



Burn Hall School

Gupkar Road, Sonwar, Srinagar, Jammu & Kashmir - 190 001

Ph: +911942500695, Fax : +911942500466, Email: bhscampuscare@gmail.com

www.burnhallschool.ac.in

Ref. No: BHS/303/LKG (2025 – 2026)/26-27/SEC

Date: 10/08/2026

ADMISSION PROCEDURE AND GUIDELINES

SESSION 2026-27

Registration Website: <https://entab.online/BHSSGR>

1. ELIGIBILITY

Children born between **1st November 2021 to 31st October 2022** only are eligible for admission to class **LKG** in the **Academic Year 2026-27**.

2. GUIDELINE FOR ONLINE REGISTRATION

Dear Parent (s), Thank you for your interest in Burn Hall 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.

- Colour passport size photo of the child not more than 3 months old. (**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 the **Date of Birth Certificate** issued by the **Municipal Corporation or any other authorized competent authority**, dated **not more than six months prior to the date of submission**.

2.2 TO ACCESS THE REGISTRATION WEBSITE <https://entab.online/BHSSGR>

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

2.3 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.

- 2.4 Note down the **USERNAME** and **PASSWORD** for future reference and for login 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**.
- 2.5 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.
- 2.6 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.
- 2.7 **Registration fee is to be paid online** at the time of registration. The school office does not accept physical cash for fee payment.
- 2.8 **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.

- A. **Date of Birth Certificate** (issued by municipal corporation or any authorized competent authority). *No under process certificates will be entertained.*
- B. **Colour Photograph** of the Child applicant (Size: 3.5cm x 4.5cm).
- C. **Valid Email Id and Mobile** Number of Parents.
- D. **Recent Family Photograph** in Colour (Size: 6inch x 4inch).
- E. “**UNDERTAKING**” To Be Notarized on Rs. 10/- Stamp Paper from Parent(S)/ Guardian (Click on **UNDERTAKING LINK TO DOWNLOAD** the format).
- F. Duly filled and signed **CHECK LIST** (Click on **CHECK LIST LINK TO DOWNLOAD** the format).
- G. **Immunization card** of the child.
- H. **Aadhar Card** of the child.
- I. **Aadhar and PAN card** of the Father and Mother.
- J. **Discharge certificate** of the mother issued by the hospital where the child was born.
- K. **Identification proof - Passport/Aadhaar card/Voter ID/Driving License** of the father and mother.

- L. Residential Proof** - Passport or Voter Card supported by a copy of Ration Card or latest paid Electricity Bill (in the name of the Father or Paternal Grand Father of the ward) of the house of residence on Passport / Voter Card. Only such electricity bill will be considered relevant which has been issued at least 3 years before the year of admission and is in the name of the father or paternal grandfather of the ward.
- M. Highest qualification certificate** of both the parents.
- N. EWS** wards claiming consideration under EWS category will annex attested photocopy of authentic evidence in support thereof along with the registration form.
- O.** If parent is alumni of the school, kindly submit school issued documents, evidencing that the parent of the ward has been a student at this school.
- P.** In case of ward's brother is already a student at this school, proof thereof to be produced (copy of school ID card/fee receipt/report card).
- Q.** Wards claiming consideration under single parent will produce legal proof that either the father or the mother of the ward is no longer alive and the second marriage has not taken place and or the parent of the ward has irrevocably separated.

4.0 GENERAL INSTRUCTIONS

- 4.1** All candidates must 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** The printed copy of the registration form duly filled and completed in all respects with all relevant document mentioned in **section 3.0** is to be submitted in the school office as per the dates notified in **section 5.0**.
- 4.4** 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.
- 4.5** **Requests for change in submission date and time will not be entertained.**
- 4.6** **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.**
- 4.7** If you are absent on the day of submission, your registration will be rejected without any notice.
- 4.8** **After selection, if the school fee is not paid through the online mode within the stipulated time, the admission of the ward shall stand automatically cancelled.**
No further notice or communication in this regard shall be issued to the parents.

- 4.9 If selected no changes will be made in the given particulars of the ward: name, spelling, date of birth, parentage and other credentials.
- 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 fee is non-refundable and non-transferable. **Registration does not guarantee admission.**
- 4.13 School offices shall be contacted only on **0194-2500695** / bhscampuscare@gmail.com
- 4.14 All communication regarding admission will be done through the school website and through SMS / Email notification on the registered number and Email ID. (School shall not be held responsible for undelivered or rejected SMS).
- 4.15 After submission of the form please log on to <https://entab.online/BHSSGR> Click on parent's login; enter the username and password to check the status of your application and the selection status.
- 4.16 If you have any queries, drop an email at bhscampuscare@gmail.com or call on 0194-2500695 or 0194-2500466.
- 4.17 The selection process of Admission will be as per the allotment of seats to various categories.

5.0 ADMISSION SCHEDULE:

EVENT	DATE	TIME
Commencement of Online Registration Form for LKG (2026 – 2027) (GEN/EWS) ADMISSION PROCEDURE & GUIDELINES	16th Aug. 2026 (SUNDAY)	00:00:00 Hrs.
Last Date for Closure of Online Registration	18th Aug. 2026 (TUESDAY)	23:59:59 Hrs.
Submission of duly signed completed Registration Form hard copy / Print Out with supporting documents and Registration Fee Receipt in the School Office.	21st & 22nd Aug. 2026 (Friday & Saturday)	03:00 pm to 05:00 pm

- **Please Note: School shall not be held responsible for undelivered /rejected SMS.**

Sd/-

PRINCIPAL