



# Sacred Heart Sr. Sec. School

For Office Use

(A Private unaided Christian Minority Institution)

APPLICATION FORM FOR LOWER KINDERGARTEN-2022-2023

Submission of Application Form does not guarantee Admission

**Please Read the Instructions Carefully Before Submitting the Form**

**Please Note : SACRED HEART SR. SEC. SCHOOL IS ALL GIRLS' SCHOOL.**

Dear Parents

Thank you for applying for your daughter's admission to Sacred Heart Sr. Sec. School. We wish you all the best.

**Please ensure that all documents are legible and are notarized/attested by a gazetted officer or 1st class magistrate. The notarization / attestation must not be more than 6 months old. Please note : SELF ATTESTED FORMS WILL NOT BE ACCEPTED.**

**1) Birth certificate :**

(i) Birth certificate of the child issued in accordance with the provisions of the Registration of Births & Deaths Act, 1969 with the Child's name & the Parents' name on it. Please Note: **The parents' names must exactly match the names on the applying child's Date of Birth Certificate and no changes will be accepted later.**

2) Please attach any one of the documents listed below showing identification proof of parents. Please attach **one for each parent.**

(i) Passport (Valid)  (ii) Driving License (Valid)  (iii) Voter I. Card  (iv) Pan Card

(v) Aadhar Card  (v) Any other Govt. identification document

**Please Note:** Details on the parents' identity documents must exactly match those on the Child's Birth Certificate

**3) Christians** must attach: (both)

(i) Baptism Certificate/Dedication Certificate of the child.

(ii) A letter from the respective Parish Priest/Pastor testifying to the membership of their parish and their active involvement in the church.

**4) Alumni** (both)

(i) School leaving certificate/Class 10 Pass Certificate

(ii) List detailing the support given to the school

**5) Sibling in school:** (both)

(i) Birth Certificate of sibling with parents' names clearly indicated. **Please Note:** The parents' names in the sibling's DOB certificate must **exactly match** the names on the applying child's Date of Birth Certificate.

(ii) No due certificate of the siblings

**6) Single parents:** Suitable supporting documentation **indicating legal custody of the child** by the applicant.

e.g.: Divorce papers/court order/death certificate etc.

**7) Legal Guardian (if any):** Suitable documents indicating legal custody of the child.

**8) Recent Passport size photograph of the child (not more than one month old)**

With the child's name and date of taking the photograph printed below (as per sample shown)

**9) If Foreign national, please attach attested copies of the following documents: (both)**

(i) Valid Passport.

(ii) Valid Visa and Residential Permit or PIO Card / OCI Card.



**10) Children who are differently abled and can be mainstreamed:** Learning Disability Certificate issued by the certifying authority designated under sub-section 1, section 57 of the Rights of Persons with Disabilities Act 2016. The certificate must clearly state the nature and percentage of disability.

(ii) Detailed assessment report indicating that the child can be mainstreamed.

**11) Schedule Caste / Schedule Tribe/ Other Backward Class:**

**Kindly note : The information asked for below is for our information only and has no relevance to the admission which is by draw of lots.**

(i) **Schedule Caste:** SC Certificate of **the Child** issued by the appropriate authority.

(ii) **Schedule Tribe:** ST Certificate of **the Child** issued by the appropriate authority.

(iii) **Other Backward Class:** OBC Certificate of **the Child** issued by the appropriate authority.

12) Documents issued by the government **displaying each parents'/** Legal Guardian's Signatures.

13) **Income certificate** issued by the Sub-Divisional Magistrate's office **displaying Family Income below 1.5 Lakh per annum**

**TOTAL NO. OF DOCUMENTS ATTACHED**

Signatures : Father \_\_\_\_\_ Mother \_\_\_\_\_ Legal Guardian (if any) \_\_\_\_\_



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Kindly note that all admissions are done ONLY by the school as per the procedure prescribed. **NO ONE** has been authorised to give admission/assurance regarding the admission.

