



St. Joseph's Hr. Sec. School

Baramulla, Jammu & Kashmir – 193101

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Ref No. SJS/OFF/ADM01/2025-26/NUR

Date: 25/08/2025

ADMISSION PROCEDURE AND GUIDELINES

SESSION 2025-26

Registration Website: www.sjskashmir.com / <https://entab.online/SJSBLA>

1. ELIGIBILITY

Children born between **1stNovember 2021 to 31stOctober 2022** only are eligible for admission to class **Nursery** in the **Academic Year 2025-26**.

2.0 GUIDELINE FOR ONLINE REGISTRATION

Dear Parent (s), Thank you for your interest in St. Joseph's Higher Secondary School. Before you register online, please read all instructions carefully and print the format for **"UNDERTAKING" and "CHECK LIST"** (Download link available on **Registration Website**).

2.1 You must have the following documents/information at the time of applying, as these are mandatory for filling the form.

- Recent passport size photo (Colour) of the child. (**Size: 3.5cm X 4.5cm**)(Either upload or paste after downloading the form).
- Recent family photograph in colour (**size: 12.5cm X 7.5cm**) (Either upload or paste after downloading the form).
- Valid **EMAIL ID and Mobile number**.
- Photocopy of Date of birth Certificate (Issued by Municipal Corporation or any authorized competent authority).

2.1 TO ACCESS THE REGISTRATION WEBSITE www.sjskashmir.com / <https://entab.online/SJSBLA>

- **Follow the onscreen instructions.**
- Click on **"I agree"** option and **"Proceed"** button.

2.2 Fill in the particulars of the child (i.e. Name, Parent's Name and Date of Birth correctly) in the online registration form. The Date of Birth, name of the candidate, father's & mother's name filled in the form must tally with the recorded submitted. After filling in the form click on **SUBMIT** at the bottom. Once you finally submit the registration form, no further changes are allowed.

2.3 Note down the **USERNAME** and **PASSWORD** for future reference and for log in to review the **Applicant Status** from **time to time**. The username and password also will be mentioned in the acknowledgement slip and also will be sent **through SMS**.

2.4 Click on **"PRINT FORM"**, save the **PDF format** of the form and print it in **colour**. Please review the registration form carefully before printing. Avoid back-to-back **printing and sign** at the required places.

- 2.5 After online registration, the printed form with supporting documents (please see **Section 3.0** of this document) duly self-attested are to be **physically delivered in the school office** on the dates notified in **Section 5.0** of this document.
- 2.6 Registration fee to be paid at the time of submission of Application form in the school office.
- 2.7 **Kindly check the status of your application from time to time.**

3.0 SUPPORTING DOCUMENTS

Copy of the following documents duly self-attested and signed are required to be submitted in the school office.

- i. **Date of Birth Certificate** (issued by municipal corporation or any authorized competent authority). *No under process certificates will be entertained.*
- ii. **Colour Photograph** of the Child applicant (Size: 3.5cm x 4.5cm).
- iii. **Valid Email Id and Mobile Number** of Parents.
- iv. **Recent Family Photograph** in Colour (Size: 6inch x 4inch).
- v. **“UNDERTAKING” from Parent(S)/ Guardian (Click on UNDERTAKING LINK TO DOWNLOAD the format).**
- vi. Duly filled and signed **CHECK LIST (Click on CHECK LIST LINK TO DOWNLOAD the format).**
- vii. **Immunization card of the child.**
- viii. **Aadhar Card of the child (If there).**
- ix. **Aadhar Card of the Father and Mother.**
- x. **PAN card of the Father and Mother.**
- xi. **Residential Proof-** Passport / Voter Card or latest paid electricity bill.
- xii. **Highest qualification certificate** of both the parents.
- xiii. **EWS** wards claiming consideration under **EWS** category will annex attested photocopy of authentic evidence in support thereof along with the registration form.
- xiv. If parent is alumnus of the school, kindly submit school issued documents, evidencing that the parent of the ward has been a student of this school.
- xv. In case of ward’s brother/sister is already a student of the school, proof thereof to be produced (copy of school ID card/fee receipt/report card).

4.0 GENERAL INSTRUCTIONS

- 4.1 All candidates have to register online. For a parent having more than one child, individual applications are to be filled for each child.
- 4.2 The registration form needs to be signed by both the parents. In case of single parent please annex relevant document.
- 4.3 Arrange all the supporting documents and the registration form according to the check list, staple it and submit on the dates as notified in section **5.0**.
- 4.4 The printed copy of the registration form duly filled and completed in all respects with all relevant document mentioned in section 3.0 to be submitted in the school office as per the dates notified in section 5.0.

- 4.5 No registration forms will be accepted after last date and time under any circumstances. To avoid rejection, please do not fill more than one form for one applicant.
- 4.6 **Requests for change in submission date and time will not be entertained.**
- 4.7 **We request both parents along with the ward to be present on the day of Interaction. Kindly make all the arrangement to be available on the same day.**
- 4.8 If you are absent on the day of submission of the form/interaction, your registration will remain cancelled without any notice.
- 4.9 If selected, no changes will be made in the given particulars of the ward: name, spelling, date of birth or parentage, as long as the child is the student of the school.
- 4.10 Incomplete/fabricated supporting documents and registration form in any respect will be rejected. No further notice shall be given to the parents.
- 4.11 Registration form must be complete in all respects. No alteration is allowed to be made on the printed registration form.
- 4.12 Registration fees is non-refundable and non-transferable. **Registration does not guarantee admission.**
- 4.13 All communication with regard to admission will be done through the school website and through SMS notification on the registered number. (School shall not be held responsible for undelivered or rejected SMS).
- 4.14 After submission of the form please log on to <https://entab.online/SJSBLA> Click on parent's login; enter the user name and password to check the status of your application and the selection status.

5.0 ADMISSION SCHEDULE:

EVENT	DATE	TIME
Commencement of Online Registration Form	29 th August 2025	09:00 am
Last Date for Closure of Online Registration Form	01 st September 2025	09:00 pm
Submission & Verification of duly signed / completed registration form hard copy / print out with supporting documents in the school office	12 th & 13 th September 2025	10:00 am to 01:00 pm

Sd/-
PRINCIPAL