



St. Stephen's School, Dum Dum

(A Christian Minority Co-Educational English Medium School under Article 30 of the Indian Constitution)

Affiliated to C.I.S.C.E., New Delhi (Code WB-138)

Governed by : Diocese of Barrackpore, Under Church of North India

SECONDARY & SENIOR SECONDARY SECTION : 11, Rishi Bankim Chandra Road, Dum Dum, Kolkata - 700 028. Phone : 033 3544 1627/30

PRIMARY SECTION : 20, U. K. Dutta Road, Dum Dum, Kolkata - 700 028. Phone : 033-3544 2481/82

E-mail : principalssschool@gmail.com; Website : www.ststephensschool.co.in; Website : www.ststephensschool.edu.in Date: 01.07.2024

NOTICE FOR ADMISSION

CLASSES - PRE-NURSERY TO V - (SESSION 2025 – 2026)

We are pleased to announce that the Application Form for admission in to Classes Pre-Nursery to V for the Session 2025 – 2026, will be available from the School Offices on and from **1st August 2024** onwards between 9.00 a.m. to 12.00 noon on all working days.

APPLICATION FORM FOR CLASS	PRE-NURSERY TO V
COST OF PROSPECTUS & FORM	RS. 800/- (Rupees Eight Hundred only)
OFFICES FOR ISSUE OF FORMS	ST. STEPHEN'S SCHOOL , DUM DUM (Secondary & Senior Secondary Section) 11 R.B.C. Road, Kolkata – 700 028
	ST. STEPHEN'S SCHOOL , DUM DUM (Wesley Department – Primary Section) 20 U.K. Dutta Road, Kolkata – 7090 028
TIMINGS	9.00 A.M. TO 12.00 NOON
DOCUMENTS REQUIRED (During purchase of Admission Form)	DATE OF BIRTH CERTIFICATE OF THE CHILD

Note:

1. Please read the instruction carefully before filling-up the Admission Application Form.
2. **The Admission will be taken on first come first basis.**
3. Please enclose necessary relevant documents self-attested by parent/guardian such as Date of Birth, Caste Certificate, if any, PAN Card, Aadhar Card of both parent and child, if available, and Income Proof Certificate/Documents.
4. Separate passport size photographs of child and both parent to be pasted in Form during the time submission.
5. Both the parent along with child must be present on the date of interview-cum admission compulsorily.

Copy to:

1. President, M.C.
2. Rector
3. Vice-Principal
4. In-charge (Wesley Department)
5. File


Secretary, M.C.

Secretary
Managing Committee
St. Stephen's School
Dum Dum

Date :

INSTRUCTIONS FOR FILLING THE APPLICATION FORM

1. Please read the Application Form carefully before fill-up.
2. Admission Application Form is applicable for Classes Pre-Nursery to V and the age criteria is as on 1st April 2025 must be as per following:-

PRE-NUR	NUR	K.G.	I	II	III	IV	V
3 (THREE) YEARS	4 (FOUR) YEARS	5 (FIVE) YEARS	6 (SIX) YEARS	7 (SEVEN) YEARS	8 (EIGHT) YEARS	9 (NINE) YEARS	10 (TEN) YEARS

3. Parents / Guardians willing to get their ward/(s) admitted in the School are requested to collect the Prospectus and Application Form from the School Counter and **must bring Birth Certificate along with two (2) passport size photographs of the child/children.**
4. After filling-up the Admission Application Form submit the same in the **DROP BOX** kept at St. Stephen's School, Dum Dum (Secondary & Senior Secondary Section) 11, R.B.C. Road, Kolkata – 700 028.
5. You are required to attach following documents along with the filled-in Admission Application Form.
 - a. Photocopy of Birth Certificate from Municipality / Panchayat / State Hospital / Nursing Home.
 - b. Christian candidates must submit a copy of Baptism Certificate and Membership Certificate from the Church duly attested by Presbyterian In-charge / Parish Priest.
 - c. Parents/Guardians have to submit income proof (Salaried – Form 16 or equivalent document from employer), Self-employed or Business (Income Tax Return or Personal statement of yearly income).
 - d. Caste Certificate, if any.
 - e. Candidates seeking admission from Class II (Two) onwards, have to submit Mark-Sheet / Report Card showing Promotion of last school attended. Also the original Transfer Certificate has to be submitted on or before first day of the academic session 2025 – 2026. **(Candidates failing to submit the above mentioned/stated documents will be treated as Candidature Cancelled and admission fees will not be refunded).**
 - f. All the documents (photocopies) attached with the Admission Application Form must be self-attested by the parent/guardian of the candidate/(s).
6. There will be NO INTERVIEW for candidates applying for Classes Pre-Nursery to K.G.
7. Candidates applying for admission for Classes I to V have to appear before Interview Board / written examination for Subjects: English, Math & General Science, based on previous class syllabus.
8. The list of candidates short-listed for Admission / Interview will be displayed and notified on the School Notice Boards and School Website respectively. Parents/Guardians must verify the same accordingly. **Selected candidates along with both parents / guardians are required to attend the Admission interview as per scheduled date and time.**

NOTE:

The School Authority reserves the right to reject any application/(s) without giving any reasons. Enquiry for rejection of any application/(s) will not be entertained in any manner.

Secretary
Managing Committee
St. Stephen's School
Dum Dum

[Signature]
Secretary, M.C.

Date: 01.07.2024