



Sacred Heart Sr. Sec. School

(A Private unaided Christian Minority Institution)

APPLICATION FORM FOR NURSERY (ECONOMICALLY DISADVANTAGED GROUP) - 2024-2025

Submission of Application Form does not guarantee Admission

REG. No.

Please Read the Instructions Carefully Before submitting the Form

Please Note : SACRED HEART SR. SEC. SCHOOL IS AN 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 :**

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' name must exactly match the name on the applicant's Date of Birth Certificate and no changes will be accepted later.**

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

- (i) Passport (Valid) (ii) Driving License (Valid) (iii) Voter I. Card (iv) Pan Card (v) Aadhar Card
- (vi) 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' name 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 sibling(s)

6) **Single parent:** Suitable supporting documentation **indicating legal custody of the child** by the applicant. 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 both the documents mentioned below:**

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

10) Children who are **differently abled and can be mainstreamed:**

- (i) 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.

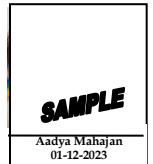
- (i) **Schedule Caste:** SC Certificate of **the Child** issued by the appropriate authority.
- (ii) **Schedule Tribe:** ST Certificate of **the Child** issued by the appropriate authority.
- (iii) **Other Backward Class:** OBC Certificate of **the Child** issued by the appropriate authority.

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

13) **Photo copy of the applicant's Aadhar Card**

14) **Income Certificate issued by Deputy Commissioner, Chandigarh is Mandatory**

Annual Income of the family must not exceed Rs. 2 Lakh



TOTAL NO. OF DOCUMENTS ATTACHED

Signatures: Father _____ Mother _____ Legal Guardian (if any) _____

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.



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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 submitted all the pages.
- Only those girls born between **1st April, 2020 and 31st March, 2021** will be eligible for Nursery admission for the academic year 2024-25. If your child is not within the age limit specified, she will **NOT** be considered for admission.
- There will be no screening of the children or their parents. **Preference will be given to applicants staying in nearby areas**(of Sacred Heart Senior Secondary School), Christians, Siblings, Wards of Alumni, Management and Wards of Staff(Conditions apply) Kindly Note: **Preference does not guarantee admission.**
- Forms shall be available on the school website from **07th December,2023 to 20th December, 2023**. Selection for free and open seats, if available after allocation of other seats will be made by draw of lots on **24th January, 2024 at 3:00 p.m.**
- Only filled in application forms along with photocopies of relevant documents duly attested/notarized gazetted officer should be deposited in the school on **5th January (12.30 to 2.30 pm.) and 6th January, 2024** (from 9:00 am to 12:30 pm) along with a **payment of Rs 150.**
- Incomplete forms/those filled with incorrect information/unattested forms or forms without all the required documents, will NOT be considered for admission.**
- No enquiry 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' name must 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 be given to those students who reside in the nearby areas(of Sacred Heart Sr Sec School),** 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:** Also if applications for these categories exceed the number of seats available, a draw of lots will be held within the various categories. You are therefore, advised to apply in other schools as well in the interest of your child's future. Please note that your child will be considered only under the category you apply for. **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 operating on pre - designated routes. The route 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-grounded 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 around 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 submitted. In the event of it being discovered that more than one application has been submitted 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. 150/- (non-refundable)** is to be paid at the time of submitting the form.
 - Kindly bring along the **Original Date of Birth Certificate** for verification purposes if 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 **20th January, 2024 outside the school.**
- 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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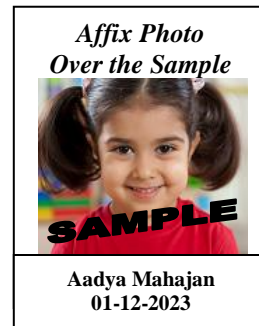
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Please fill in the form in **BLOCK LETTERS**



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



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 31-3-2024:.....

Religion(Please Tick) : Christian Hindu Muslim Sikh Buddhist Jain Parsi 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 SchoolE. Mail of School

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



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Language(s) spoken at home:.....

Is your daughter the 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 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, No. of Brother(s) <input type="checkbox"/> Sister (s) <input type="checkbox"/>		

Is the applicant's mother an ex-pupil of Sacred Heart? : s 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 WITH 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 MobileE.Mail.....

Legal Guardian(If any): Office MobileE.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 Contact : Office Mobile.....E.Mail.....

Father's Contact : Office MobileE.Mail.....

Legal Guardian(If any) : Office MobileE.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)