## Please Read the Instructions Carefully Before Filling the Form

### Kindly read the instructions carefully before you submit the application form:

- SC Judgement** : The Hon'ble Supreme Court of India has held in the case of Society for Unaided Private Schools of Rajasthan v/s U.O.I. & Others Writ Petition (C) No. 95 of 2010, that the provisions of the Right of Children to Free and Compulsory Education Act 2009 (RTE) shall not apply to **Unaided Minority Educational Institutions**. The National Commission for Minority Educational Institutions, Government of India, New Delhi has declared Sacred Heart Sr. Sec. School, to be a **Minority Educational Institution within the meaning of Section 2(g) of the NCMEI Act. Sacred Heart Sr. Sec. School, Sector 26, Chandigarh, therefore, being a certified Christian Minority, Unaided Educational Institution, does not reserve 25% seats for the E.W.S. (Economically Weaker Section) as mandated in the Right of Children to Free and Compulsory Education Act 2009.** The school imparts education to the Christian community around and extends its service to the members of other communities to the extent possible.
- There are 5 printed pages in the form. Kindly ensure you have filled and uploaded all the pages.
- Only those girls born between **1st April, 2017 and 31st March, 2018** will be eligible for LKG admission for the academic year 2022-23. If your child is not within the age limit specified, she will **NOT** be considered for admission.
- Selection for allocation of seats, will be made by draw of lots on **29th January, 2022** at 3:00 p.m.
- Only filled in application forms along with **photocopies** of relevant documents duly attested/notarized by **notary/oath commissioner** should be submitted on **17th January and 18th January, 2022** inclusive of both days, **Time 10:00 AM to 12:00 Noon** (excluding holidays).
- Incomplete forms/those filled with incorrect information/unattested forms or forms without all the required documents, will NOT be considered for admission.**
- No enquiries will be entertained at the reception counter during the days of submission of forms.**
- The list of eligible candidates will be displayed on the website/outside the school gate on the notice board. No queries will be entertained if the form is rejected.**
- If the **names and surnames given in the application form do not match with the birth certificate of the child** and the identity proof of the parents, the application form will be considered incomplete and will **NOT be considered for admission. No changes will be entertained thereafter in the school records.** In case of sibling, parents' names to match exactly with sibling's name in Birth Certificate. No spelling differences will be entertained.
- No alteration will be permitted in the registration form once the same has been uploaded. Hence you are strongly advised, if you so desire, that the necessary rectifications like addition/deletion of the name/surname/parent's name/s is done legally from the Issuing Authority **before** submission of the Application Form.
- In case it comes to the knowledge of the management, on detailed verification of the documents submitted, or at any point thereof, that the information furnished is incorrect or wrong, or the documents submitted have been forged/ fabricated/tampered with, the admission will stand cancelled forthwith, without any notice and without having any right to claim or refund of the fee paid.** The management also reserves the right to initiate appropriate proceedings in case of any of the above contingencies.
- Application/draw does not guarantee admission. The admission process will be considered complete only on completion of all formalities of admission, verification of all documents and payment of fees within the stipulated time.
- Both parents must be present with the child on the day of admission** as the signatures of both are imperative.
- Originals of all documents must be produced at the time of admission, to permit verification. In case, on verification or at any subsequent point of time, any Document is found to be fabricated, forged or tampered with, the management reserves the right to cancel the admission forthwith.
- Please ensure that the acknowledgement slip is retained and produced whenever you come to the school regarding all future dealings pertaining to admissions.**
- The School being a minority institution reserves its constitutional right to give preference to children from the Christian Community. Preference will also be given to siblings, Wards of Alumni, Management and Wards of Staff. (Only wards of those Alumni, will be considered in Alumni category who have studied in the school for a minimum period of ideally 5 years and who have ideally been supportive of the school.) Conditions apply.
- Please note:** If the number of applications for this category exceeds the number of seats available, a draw of lots will be held. You are therefore, advised to apply in other schools as well in the interest of your child's future. **Kindly note:** Preference does not guarantee admission. All alumni are requested to attach the documents listed as well as lists detailing how they have been supportive to Sacred Heart Sr. Sec. School.
- With the firm belief that children should not be exposed to the stress of long journeys, parents are advised to opt for neighbourhood schools. **The school is not responsible for providing transport facilities.** There are, however, a few private contractors plying buses, under contract with the school. The buses are being run on pre-designated routes. The routes on which the buses are plying are available on the school website. Parents are therefore advised to apply to neighbourhood schools. Please note that parents will be responsible for arranging transportation for their child if no seat is available on the buses or the child stays outside the already designated routes. Please note: **NO REQUESTS FOR NEW ROUTES/CHANGE IN ROUTES WILL BE ENTERTAINED.**
- Please note:** Parents using other means of transport barring the buses which are currently on contract with the school, will be responsible for making safe arrangements of transportation for their children. This includes verification of drivers of the vehicle and all other requirements as directed by the CCPCR, CBSE, Central Government and Administration, Hon'ble Punjab and Haryana High Court etc. Parents are therefore advised to take admission in schools near their residence.
- The school has already implemented numerous **safety and security measures** which are detailed on the school website <http://www.sacredheartchd.com>. Parents are requested to go through the safety and security measures and apply only after they are satisfied with the measures in place. No objection to the measures will be entertained once a child has been admitted to the school.
- Regarding school rules: Parents are expected to strictly adhere to the rules in the interest of the discipline and safety and security of their children as well as the upbringing of a well-rounded human being. Timings must be strictly adhered to especially as regards the dropping and pick up timings from school, as per school rules.
- Please note that at the time of admission and at all times thereafter, the medical details and record of the child shall be disclosed to the school keeping in mind the best interests and welfare of the child. Any previous medical history/or any other information pertaining to the child's physical, emotional and mental health must be disclosed. Please note: Parents are requested to disclose all information as it may be vital in case of an emergency and in the handling of your child. Parents will be expected to submit an undertaking to the effect that no medical issue is being withheld from the school.
- Being a Christian Minority Educational Institution and in imitation of Jesus, who made a preferential option for the poorest of the poor of society, the school has independently been educating children from the E.D.G. (Economically Disadvantaged Group) since 1986 and currently has nearly 500 students from this category.  
**Kindly Note:** This is an entirely voluntary exercise as the school being a Christian Minority, Private, Unaided school does not come under the purview of the RTE in the matter.
- Only ONE application form per child is to be uploaded. In the event of it being discovered that more than one application has been uploaded for a child, all such forms will stand rejected and the candidate shall be disqualified and not be considered for the Draw of Lots.
- Forms and all the accompanying documents/photographs, once submitted, will become the property of the school and **shall not be returned.**
- At the time of submission of forms:**
  - A sum of Rs. 100/- (non-refundable) is to be paid at the time of submitting the form.
  - Kindly bring along an **Original Date of Birth Certificate** for verification purposes when you are called to the school. The same will be returned immediately.
  - There will be a preliminary examination of the forms. All forms found incomplete/ with documents missing/unattested/ with incorrect information will **be rejected.**
  - The accepted forms will, thereafter, be subjected to further detailed scrutiny after which the final list of eligible candidates for draw of lots will be prepared.
- The final list of eligible candidates for the draw of lots will be put up on **24th January, 2022 outside the school and on the school website.**
- Contact numbers/Email IDs given must be permanent, valid and working. In the eventuality that the school is unable to reach you at the number(s) given, the school will not be held responsible for the consequences.

