



# Sacred Heart Sr. Sec. School

(A Private unaided Christian Minority Institution)

ADMISSION NOTICE 2026 - 2027

*Submission of Application Form does not guarantee Admission*

## POLICY FOR APPLICATION FOR ADMISSION TO NURSERY 2026 – 2027

### **Please Read the Instructions Carefully Before Uploading the Form.**

Sacred Heart Sr. Sec. School is an all girls' Private Unaided Christian Minority Educational Institution which has 160 seats at Nursery level. As such the norms of minority institutions are applicable in the admission process. The school imparts education to the Christian community around and extends its services to the members of the other communities to the extent possible.

Application forms will be available from **09<sup>th</sup> December to 22<sup>nd</sup> December, 2025** on the school website – [www.sacredheartchd.com](http://www.sacredheartchd.com).

**Kindly Note:** No forms will be available at the school. There are FIVE pages in the form. The complete form must be downloaded, duly filled and submitted along with the payment receipt.

**Disclaimer:** The school will not be held liable in case there are any server/internet problems resulting in an inability to access/print the form. **Kindly drop the hard copy of the Application Form along with all the documents in the box kept inside the school premises.**

#### **ELIGIBILITY :**

Only **Girls** born between **01<sup>st</sup> April, 2022 and 31<sup>st</sup> March, 2023** are eligible. Others need not apply.

There will be no screening of the children or their parents.

Duly filled **completed** application forms along with photocopies attested by a gazetted officer or by a 1<sup>st</sup> class magistrate (The attestation must not be more than 6 months old) of relevant documents are to be **submitted**. No submission of forms will be permitted after **December 22, 2025** under any circumstances.

Preference will be given to Christians, Siblings, Wards of Alumni, Management and Wards of Staff. Conditions apply. **Kindly Note: Preference does not guarantee admission.**

**Fee Structure:** The Admission Fee is **Rs. 39,500/-** (non refundable). **Please 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.

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 school 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 please 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 into the school.

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 the best interest and welfare of the child. Any previous medical history/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 they 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.



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**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 © 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. Therefore being a certified Christian Minority, Unaided Educational Institution, Sacred Heart Sr. Sec. School does not have to 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.**

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 in the school.

**Only ONE application form per child is to be submitted. In the event of 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.**

**At the time of submission of forms:**

- Upon downloading the registration form, if you decide to register your ward for admission, kindly take a print out and make a payment of Rs. 150/- (non refundable) towards registration charges.**
- The duly filled registration form is to be submitted in the school along with the fee receipt. Forms without the fee receipt will not be accepted.
- There will be a preliminary examination of the forms. All forms found incomplete/with documents missing/unattested/with incorrect information /ineligible will be rejected.
- The accepted forms will, thereafter, be subjected to further detailed scrutiny after which the final list for eligible candidates for the draw of lots will be drawn up.



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## DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM

**Please ensure that all documents (where applicable) 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.**

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

**1) Birth certificate :**

Birth certificate of the child issued in accordance with the provisions of the Registration of Births and Deaths Act, 1969 with the Child's Name and Parents' names on it. Please Note : The parents' names must **exactly match** the names on the applying child's Date of Birth Certificate. No alteration will be permitted in any of the names 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 submitting the Registration Form.

**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 Id. 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 School

**5) Sibling in school:** 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. No due certificate of the siblings to be uploaded on the school website from the tab marked as no due certificate. (Kindly collect the certificate from the school office)

**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) a) Recent Passport sized 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)

**b) Postcard sized latest photograph of the parents (Only) with the child and siblings.**

(not more than one month old)

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

- (i) Valid Passport  
(ii) Valid Visa + Residential permit or PIO Card or OCI Card

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

- (i) The 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.**

**KINDLY NOTE:**

**(a) All forms submitted along with the accompanying documents and photographs shall become the property of the school and will not be returned.**

**(b) 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.**

**December 04, 2025**

