

SACRED HEART SR. SEC. SCHOOL
B.R.S NAGAR, LUDHIANA
NURSERY ADMISSIONS 2023-2024

15-09-2022

Dear Parents/Guardians

The registration for Nursery Admissions for the session 2023-2024 will be online. The age Criteria for Nursery is 3 years to 4 years i.e. children born between 1st April 2019 to 31st March 2020.

You are requested to visit the school website www.sacredheartschoolludhiana.com for Nursery Admissions 2023-2024.

NOTE: If you face any difficulty in registering and submitting the form online, please contact school office at 0161-2457253 between 8:00 a.m. to 1:30 p.m.

IMPORTANT DATES

Online Registration	29 th September 2022 at 08:00 a.m. and closes on 6 th October 2022 at 8:00 p.m.
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IMPORTANT NOTE:

After successful registration of your application, an acknowledgement receipt will be generated on which the allotted date and time for verification of documents, will be mentioned. This Acknowledgement Receipt along with the Registration Form should be downloaded and then printed and brought to school on the date allotted to you for verification of documents. Instructions to print both the receipt and the form are given henceforth.

Guidelines to fill the form Online:

1. Go to the school website www.sacredheartschoolludhiana.com
2. Click on "Online Nursery Admission" for the session 2023-2024.
- 3. All particulars of the child such as name, parent's name, address etc. should be spelt correctly in capital letters.**
4. Fill in the correct information in the form and click on 'Next'. After submission, no changes can be made by you. If you have entered the wrong information by mistake then required changes can be made by sending mail to us at shsbrsoffice@gmail.com.
5. Following two photographs have to be uploaded:
 - Candidate – passport size photograph
 - Candidate's photograph with father and mother/guardians

The photographs to be uploaded should be in JPG format and the size of same should be less than 1024 KB.

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6. The payment required for registration charges can be made through debit card, credit card, net banking or UPI.
7. Once the online payment is done successfully, **you will get an Application Successful Message with the username and password mentioned on it. Note down these details as they will be required for logging into the parent portal.**
8. An Acknowledgement Receipt will be generated on which the allotted date and time for verification of documents will be mentioned. **This Acknowledgement Receipt along with the Registration Form should be downloaded and then printed.** The Receipt and the form can be accessed as follows:
 - Click on the Home button to open login window. Enter the username and password.
 - On the homepage of the parent portal, there is a print tab under which Acknowledgement Receipt and Registration Form are available for downloading and printing.
9. **Documents that are required for verification are mentioned on the registration form which will be generated on successful registration.**
10. **Presence of the child along with parents is compulsory on the date and time of verification of documents.**
11. Parents are requested to make the following arrangements before filling up the online registration form.
 - Use a computer/laptop for registration.
 - Printer is required for printing the Acknowledgement Receipt and Registration Form.
 - Avoid using smartphones and tablets for registering.
 - Read these guidelines before registration and follow these steps carefully.
12. **Registration does not guarantee admission.**
13. You can login with your username and password to check the selection status of your child or visit the school website on the date of declaration of result.



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