**NOTE :** All admissions which are granted shall be on a provisional basis and subject to the detailed verification/scrutiny of all documents against the original at the time of admission. If any document is found to be false/tampered with or if the child is found to be ineligible on any ground, the admission shall stand cancelled.

I hereby certify that I have carefully read all the above instructions and agree to abide by them.

Signatures : Father \_\_\_\_\_ Mother \_\_\_\_\_ Legal Guardian (if any) \_\_\_\_\_



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Please fill in the form in BLOCK LETTERS



**Postcard size**  
**RECENT photo of the child with parents**  
**/legal guardian(s) & Siblings only**  
**(Not taken more than a month ago)**

*Affix Photo  
Over the Sample*

**SAMPLE**

Aadya Mahajan  
01-11-2021

Firmly affix a recent photograph of the girl seeking admission (not taken more than a month ago) with gum/adhesive (not to be pinned or stapled) which clearly indicates the name of the girl child along with the **DATE OF TAKING THE PHOTOGRAPH.** (Sample Shown Above)

**Name of the Child (BLOCK LETTERS)** .....

**Date of Birth :** Day      Month        Year          **Age as on 31-3-2022 :** .....

**Religion(Please Tick) :** Christian  Hindu  Muslim  Sikh  Buddhist  Jain  Pars  Any Other \_\_\_\_\_

**For Christians only :** Date and Place of Baptism .....

Name of Church: \_\_\_\_\_ Priest's / Pastor's Name & Contact No. \_\_\_\_\_

**Caste (Please Tick, if applicable) :** SC  ST  OBC       **Nationality :** .....

**Is the Child Foreign Passport Holder:** Yes  No       Copies attached    Yes  No

**School being attended presently (and address):** .....

Tel. No. of School ..... E. Mail of School .....

FATHER'S	MOTHER'S
<b>Name in full :</b> .....	<b>Name in full :</b> .....
<b>Occupation/Business:</b> ..... <small>(Please specify exact nature of company/business/shop)</small>	<b>Occupation/Business:</b> ..... <small>(Please specify exact nature of company/business/shop)</small>
<b>Designation:</b> .....	<b>Designation:</b> .....
<b>Office/Shop/Business Address:</b> .....	<b>Office/Shop/Business Address:</b> .....
Tel.: .....	Tel.: .....
<b>Home Address:</b> .....	<b>Home Address:</b> .....
Tel..... Mobile No.....	Tel..... Mobile No.....
E.mail.....	E.mail.....



