



SACRED HEART CENTRAL SCHOOL, VILLUPURAM


INSTRUCTIONS TO FILL OUT ONLINE MONTESSORI - I APPLICATION FORM

2025 – 2026




- Read carefully before filling out the online application form.
- **Date of birth** of your child should be on **01.12.2020** or before **01.10.2021** Age as on 01.04.2025
 - Age should not exceed **four years & four months** and not less than **three years and six months**
- **Only 175 online applications will be available.**
- **Christians** are required to upload the following documents.
 - ❖ Front page of Church family card (Attested by the Parish Priest)
 - ❖ Baptism certificate
 - ❖ Birth certificate.
 - ❖ Photo of the student (1- One)
- **Non – Christians** are required to upload the following documents.
 - ❖ Birth certificate.
 - ❖ Photo of the student (1- One)
- Size of the document should not exceed **1 MB.**
- **DD (only Indian Bank)** of Rs. 1000/- (One Thousand only) must be drawn in favour of "**THE PRINCIPAL, SACRED HEART CENTRAL SCHOOL, PAYABLE AT VILLUPURAM**" towards the application fee.

S.No.	Process	Date	Time
1.	Online Entry for Christians	03.03.2025	10.00a.m. to 12.00p.m.
2.	Online Entry for Non-Christians	03.03.2025	01.00 p.m. – till 175 applications are filled in.
3.	Submission of downloaded filled in application	05.03.2025	Application Nos. From 01 to 100 09.30 a.m. to 10.30a.m.
			Application Nos. From 101 to 200 02.00 p.m. to 03.00 p.m.
4.	List of eligible students (for interview) available on the admission portal.	10.03.2025	10.00a.m.
5.	Interview for ELIGIBLE students. (List of Selected Students will be displayed on the website)		
	❖ S. No. 1 – 50	13.03.2025	09.00 a.m. to 10.30 a.m.
	❖ S. No. 51 – 100		11.00 a.m. to 12.30 p.m.
	❖ S. No. 101 – 150	14.03.2025	09.00 a.m. to 10.30 a.m.
❖ S. No. 151 – 200	11.00 a.m. to 12.30 p.m.		
6.	Final selected list of Students	17.03.2025	10.30 a.m.
7.	Payment of fees	03.04.2025	9.00a.m. to 12.00p.m.


SR.SUSEELA BABIONA
M.Com., B.Ed., M.Phil., Ph.D.
PRINCIPAL
SACRED HEART CENTRAL SCHOOL
Affiliated To CBSE (Code: 1930788)
No.486, East Pandy Road,
Villupuram - 605 602.

SACRED HEART CENTRAL SCHOOL (CBSE), VILLUPURAM
INSTRUCTIONS FOR THE SUBMISSION OF THE DOWNLOADED FILLED IN APPLICATION FORM
& FURTHER INFORMATION

- Download the filled-in form.
- Enclose the following:
 1. **Original Demand Draft (INDIAN BANK only)**
 2. Photocopy of the **Birth certificate.**
 3. Photocopy of **Community certificate.**
 4. Photocopy of **AADHAR card of Student. (COMPULSORY)**
 5. **Bonafide Certificate of Siblings studying in our school.**
 6. **Baptism Certificate and Family Card attested by the Parish Priest (For Christians only)**
- On the reverse side of the DD mention the following in pencil in **BLOCK LETTERS**
 1. Student's name.
 2. Father's name.
 3. Application number.
 4. Address.
 5. Mobile number.
- Submit the downloaded filled-in form in the school office on **05.03.2025** between **09.30am to 03.00pm.**
(Application Nos.- **01 to 100 FROM 9.30 a.m. to 10.30a.m.;**
Application Nos. - **101 to 200 FROM 02.00 p.m. to 03.00p.m)**
- **For siblings studying in our school, it is COMPULSORY to attach BONAFIDE CERTIFICATE.**
- To know the **eligible list of students** for the interview, visit our school website www.shcsvpm.com on **10th March 2025.**
- **Eligible List (for Interview) does not guarantee Admission.**
- **Student along with the parent(s) should compulsorily attend the interview on the scheduled dates.**
- The **final selected list of students** will be displayed on the **school website** on **17.03.2025** at **10.30 a.m.**
- Keep a copy of the filled-in form for future correspondence.
- **School Website: www.shcsvpm.com**
- **Admission will be on 03.04.2025.**
- **Note: School Fees and Application fees once remitted will not be refunded.**


SR.SUSEELA BABIONA
M.Com., B.Ed., M.Phil., Ph.D.
PRINCIPAL
SACRED HEART CENTRAL SCHOOL
Affiliated To CBSE (Code: 1930788)
No.486, East Pandy Road,
Villupuram - 605 602.