

## GUIDELINES FOR ADMISSION

### *ADMISSION IN NURSERY FOR THE ACADEMIC SESSION 2020 – 2021*

#### **Guidelines and procedure to fill the Online Application Form**

#### **General Instructions: -**

1. Kindly read all instructions carefully before you click on PROCEED button at the bottom of this page.
2. A valid personal e-mail id and mobile number of the parents are required for communication.
3. Only ONE form per candidate is to be submitted online.
4. It is mandatory to fill all the fields marked (\*) in red. In case a field is not applicable to you please mention NA (Not Applicable).
5. Fill in the particulars of the child (i.e. name, parents' names and date of birth) correctly. The date of birth filled in the form must tally with the one recorded in the Date of Birth certificate. No kind of rectifications will be made after the application form is submitted.
6. Complete information of both parents is to be provided.
7. Incomplete application forms or those with incorrect information will automatically be rejected.
8. Forms submitted via fax, e-mail or any mode other than stated above will not be accepted.
9. No telephonic enquiry about admissions will be entertained.
10. Submitting the form does not guarantee admission.
11. The Management of the school reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate. (The selection procedure is designed by a Committee and the selection of the candidate is done by the Management).
12. The School does not accept any donation for admissions. Parents should beware of third parties making false claims of procuring admission and collecting money on behalf of the School. If they enter into any transaction with such parties, they will be doing so at their own risk and the school shall not be responsible for it. The School will appreciate if such matters could be reported so that appropriate legal action could be taken against them.

#### **Requirements: -**

- You must have the following documents with you at the time of applying for online admission, as these need to be uploaded with the application form:
  - i. Soft copy of colour photographs in Jpeg, Jpg format (not more than 3 months old) - Size: not more than 20KB, of
    - \* Candidate
    - \* Candidate's mother
    - \* Candidate's father
  - ii. Scanned copy of Municipal Corporation Birth Certificate of the candidate (size: not more than 200 KB)

### **Important Information: -**

1. After completing the form, click on '*Submit*' button. If your application form is successfully uploaded the system will generate an Acknowledgement Receipt with an Application Form No. which you must use in all further correspondence.
2. The Acknowledgement Receipt will also generate an USER-ID and a PASSWORD. (Please make sure Pop - up Blocker is turned off, to get the Acknowledgement Receipt).
3. Please take a print out of the filled in Application Form and Acknowledgement Receipt as these will be required for registration for the "Interaction Session".
4. List of Candidates selected for the "Interaction Session" will be announced on Friday, 30<sup>th</sup> August 2019 at 2:00 pm on the school notice board and the school website: [www.sbgskolkata.ac.in](http://www.sbgskolkata.ac.in)

A candidate, whose application form number does not appear in this list, will regretfully, not be part of the next level of the admission process.

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**THE ADMISSION PROCESS AND GRANT OF ADMISSION TO CHILDREN BELONGING TO WEAKER SECTION & DISADVANTAGED GROUP IN THE NEIGHBOURHOOD SCHOOL IS SUBJECT TO THE PROVISION OF THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009 AND RULES, 2012.**