

Important Instruction for Registration of L.KG

Important: Username/Password will be automatically generated only after the complete submission of the online form.

Pre-requisites: Ensure that you have the following before you begin to fill the form.

•Valid Email ID and Mobile Number.

•Applicant Child's Date of Birth Certificate: (Certificate should bear the Child's Name, Father's Name and Mother's name written on it).

•Aadhar Card of the Candidate and both the Parents.

IMPORTANT INFORMATION REGARDING ADMISSION TO LKG – 2024.

1. Age: The age of the child seeking admission to LKG in the year 2024 should be between 3 years and 3 months to 4 years 3 months as on 31 March 2024.(Born between 01/01/2020 and 31/12/2020) If your child is **NOT** within the specified age limit, she/he will **NOT** be eligible for admission.

2.Date of Birth Certificate: The Original Date of Birth Certificate issued by the Municipal Corporation/Baptism Certificate (in case of Christian children) along with a Photostat copy duly attested by a **Class A** gazetted officer/notary public must be submitted at the time of verification of the forms. The original date of birth certificate of the child should have: correct full name of the child, father and mother. The same will be returned to the parents immediately after the verification.

3.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 forms.

a) Electricity Bill

b) Aadhar Card of the child , father and mother

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

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

5.Photographs: The latest photograph (taken not more than a month before the date of application) of the applicant child is to be scanned and uploaded in the space (box no.1) provided for it. A family photograph (showing the parents and siblings with the applicant child) must be scanned and uploaded in the space (box no. 2)

6.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.

7.Rejection of Forms: Incomplete registration forms and forms providing incorrect information will automatically stand rejected.

8.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.

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

10.Registration Fee: A Registration fee of Rs. 1200/- has to be paid at the time of filling up the online registration form. 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 submission of the Acknowledgement Receipt.

IMPORTANT: You are advised to fill only one online form. Duplicate Forms shall be rejected.

Terms and conditions for admission to LKG:-

- The information entered in the Registration Form should be correct. School will not be responsible for any mistake during the registration of the student.

- Parents will get the interaction time while submitting the documents in the school office.

- After filling in the online registration form, parents are to take a printout of the same on A4 size paper along with the Acknowledgement Receipt.

- Parents must scan and upload candidate's as well as their own recent passport size colour photograph with the child on the registration form. They must certify that all information provided by them is correct by signing at the end of the form.

- Registration form should be submitted with the photocopy of Date of Birth certificate, Aadhar Card of the Candidate and Parents duly attested by **Class A** gazetted officer/notary public.

- Parents shall have to bring along the following documents(Original) at the time of interaction for the verification:-

- a)Date of Birth certificate
- b)Residence proof
- c) Aadhar Card
- d) Family Photograph (uploaded on the Registration Form)
- e) **Acknowledgement Receipt.**

- Only one form will be accepted for one child.

- The Management reserves to itself the right of admission.

- Parents are to submit the print out of the registration form along with copies of all the requisite documents at the School Office on 09th and 10th November 2023 (09:00 am to 02:00 pm).

- If any information is found to be incorrect or false, or in case proper documentation is not provided, the application is liable to be cancelled.

- The amount deposited towards registration and admission for a particular year will neither be refunded nor transferred to any other year or towards sibling's fee.

- The minimum age for admission to L.K.G. is 3 years and 3 months & maximum age is 4 years and 3 months as on 31 March 2024.

- It is not mandatory that a child should have attended any school before getting admitted to Sacred Heart Convent School, Barnala.

Privacy Policy:

- Sacred Heart Convent School, Raikot Road, Barnala considers the protection of your personal information important and shall take necessary care to safeguard your privacy.

- If you decide to access the website, your visit and any dispute over privacy is subject to this Privacy Policy and Our Terms and Conditions of use. Our Policy regarding the collection, use and disclosure, if any, of personal information is very strict and we adhere to the best of practices to guard your personal information with care.