



## SOP FOR ADMISSIONS TO NURSERY TO HKG FOR THE SESSION 2025-26

1. Admission for classes NURSERY TO HKG will be through online for the session 2025-26.
2. Online Registration forms for admission to Class NURSERY TO HKG (Boys & Girls) will be available on the school website ([www.sophianrckj.org](http://www.sophianrckj.org)) from 03<sup>rd</sup> March 2025 to 07<sup>th</sup> March 2025 (*Registration does not guarantee admission*).
3. **Online registration fee Rs. 500/-.**
4. Age criteria for Class **NURSERY** is 3 to 4 years (as on 1<sup>st</sup> April 2025)  
Age criteria for Class **LKG** is 4 to 5 years (as on 1<sup>st</sup> April 2025)
5. Parents must fill out the online Registration form carefully as per the details given in the Municipal Birth Certificate (**BI-LINGUAL**) corresponding to Aadhar Card. Corrections will not be entertained later.
6. **A printout of the Registration Form for Classes Nursery to HKG, which is filled online on between 03<sup>rd</sup> March 2025 to 07<sup>th</sup> March 2025 must be deposited, along with all the supporting documents (self-attested copies) at the school office on 10<sup>th</sup> March 2025 between 8:00 a.m. to 11:00 a.m. No form will be accepted after this date & time.**
7. Incomplete or incorrect Registration Forms and Forms without the necessary enclosures/documents, at the time of submission will automatically be disqualified from the admission process.
8. No written exam will be conducted for admission to Classes NURSERY TO LKG.  
**For HKG – written paper will be conducted on 12<sup>th</sup> March 2025 from 09:00 AM TO 10:00 AM.**
9. There will be interaction and verification of the Registration Form and the attached documents classes NURSERY TO LKG.
10. *Details of the same will be intimated when you submit the hard copy of the documents in the office.*
11. **Both the parents along with the child seeking admission and with all original documents must be present. No other person will be allowed and if not present for the verification session, the candidate is automatically disqualified.**
12. **After verifying and scrutinizing the Registration forms, selected candidates' results will be intimated on school website on 15<sup>th</sup> March 2025 at 02:00 PM.**  
(*Make Note: Only form No. will be displayed*).
13. **After the Interaction and the Scrutiny of the documents. If the Candidate is selected for Admission, parents should come to school office on a stipulated day to fill in the Admission Form with both parents' signatures, deposit the required Fees and to complete the admission process, failing which automatically admissions stand cancelled. Fees once paid will not be refunded.**
14. Admission fee and all other fees (**non-refundable**), are to be paid by way of **Demand Draft (D.D.)** in favour of **PRL SOPHIA SCHOOL K.G. SECTION**, within four working days of declaration of result, at the school fee counter, between **8:00 am to 11:00 am**, failing which the ward's admission will automatically stand cancelled.

**“REGISTRATION IS NOT A GUARANTEE, FOR ADMISSION, IT ONLY A PROCESS”**

For more information, kindly contact the school office:

Contact Nos. 0744-2465710, +91-9351296339

## IMPORTANT NOTE

1. The Management reserves the right to reject any application without assigning any reason.
2. Online registration is compulsory for NURSERY TO HKG Admission. Without online registration, no admission ease will be entitled further.
3. There are absolutely NO DONATIONS LINKED WITH ADMISSIONS.
4. Any kind of recommendation will be a sufficient reason to disqualify the form and admission.
5. HKG onwards, T.C. should be submitted in the school office by *15<sup>th</sup> April 2025*, otherwise your admission will be disqualified.

### Documents to be attached (hard copies self-attested) with the Registration Form

1. **Date of Birth Certificate:** Copy of Candidate's Birth Certificate from Municipal Corporation. **(BI-LINGUAL)**
2. An affidavit on ₹ 50/- non-judicial stamp paper sworn before a notary, 1st Class Magistrate or Executive Magistrate. ([Click here for sample Affidavit](#))
3. **Aadhar Card of Candidate** (It must be Bi-lingual with correct spelling of the candidate. No correction will be accepted later).
4. **Copy of Aadhar Card of Mother and Father** (It must be Bi-lingual with correct spelling of the parents. No correction will be accepted later).
5. **Baptism Certificate (Only for Christians):** Copy of the Candidate's Baptism Certificate.
6. **Proof of Residence:** Copy of the residence proof i.e., Aadhar Card / Ration Card/telephone bill/electricity bill / Passport / Kirayanama etc.
7. **Qualification of Parents:** Copy of Pass Certificates or Mark Sheets of **only the highest qualification of Parents.**
8. **Proof of Sibling: (If applicable)** Copy of the Term 1 Report Card (2024-25) only if the child's real brother or sister is studying in this school.
9. **Proof of Alumni: (If applicable)** Copy of T. C. / Mark sheet / Passing certificate to prove that you have passed out from this school.
10. **Family photograph** (Father, Mother & Child) and **two** passport-size photographs of the child.
11. **Proof of Caste (Only for ST/ SC/ EWS /OBC (latest)):** Copy of the Caste Certificate of the candidate or his father from the relevant authority i.e., Collectorate.
12. **Proof of Minority (Only for Christians / Muslims / Jains/ Buddhists/ Zoroastrians (Parsis)/ Sikhs):** Copy of the candidate's or father's Minority Certificate from the relevant authority i.e., Collectorate.
13. **Proof of Private and Government Employee:** ID card / Salary Slip November 2024 / Letter of appointment.
14. **Proof of Single Parent:** Court decree or any other certificate from the relevant authority.
15. **Proof of Gallantry/ National / State Award (If applicable):** A copy of the same should be attached.

**“SUBMIT ONLY ONE APPLICATION PER CHILD”**

No form shall be accepted without the above **self-attested documents** for Registration for admission NURSERY TO HKG and incomplete forms will automatically be disqualified from the admission process. All the original documents will be cross-verified with concerned departments and institutions.

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