



Sacred Heart Sr. Sec. School

(A Private unaided Christian Minority Institution)

ADMISSION NOTICE 2016-2017

Submission of Application Form does not guarantee Admission

POLICY FOR APPLICATION FOR ADMISSION TO LOWER KINDERGARTEN 2016-2017

THE COMPLETE FORM MUST BE PRINTED ON LEGAL SIZE (21.5cm X 34.5cm) WHITE PAPER. NO FORM PRINTED ON ANY OTHER SIZE OR COLOUR WILL BE ACCEPTED.

Sacred Heart Sr. Sec. School is an unaided Christian Minority Educational Institution and as such the norms of minority institutions are applicable to admission process. The school aims primarily at the education of the Catholic/Christian community around and extends its services to the members of the other communities to the extent possible. It has bilingual medium (English and Hindi) up to class X and has 160 seats for English and 40 seats for Hindi medium at the LKG level. Being a Christian minority educational institution and in imitation of Jesus, who made a preferential option for the poorest of the poor of the society, the school makes special efforts to serve the poor and needy.

Application forms will be available from Dec. 1 to Dec. 18, 2015 on the school website – 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 and duly filled & submitted in HARD COPY form along with the payment..

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.

ELIGIBILITY :

Only **Girls** born between 01st April, 2011 and 31st March 2012 are eligible. Others need not apply.

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

Duly filled **completed** application forms along with attested photocopies of relevant documents are to be submitted from Dec. 1 to 18, 2015 inclusive of both days (excluding Saturdays, Sundays & holidays) between 9:00 a.m. and 10:00 a.m. at the school. No application form will be accepted after 10:00 a.m. on Dec. 18, 2015 under any circumstances.

Kindly Note: Forms will be not accepted on Dec. 10, 2015 owing to the Annual Day Celebrations of the school

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

With the firm belief that children should not be exposed to the stress of long journeys, the school will only consider those children eligible for admission who are living within **Chandigarh, Panchkula Urban Area** (as given in the official website of the Town and Country Planning, Haryana) and **Mohali Municipal Corporation Boundary** (as given in the official website of MC Mohali – www.mcmohali.org). The only exceptions will be siblings.

The school is not responsible for providing transport facilities. However, there are a few private contractors plying buses for the school under an agreement with the school. Students may avail of this, seats permitting. **Parents are advised to take admission in schools near their residence.**

Selection for free and open seats, if available, after allocation of other seats, will be made by draw of lots on January 15, 2016 at 3:00 p.m. at the school premises.



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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.**

Only ONE application form in HARD COPY per child with an option for one medium of instruction i.e. either English or Hindi is to be submitted. In the event of it being discovered that more than one application has been submitted for a candidate or a candidate has opted for both the mediums, the form will stand rejected and the candidate disqualified and not be considered for Draw of Lots.

At the time of submission of forms:

- At the time of submission of forms, a sum of Rs. 100/- is to be deposited with each downloaded form.**
- Kindly bring along an **Original Date of Birth Certificate and an address proof** for verification purpose. 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 not be accepted.
- The accepted forms will, thereafter, be subjected to further detailed scrutiny after which the final selection of eligible candidates will be done.

The Final list of eligible candidates for the draw of lots will be put up on the website on 29.12.2015.

Please ensure that the acknowledgement slip that will be given to you, is retained and produced whenever you come to the school regarding all future dealings pertaining to admissions.

End of the Page



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DOCUMENTS (HARD COPIES) TO BE ATTACHED WITH THE APPLICATION FORM

Please ensure that all documents (where applicable) are legible and are attested by a gazetted officer or 1st class magistrate. Notarized documents will NOT be accepted.

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 parent's 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 submitted. 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 Registration Form. Kindly note, the CBSE rule states : **"Applications regarding changes in name or surname of candidates may be considered, provided the changes have been admitted by the Court of Law and notified in the Government Gazette ..."**

2) Proof of Current Residence: Any of the following with the **present** residential address:

(if the parents are living in two separate accommodations, both proofs of residence are to be submitted)

- | | |
|-----------------------------|--|
| (i) Valid Passport | (ii) Valid Driving License |
| (iii) Voter's ID Card | (iv) Photo Ration-Card |
| (v) Latest Electricity Bill | (vi) Latest water bill |
| (vii) Valid Rent Deed. | (viii) Latest BSNL Landline Telephone Bill |

3) Christians must attach :

- Baptism certificate / Dedication certificate of the child.
- A letter from the respective parish Priest/Pastor testifying to the membership of their parish and their active involvement in the church.

4) Alumni must attach :

- School Leaving Certificate/ Class 10 Pass Certificate.
- List detailing the support given to School

5) Sibling in school: Birth certificate of sibling with parents' names clearly indicated. They must exactly match the names of the applying Child's Date of Birth certificate.

6) Schedule Caste / Schedule Tribe/ Other Backward Class :

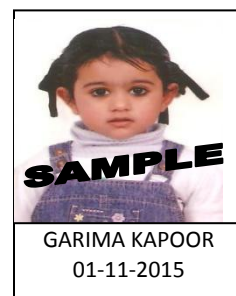
Kindly note : This is for our information only and has no relevance to the admission which is by draw of lots.

- SC/ST/OBC Certificate of the father issued by the appropriate authority. **OR**
- SC/ST/OBC Certificate of the child issued by the appropriate authority.

7) Single parents: Suitable supporting documentation **indicating custody of the child and her Sibling** by the applicant. e.g. Divorce papers/court order/death certificate etc.

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 with the child and sibling only. **(not more than one month old)**



9) Legal Guardian (if any) : Suitable documents indicating custody of the child.

(10) If Foreign national, please attach the attested copies of the following documents:

- Valid Passport
- Valid Visa + Residential permit or PIO Card or OCI Card

11) Children who are **differently abled and can be mainstreamed :** Authenticated documents to be submitted.

- Detailed assessment report.
- Medical documents and Disability Certificate from the **psychiatric department of PGI/Sector 32, Hospital/Sector 16, Hospital/a Govt. Hospital.** ☐

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KINDLY NOTE :

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

30th November, 2015

PRINCIPAL

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