

SACRED HEART SR. SEC. SCHOOL
B.R.S NAGAR, LUDHIANA
NURSERY ADMISSIONS 2025-2026

04-10-2024

Dear Parents/Guardians

The registration for Nursery Admissions for the 2025-2026 session will be online. The child seeking admission to Nursery in 2025 should be between 3 and 4 years as of 31 March 2025. (Born between 1 April 2021 and 31 March 2022).

You are requested to visit the school website www.sacredheartschoolludhiana.com for Nursery Admissions 2025-2026.

NOTE: If you face any difficulty in registering and submitting the form online, please contact the school office at 0161-2457253, 9501626485 between 8:00 a.m. to 1:30 p.m.

IMPORTANT DATES

Online Registration	16th October 2024 at 08:00 a.m. To 18th October 2024 at 8:00 p.m.
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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 Admission" for the session 2025-2026.
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 by mistake then required changes can be made by sending mail to us at shsbrsoffice@gmail.com.

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6. The 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 (1 MB)

7. Payment required 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 Message 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.**

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 be accessed as follows:

- 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. 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.



PRINCIPAL