



SARALA BIRLA
PUBLIC SCHOOL

(SARALA BIRLA GROUP OF SCHOOLS)

SARALA BIRLA PUBLIC SCHOOL

RANCHI PURULIA HIGHWAY, VILL - ARA, P.O.- MAHILONG,
RANCHI-835103 JHARKHAND

ADMISSION PROCEDURE (KG I - KG II)

ACADEMIC YEAR 2019-20

1. The registration form needs to be filled and submitted online only through the school's official website from 21st Oct. - 25th Nov. 2018.
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. KG I – 3½ to 4½ yrs as on 31st March 2019. (The Date of Birth of the applicant should fall between 01.10.2014 and 01.10.2015)
 - b) Std. KG II - 4½ to 5½ yrs as on 31st March 2019. (The Date of Birth of the applicant should fall between 01.10.2013 and 01.10.2014)
5. After Registration, the child is required to appear for observation/interaction/age verification/document verification on 02.12.2018. Timing will be given on the online generated admit card. On the day of observation, candidates need to carry: -
 - 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 carry the Xerox copy for submission.
 - b) Original copy of Aadhar Card of the child for verification. Kindly carry the Xerox copy for submission.
 - c) Copy of payment receipt generated from the website.
 - d) Print out of Admit Card.
6. The final result for admission into a particular class will be displayed on the School Notice Board and School website on 08.12.2018. [Result/Admission is subject to verification of the documents].
7. Bus facility will be provided if there is vacancy.
8. Admission once taken will not be cancelled under any circumstance.
9. 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.