SACRED HEART SR. SEC. SCHOOL
B.R.S NAGAR, LUDHIANA
NURSERY ADMISSIONS 2026-2027

09-09-2025

Dear Parents/Guardians

We are pleased to announce that online registration for Nursery Admissions for the Academic Session 2026-2027 will commence from 18 September 2025.

DETAILS

Eligibility	Age of the child should be between 3 to 4 years as on 31 March 2026 (Children born between 1 April 2022 and 31 March 2023.)
Mode of Application	Online Only (Via the School Website) www.sacredheartschoolludhiana.com
Registration Dates	18 September 2025 (8:00 am) to 21 September 2025 (8:00 pm)

NOTE: In case of any issue faced by you in registering and submitting the form online, please contact the school office at 0161-2457253, 9478284688 between 8:00 a.m. to 1:30 p.m.

IMPORTANT NOTE:

After the 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 and the Registration Form should be downloaded, printed and brought to school on the date allotted to you for verification of documents. Instructions for printing 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 "Online Nursery Registration" for the session 2026-2027.
3. **All particulars of the child, such as name, parent's name, address etc. should be spelt correctly in capital letters.**
4. **Kindly provide a valid email address on which necessary notifications from the school will be mailed to you.**
5. Fill in the correct information in the form and click the 'Next' button. After submission of the form, no changes can be made. If you have entered the wrong information, then the required changes can be made by sending mail to us at **shsbrsoffice@gmail.com**.
6. The following two photographs must 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 (1 MB)

7. Payment for registration charges can be made through debit card, credit card, net banking or UPI.

8. Once the online payment is done successfully, **you will get an Application Successful notification with the username and password mentioned. Note these details as they will be required for logging into the parent portal. An email with these credentials will also be mailed to you at the email address provided by you during registration.**

9. An acknowledgement receipt will be generated on which the allotted date and time for verification of documents will be mentioned. **This Acknowledgement Receipt and the Registration Form should be downloaded and printed.** The Receipt and the form can also be accessed by:

   - Click on the Home button to open the login window. Enter the username and password.
   - On the homepage of the parent portal, there is a print tab under which the Acknowledgement Receipt and Registration Form are available for downloading and printing.

10. **Documents required for verification are mentioned on the registration form which will be generated on successful registration.**

11. **Presence of the child with parents is compulsory on the date and time of verification of documents.**

12. Parents are requested to make the following arrangements before filling out the online registration form.

    - Use a computer/laptop with printer for registration.
    - Avoid using smartphones and tablets for registration.
    - Provide a valid email address.

13. **Registration does not guarantee admission.**

14. Selected candidates will be informed through an email on the email address provided in the registration form.

We look forward to welcoming your child into the Sacred Heart Family – a nurturing environment where every child's curiosity and creativity are encouraged.

PRINCIPAL