SARALA BIRLA PUBLIC SCHOOL

Birla Knowledge City, Ranchi-Purulia Highway, Village – Ara, P.O. - Mahilong, Ranchi – 835103, Jharkhand

ADMISSION PROCEDURE (Nursery – Std. - I)

ACADEMIC YEAR 2024-25

1. The registration form needs to be filled and submitted online only through the school's official website from 25th Sep. 2023 to 31st Oct. 2023.
2. Online payment of ₹ 2500/- 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. Nursery – 3 yrs. to 4 yrs. as on 31st March 2024. (The Date of Birth of the applicant should fall between 31.03.2020 and 31.03.2021).
   b) Std. KG I – 4 yrs. to 5 yrs. as on 31st March 2024. (The Date of Birth of the applicant should fall between 31.03.2019 and 31.03.2020).
   c) Std. KG II – 5 yrs. to 6 yrs. as on 31st March 2024. (The Date of Birth of the applicant should fall between 31.03.2018 and 31.03.2019).
   d) Std. I – 6 yrs. to 7 yrs. as on 31st March 2024. (The Date of Birth of the applicant should fall between 31.03.2017 and 31.03.2018).
5. After Registration, the child is required to appear for an observation/interaction/entrance test/age verification/document verification. The date for Interactive Session/Entrance Test will be informed through SMS on the mobile number mentioned in the form (Column – mobile no for SMS).
6. Refer to the syllabus uploaded on the website for the Interactive Session/Entrance Test.
7. Apart from the documents mentioned in Appendix-1 on the day of observation/ entrance test, 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)
   b) Original copy of Aadhar Card of the child and parents for verification
   c) Copy of payment receipt generated from the website
   d) Print out of Admit Card
8. 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)
9. Admission is subject to verification of the documents.
10. The date of final result for provisional admission into a particular class will be announced through the school website.
11. Bus facility will be provided if there is vacancy.
12. Admission once taken will not be cancelled under any circumstance.
13. 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