



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- 700028, Phone : (033) 3544 2477/78/79/80

PRIMARY SECTION : 20, U.K.Dutta Road, Dum Dum, Kolkata-700028, Phone : (033) 6820-0752

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

Date: September 8, 2026

NOTICE FOR ADMISSION **CLASSES VI TO IX — SESSION 2027-2028**

Application forms for admission to Classes VI to IX for the academic session 2027-2028 will be available from the School Office from **Monday, 14th September 2026 onwards**, between **9:00 AM and 12:00 PM** on all working days.

Details:

Classes	VI to IX
Prospectus & Form Fee	₹800/- (Rupees Eight Hundred only, payable in cash)
Issuing Office	St. Stephen's School, Dum Dum, 11 R.B.C. Road, Kolkata - 700 028
Timings	9:00 AM to 12:00 PM (Working days only)
Document Required at Purchase	Original or photocopy of the child's Birth Certificate

Important Guidelines:

1. Age Criteria (as of April 1, 2027):

VI	VII	VIII	IX
11	12	13	14
(ELEVEN YEARS)	(TWELVE YEARS)	(THIRTEEN YEARS)	(FOURTEEN YEARS)

2. Submission Process: Completed application forms must be deposited in the designated Drop Box located at St. Stephen's School, Dum Dum. Admissions are processed strictly on a **first-come, first-served basis**.

3. Required Attachments (Self-Attested Copies):

- Birth Certificate (issued by Municipality / Panchayat / State Hospital / Nursing Home)
- Recent report card (**UNIT/TERMINAL**) showing promotion to the applied class
- Recent passport-size photographs of the child and both parents (affixed directly to the form)
- Income proof of parents (Form 16/employer certificate for salaried persons; latest IT Return or signed annual income statement for self-employed/business owners)
- Aadhaar Card of both parents and the child (if available)
- PAN Card of parents
- Caste Certificate (if applicable)
- Baptism and Church Membership Certificates countersigned by the Presbyterian-in-Charge / Parish Priest (for Christian candidates only)

4. Transfer Certificate: The original Transfer Certificate must be submitted before the commencement of the 2027-2028 academic session. Failure to provide required documents will result in cancellation of candidature, and fees paid will be non-refundable.

5. Selection & Admission: Applicants for Classes VI-IX must appear for a written assessment in English and Mathematics (covering the syllabus of the previous class) followed by an interaction session. Shortlisted candidates will be notified via the School Notice Board and Official Website. Both parents must accompany the candidate on the interview date.

Note: The School Managing Committee reserves the right to accept or reject any application without assigning prior reason.


Secretary, Managing Committee

Secretary
Managing Committee
St. Stephen's School, Dum Dum