all the legal papers and CBSE record of the candidate. **Please Note: No change regarding Date of Birth, whatsoever, will be made after the admission to Nursery or in any subsequent class.**

3. **Photographs:** The latest photograph (taken not more than a month before the date of application) of the child is to be uploaded in the space (box no.1) provided for it. A family photograph (showing the parents and the child) must be uploaded in the space (box no. 2). **Kindly bring the same photographs at the time of the Verification of Documents.**

4. **Registration Fee:** Rs.2,000/- is to be paid **online** and is **nonrefundable.**

5. **Acknowledgement Receipt:** As the online payment is done successfully, you will get an Acknowledgement Receipt through mail on the email on the email id mentioned by you during the registration.

P.T.O.

* Kindly give the **correct email id.**

* Please note that the **date and time of the verification of documents** will be mentioned on the Acknowledgement Receipt.

* **Kindly print the Acknowledgement Receipt and bring it on the date and time of the verification of documents in the KG Block of the School. The presence of the child whom you have registered with parents is mandatory on the date and time of the verification of documents. Please retain the slip to check your wards selection status. No Selection list will be displayed in the school.**

6. **Rejection of Forms:** Incomplete registration forms providing incorrect information will automatically stand rejected.

7. **Regarding Enquiry:** No phone calls will be entertained regarding admission. For any problem kindly contact us at the given Email ID: shcsonlineadm@gmail.com only. Relevant queries will be replied within 48 hours.

8. **DOCUMENTS FOR VERIFICATION**

   i) **Date of Birth Certificate:** The original Date of Birth Certificate issued by the Municipal Corporation/Baptismal Certificate (in case of Christian children) along with a Photostat copy duly attested by a **Class A** gazetted officer must be submitted at the time of verification of the forms. The original certificate will be returned to the parents immediately after the verification. **(Note: No Notary attested copy will be accepted).**

   ii) **Proof of residence of the parents:** Submit a Photostat copy of any one of the following documents duly attested by a **Class A** gazetted officer at the time of verification of the documents:

      a. Ration Card
      b. Passport
      c. Voter ID card
      d. BSNL landline telephone bill.
      e. Electricity Bill
      f. Aadhar Card
      g. Rent Deed (If staying on Rent)

   The original document will be returned to the parents immediately after the verification.

9. Parents whose **wards are already studying** in the school should submit a photo copy of the ward's result (previous class) at the time of the verification of documents.

10. **Selection:** The Management of the School reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate. The selection procedure is designed by the Committee and the selection of the candidate is done by the Management.

11. **Caution:** The School does not accept any donation for admission. Parents should be aware of third parties collecting money on behalf of the School and making false claims of procuring admission. If the parents enter into any transaction with such parties, they will be doing so at their own risk and the School shall not be responsible for it.

IMPORTANT:

- **Please note that the school does not provide any transportation. Kindly register only if you can arrange the pickup and drop facility yourself.**
- **You are advised to fill in only ONE online form. Duplicate Forms shall be rejected.**

IMPORTANT NOTE: 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** certificate that 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