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Note : Sacred Heart Sr. Sec. School is a Private, Unaided Institution that receives no grant from the Government and therefore, it is imperative that the full fees be paid from time to time, as per schedule. No requests for fee concessions or waiver of fee will be considered.

**Please Note: FEES ONCE PAID IS NOT REFUNDABLE**

Language spoken at home:.....

Is your daughter an only child    Yes     No   

If No, have you any other child/children already studying in Sacred Heart Sr. Sec. School/Other schools? If so,

Name(s)	Class, Section & Adm. No.	Name of the school
1.....	.....	.....
2.....	.....	.....
3.....	.....	.....

4. Non school going :    NA     Yes     No     If yes, No. of Brother(s)     Sister (s)   

Is the girl's parent an ex-pupil of Sacred Heart? :    Yes     No   

(a) If yes, Year of Graduation : .....    (b) House.....

(c) Years Studied in Sacred Heart ..... Year to ..... Year

(d) ..... Class to ..... Class    (e) Admission No. ....

(f) Attached a separate list detailing how she has been supportive to Sacred Heart Sr. Sec. School    Yes     No   

Family Information (Please tick) :

**THE STUDENT LIVES WITH**    Both Parents     Mother Only     Father Only     Other     Specify.....

**LEGAL CUSTODY**    Both Parents     Mother Only     Father Only     Legal Guardian     Specify.....

**CORRESPONDENCE TO**    Both Parents     Mother Only     Father Only     Other     Specify.....

**CHECK IF APPROPRIATE**

Father deceased     Parents Divorced     Father remarried   

Mother deceased     Parents separated     Mother remarried   

Parents living outside India        Parents not living in Tri-city   

One Parent not living in Tri-city    Father     Mother   

Attached custody papers if parents divorced or separated.    Yes     No   

Is Your child differently abled but can be mainstreamed?    Yes     No   

Signature of Father

Signature of Mother

Signature of Legal Guardian (if any)

**For Christians Only :** As my child is a Christian, I understand and accept that she will be attending Catechism/Christian scripture classes for the duration of her stay in school.

Signature of Father

Signature of Mother

Signature of Legal Guardian (if any)

**Note : The school does not accept any donations/capitation fee for admissions.**

Signature :    \_\_\_\_\_  
Father

\_\_\_\_\_  
Mother

\_\_\_\_\_  
Legal Guardian (if any)

Name :    \_\_\_\_\_  
Father

\_\_\_\_\_  
Mother

\_\_\_\_\_  
Legal Guardian (if any)



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For office use only:

Date of Submission: .....  
Time of submission: .....

Office Copy

Name of the Child in full : .....  
Date of birth of the Child : Day   Month   Year     Religion ..... Nationality.....  
Father's Name : .....  
Mother's Name : .....  
Legal Guardian's (If any)Name : .....  
Residential Address : .....  
Phone Number(s)/E.Mail ID : ..... Phone No. Residence : .....  
Mother's : Office ..... Mobile ..... E.Mail .....  
Father's : Office ..... Mobile ..... E.Mail .....  
Legal Guardian(If any) : Office ..... Mobile ..... E.Mail .....

Note : Contact numbers/E-mail IDs given must be permanent, valid and working. In the eventuality that the school is unable to reach you at the number(s) given, the school will not be held responsible for the consequences.

Signature : \_\_\_\_\_  
*Father* *Mother* *Legal Guardian (if any)*  
Name : \_\_\_\_\_  
*Father* *Mother* *Legal Guardian (if any)*



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For office use only:

Date of Submission : .....  
Time of Submission : .....

Parents'/Guardian's Copy

Name of the Child in full : .....  
Date of birth of the Child : Day   Month   Year     Religion..... Nationality.....  
Father's Name : .....  
Mother's Name : .....  
Legal Guardian's (If any)Name : .....  
Residential Address : .....  
Phone Number(s)/E.Mail ID : ..... Phone No. Residence : .....  
Mother's : Office ..... Mobile ..... E.Mail .....  
Father's : Office ..... Mobile ..... E.Mail .....  
Legal Guardian(If any) : Office ..... Mobile ..... E.Mail .....

Note : Contact numbers/E-mail IDs given must be permanent, valid and working. In the eventuality that the school is unable to reach you at the number(s) given, the school will not be held responsible for the consequences.

Signature : \_\_\_\_\_  
*Father* *Mother* *Legal Guardian (if any)*  
Name : \_\_\_\_\_  
*Father* *Mother* *Legal Guardian (if any)*