

KG REGISTRATION (2025-26)

AGE ELIGIBILITY CRITERIA:

(Age criteria will not be relaxed even for a single day)

Nursery	Born between 1 st April 2021 – 31 st March 2022
LKG	Born between 1 st April 2020 – 31 st March 2021
UKG	Born between 1 st April 2019 – 31 st March 2020

LIST OF DOCUMENTS REQUIRED FOR REGISTRATION

CHILD

Documents must be attached in the following order:

1. **Birth Certificate** (Issued by Municipal Corporation) with complete and correct name of Child, Father & Mother. Names should match with those filled in Registration form. This information will be saved as such in School profile and same will be carried forward for e- Punjab and CBSE Record.
2. **First Born Self-Declaration** duly signed affirming that the child seeking admission is your First-Born Child.
3. **Latest Photograph:**
 - a. Passport size photograph of applicant child .
 - b. Passport size photograph of the applicant child with parents/parent (in case of single parent).
4. **Aadhaar Card Number of the child** (If just applied, mention Enrolment No.).
5. **Adoption Deed** in case of an adopted child.
6. **Vaccination Card** of the child

PARENTS

1. Residence Proof:

a) Voter ID Card /Passport/Driving License/ Aadhaar Card.

If living in rented accommodation: Bank Pass Book/Recent Utility Bill (Gas Connection /Electricity Bill or Phone Bill) / Registered Rent Deed (at least 6 months prior).

b) Print out of Google map reflecting distance of the applicant's residence from BCM School Sector-32 A Ludhiana . [Name of our school and the area of your residence should be clearly visible in the image].

2. Qualification Proof of Father & Mother (Degree or Diploma Certificate/ Final Year Mark List)

a) In case of Diploma with degree, attach copy of both Degree and Diploma Certificate with proof of the duration of the course.

b) In case of single parent, only the qualification of the parent who has the custody of the child to be filled.

3. Alumni Proof, if any (X /XII Certificate issued by CBSE).

4. Name Change Proof of Father/ Mother (If the name given in the qualification certificates does not match with that mentioned on D.O.B. Certificate of the child.)

In case of change in Surname - Registered Marriage Certificate/ Copy of Passport / Affidavit duly attested by Notary.

Any proof having the name of child's Father/mother with new surname along with their Father's / Mother's name (In case of change in Father's or Mother's First name and absence of any Relevant Supporting Proof - Affidavit duly attested by Executive Magistrate ONLY)

5. Relevant Legal Document in case of Single parent. (Divorce Decree/Legal Separation Document (duly attested by Lawyer)/Death Certificate of spouse.)

6. Recent ITR