



Burn Hall Hr. Sec. School

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

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

www.burnhallschool.ac.in

Ref. No: BHS/350/REG/UKG-VIII (2026 – 2027) /26-27

Date: 28/10/2026

GUIDELINES FOR REGISTRATION FOR ADMISSION TO CLASSES UKG-VIII (2026 – 2027)

- I. Registration for admission to Classes UKG to VIII (Session 2026 – 2027) will be **Available** on our school portal <https://entab.online/BHSSGR>
- II. Limited seats are available, and online registration will be processed on a first-come, first-served basis.
- III. **Age Eligibility:** As mentioned in the **Annexure A**.
- IV. **Note: Registration does not guarantee admission of the child.**

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

- Color 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 color **(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 <https://entab.online/BHSSGR>

- **Follow the onscreen instructions.**

2.2 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 one recorded in the Date of Birth Certificate.



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After filling in the form click on the refresh button and enter the code displayed in the image and then 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 to be able to log on to review and **Check Status** of the application from **time to time**. The username and password will be sent **through SMS also**.
- 2.5 Click on "**PRINT FORM**", save the **PDF format** of the form and print it in **color**. 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 The registration fee must be paid online only. Only applicants who complete and finally submit the application form will be considered for the subsequent stages of the admission process. **(Kindly check the status of your application from time to time)**.

3. SUPPORTING DOCUMENTS REQUIRED FOR REGISTRATION:

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

- (a) **Copy of Date of Birth Certificate** of the child issued by the Competent Authority / Municipality. *No under process certificates will be entertained.* In both format - Physical & Soft Copy in JPG Format.
- (b) **Colour Photograph** of the Child applicant (Size: 3.5cm x 4.5cm). In both format - Physical & Soft Copy in JPG Format.
- (c) **Valid Email Id and Mobile Number** of Parents.
- (d) **Recent Family Photograph** in Colour (Size: 6inch x 4inch). In both format - Physical & Soft Copy in JPG Format.
- (e) **Aadhar Card** of the child.
- (f) **PEN No of the Child* (Permanent Education No. from UDISE)**
- (g) **Identification Proof** of both parents: Passport / Voter Card / Driving License & Aadhar Card.



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- (h) **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.
- (i) **Proof of Student** studying in the existing school (**Report Card, Transfer certificate, Fee Certificates**) to be submitted at the time of document submission.
- (j) If parent is alumni of the school, kindly submit school issued documents, evidencing that the parent of the ward has been a student of this school.
- (k) In case of ward's brother is already a student of the school, proof thereof to be produced (copy of Fee Receipt / Report card / school ID card)
- (l) 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.
- (m) **Notarized "UNDERTAKING" on Rs. 10/- Stamp Paper from Parents / Guardian** (*Format of undertaking will be provided when registration is opened*).
- (n) Submit the filled in printed form along with registration fee receipt in the school office on the prescribed dates.
- (o) Admissions will be available only against the availability of seats.

4. 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 any of 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 with registration / Acknowledge Receipt is 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.



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- 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 Parents and Students Meet. Kindly make arrangement in your work schedules to be available on the same day.**
- 4.8** If you are absent on the day of submission, your registration shall invite negative marking.
- 4.9** After selection, if you are absent on the day of payment of fees and admission formalities, admission of the ward shall stand cancelled. No further notice in this regard shall be given to the parents.
- 4.10** 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.
- 4.11** Incomplete/fabricated supporting documents and registration form in any respect will be rejected. No further notice shall be given to the parents.
- 4.12** Registration form must be complete in all respects. No alteration is allowed to be made on the printed registration form.
- 4.13** Registration fees is non-refundable and non-transferable. **Registration does not guarantee admission.**
- 4.14** School offices shall be contacted only on **0194-2500695 / bhscampuscare@gmail.com**
- 4.15** 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).
- 4.16** After submission of the form please log on to <https://entab.online/BHSSGR>. Click on parent's login; enter the user name and password to check the status of your application and the selection status.
- 4.17** If you have any queries, drop an email at **bhscampuscare@gmail.com** or call on 0194-2500695 or 0194-2500466.



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5.0 ADMISSION SCHEDULE

DETAILS	DATE	TIME
Commencement of Online Registration Form	Saturday, 31 st October 2026	06:00 PM
Submission of duly signed completed Registration Form hard copy / Print Out with supporting documents and Registration Fee Receipt / Acknowledgement slip in the School Office.	Wednesday, 4 th November 2026	03:30 PM to 5:00 PM
Aptitude Test	Friday, 6 th November 2026	02:30 PM to 04:30 PM

ANNEXURE - A

AGE ELIGIBILITY FOR CLASSES UKG TO VIII

CLASS	FROM	TO
UKG	01 November 2020	31 October 2021
I	01 November 2019	31 October 2020
II	01 November 2018	31 October 2019
III	01 November 2017	31 October 2018
IV	01 November 2016	31 October 2017
V	01 November 2015	31 October 2016
VI	01 November 2014	31 October 2015
VII	01 November 2013	31 October 2014
VIII	01 November 2012	31 October 2013

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

Dated: 28/10/2026

Sd/-

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PRINCIPAL