



SARALA BIRLA  
PUBLIC SCHOOL

(SARALA BIRLA GROUP OF SCHOOLS)

# SARALA BIRLA PUBLIC SCHOOL

Birla Knowledge City, Ranchi-Purulia Highway, Village – Ara,  
P.O. - Mahilong, Ranchi – 835 103, Jharkhand



## ADMISSION PROCEDURE (Pre-Nursery, KG I & KG II)

### ACADEMIC YEAR 2021-22

1. The registration form needs to be filled and submitted online only through the school's official website on 18<sup>th</sup> Mar 2021 (9:00 am to 9:00 pm).
2. Online payment of ₹ 1500/- is to be made through the payment gateway.
3. Admission is granted strictly on the basis of vacancy and eligibility.
4. The eligible age for admission to a respective class is : -
  - a) Std. Pre-Nursery – 3 to 4 yrs as on 31<sup>st</sup> March 2021. (The Date of Birth of the applicant should fall between 31.03.2017 and 31.03.2018)
  - b) Std. KG I – 4 to 5 yrs as on 31<sup>st</sup> March 2021. (The Date of Birth of the applicant should fall between 31.03.2016 and 31.03.2017)
  - c) Std. KG II - 5 to 6 yrs as on 31<sup>st</sup> March 2021. (The Date of Birth of the applicant should fall between 31.03.2015 and 31.03.2016)
5. After Registration, the child is required to appear for virtual observation/interaction/age verification/document verification. The date for virtual observation will be informed through SMS in the mobile number mentioned in the form (Column – mobile no for SMS).

On the day of virtual observation, candidates need to be ready with: -

  - a) Original copy of Birth Certificate for verification. (The birth certificate should be made from the Municipal Corporation within a period of 1 year of the child's birth. Any affidavit or other evidence is not acceptable). Kindly mail the scanned copy at [admission\\_preprimary@sbpsranchi.com](mailto:admission_preprimary@sbpsranchi.com)
  - b) Original copy of Aadhar Card of the child and parents for verification. Kindly mail the scanned copy at [admission\\_preprimary@sbpsranchi.com](mailto:admission_preprimary@sbpsranchi.com)
  - c) Copy of payment receipt generated from the website.
  - d) Print out of Admit Card.
6. All the details in the application form should be as per the list of documents to be verified at the time of admission. (Refer to Appendix-I)
7. Admission is subject to verification of the documents.
8. The final result for provisional admission into a particular class will be displayed on the School website on 24.03.2021.
9. Bus facility will be provided if there is vacancy.
10. Admission once taken will not be cancelled under any circumstance.
11. The School Management reserves the right to add, alter, amend or cancel any of the rules, procedures prevailing at any time which will be binding on the students, parents/guardian.

**Principal**