

KUNDAN VIDYA MANDIR, CIVIL LINES, LUDHIANA

ADMISSION INSTRUCTIONS 2025 -2026

CLASS NURSERY (SIBLING AND STAFF WARD)

Age Criteria:

For Nursery 3 years to 4 years	Born between 1 st April, 2021 and 31 st March, 2022
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ADMISSION SCHEDULE:

Online Registration for Sibling and Staff Ward category	Monday , 30 th September 2024 to Thursday , 3 rd October 2024
Dates of submission of hard copy of registration form and prescribed uploaded documents (along with original of Siblings & Staff Ward)for verification	Tuesday, 1 st October, 2024 and Thursday, 3 rd October, 2024 (09:30 am - 1:00 pm in Mini Hall)
Date of fee deposition of Sibling and Staff Ward categories	4 th & 5 th October, 2024 (9:30 am - 1:00 pm in KG Section)

The management reserves the right to check the authenticity of all documents from the issuing authorities. If any stage even after admission any document is found to be fake/ false etc., the application / admission would stand cancelled and the matter would be reported to relevant /legal authorities for further action.

The decision of the school will be final and binding.

Documents to be Submitted

1. A hard copy of the REGISTRATION FORM with the latest passport size photographs of the parents and the child to be pasted on the form.
2. A self-attested photocopy of the Birth certificate along with the original for verification.
Kindly Note : Original date of birth certificate of the selected candidates will be retained by the school at the time of depositing fees. In case of failure to deposit original birth certificate at the time of depositing the fees the seat will be cancelled/forfeited.
3. Sibling Proof
4. Aadhaar card of child (if available)
5. Aadhaar card of mother and father.

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6. In case of an adopted child, a copy of the adoption deed will have to be furnished.
7. In case of a single parent, the following documents will have to be furnished.

1.	Divorcee	Divorce decree
2.	Separated	Legal separation document
3.	Widow/Widower	Death certificate of the spouse

The above legal documents must clearly mention the name of the custodian of the child.

• **INCORRECT AND INCOMPLETE FORMS WILL BE REJECTED.**
• **ALL THE CERTIFICATES TO BE SUBMITTED SHOULD BE SELF-ATTESTED AND THE ORIGINAL CERTIFICATES AND DOCUMENTS UPLOADED ARE TO BE BROUGHT ALONG FOR VERIFICATION.**
PLEASE DO NOT WAIT FOR THE LAST DATES. YOU ARE ADVISED TO COMPLETE EVERYTHING ONE DAY EARLIER.

- Please fill the form carefully and submit online. Last date of submission is 03.10.2024
- The child born between April 1,2021 to March 31, 2022 is eligible for seeking admission to Nursery. Date of Birth once specified will not be changed under any circumstances.
- After filling the relevant details, upload a recent family photograph, child's photograph, scanned copy of date of birth certificate, signatures of both the Parents or the guardian, Aadhaar card of child, mother and father.
- In case of a single parent, relevant documents like legal guardianship, adoption deed etc. will also be uploaded.
- After successfully uploading the documents, submitting the form and paying the online registration fee of Rs. 1000/-, kindly take the printout of registration form. You can download your registration form from your registered applicant's e-mail id. In case you are not able to register or the payment transaction gets failed, you can check the application no. from registered applicant's e-mail id and proceed with the payment by entering application number on the link provided on home page.
- Hard copy of the registration form with the requisite documents mentioned will have to be submitted in the school. The dates for submission are 01st October 2024 and 3rd October, 2024. Bring original certificates and the other documents (e.g Date of Birth, sibling proof) for verification.
- Entry from gate no. 5 (Civil Lines) for the submission of documents in the school Mini Hall between 09:30 am to 1:00 pm.
- Original date of birth certificate of the selected candidates will be retained by the school at the time of depositing fees. In case of failure to deposit original birth certificate at the time of depositing the fees the seat will be cancelled/forfeited.

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- **If you face any problem in filling up the application form online, please visit the school office from 9:00am to 11:00 am on working days or contact the school reception at the following numbers:**

Civil Lines : 0161-2301024, 2301023