



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 1627/30

PRIMARY SECTION : 20, U.K.Dutta Road, Dum Dum, Kolkata-700028, Phone : (033) 3544 2481/82

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

Date: September 8, 2025

NOTICE FOR ADMISSION **CLASSES - VI TO IX - (SESSION 2026 - 2027)**

We are pleased to announce that the **Application Forms** for admission to **Classes VI to IX** for the academic session **2026 - 2027** will be available from the **School Office** from **Monday, 15th September 2025** onwards, between **9:00 a.m. and 12:00 noon** on all working days.

APPLICATION FORM FOR CLASS	VI TO IX
COST OF PROSPECTUS & FORM	RS. 800/- (Rupees Eight Hundred only)
OFFICE FOR ISSUE OF FORMS	ST. STEPHEN'S SCHOOL , DUM DUM 11 R.B.C. Road, Kolkata - 700 028
TIMINGS	9.00 A.M. TO 12.00 NOON
DOCUMENTS REQUIRED (During purchase of Admission Form)	DATE OF BIRTH CERTIFICATE OF THE CHILD

Important Instructions:

1. Please read the instructions carefully before filling up the Admission Application Form.
2. Admission will be granted strictly on a **first-come, first-served** basis.
3. At the time of submission, kindly enclose self-attested copies of the following (where applicable):
 - **Date of Birth Certificate**
 - **Caste Certificate (if any)**
 - **PAN Card of parents**
 - **Aadhaar Card of both parents and the child (if available)**
 - **Income Proof Certificate/Documents**
4. Separate recent passport-size photographs of the child and both parents must be pasted on the form before submission.
5. Both parents, along with the child, must be present **on the date of interview-cum-admission** without exception.

Copy to:

1. President, Managing Committee
2. Vice-President, Managing Committee
3. Rector
4. Acting-Principal
5. Teacher-in-charge (Wesley - Primary Section)
6. Accounts Office
7. File

Secretary, M.C.

Secretary
Managing Committee
St. Stephen's School
Dum Dum

INSTRUCTIONS FOR FILLING THE ADMISSION APPLICATION FORM

(For Classes VI to IX – Session 2026–2027)

1. Please read the Application Form carefully before fill-up.
2. Admission Application Form is applicable for **Classes VI to IX** and the age criteria is as on **1st April 2026** must be as per following:-

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

3. Parents/Guardians seeking admission are required to collect the **Prospectus and Application Form** from the School Counter by producing the child's **Birth Certificate** and making a payment of **₹800/- (in cash)**.
4. The duly filled-in Admission Application Form must be submitted in the **Drop Box** kept at: **St. Stephen's School, Dum Dum, 11 R.B.C. Road, Kolkata – 700 028**.
5. The following documents must be attached along with the filled-in Admission Application Form:
 - a. Photocopy of Birth Certificate from Municipality / Panchayat / State Hospital / Nursing Home.
 - b. For Christian candidates: a copy of the **Baptism Certificate** and **Membership Certificate** from the Church, duly attested by the Presbyterian-in-Charge / Parish Priest.
 - c. Parents/Guardians have to submit income proof (Salaried – Form 16 or equivalent certificate from employer), Self-employed or Business (Latest Income Tax Return or a signed statement of yearly income).
 - d. Caste Certificate, if applicable.
 - e. Candidates seeking admission have to submit Mark-Sheet / Report Card showing Promotion to the next class. The **original Transfer Certificate** must be submitted on or before first day of the academic session 2026 – 2027. **(Failure to submit the required documents will lead to cancellation of candidature. Admission fees once paid will not be refunded).**
 - f. All attached photocopies must be **self-attested by the parent/guardian** of the candidate/(s).
6. Candidates applying for admission to Classes VI–IX will be required to appear before the **Interview Board** and/a **Written Examination** in **English and Mathematics**, based on the syllabus of the previous class.
7. The list of candidates short-listed for **Admission/Interview** will be displayed on the **School Notice Board** and uploaded on the **School Website**. Parents/Guardians must check the notifications 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 without assigning any reason. Queries regarding the rejection of any application will not be entertained.


Secretary, M.C.

Secretary
Management Committee
St. Stephen's School
Dum Dum

Date: 08.09.2025



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 1627/30

PRIMARY SECTION : 20, U.K.Dutta Road, Dum Dum, Kolkata-700028, Phone : (033) 3544 2481/82

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

Date: 17.07.2025

NOTICE FOR ADMISSION

CLASSES - PRE-NURSERY TO V - (SESSION 2026 - 2027)

We are pleased to announce that Admission Application Forms for **Classes Pre-Nursery to V** for the academic session **2026-2027** will be available starting Monday, **July 21, 2025**. Forms can be collected from the school offices on all working days between **9:00 A.M. and 12:00 NOON**.

APPLICATION FORM FOR CLASS	PRE-NURSERY TO V
COST OF PROSPECTUS & FORM	RS. 800/- (Rupees Eight Hundred only) (CASH)
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 - 7000 028
TIMINGS	9.00 A.M. TO 12.00 NOON
DOCUMENTS REQUIRED (During purchase of Admission Form)	BIRTH CERTIFICATE OF THE CHILD

Note:

1. Please read the instructions carefully before filling-up the Admission Application Form.
2. Admissions will be granted on a **first-come, first-served basis**.
3. Please enclose necessary relevant documents **self-attested by a parent/guardian i.e. 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, Managing Committee
2. Vice-President, Managing Committee
3. Rector
4. Acting Principal
5. In-charge (Wesley - Primary Section)
6. File


**Secretary
Managing Committee**

Secretary
Managing Committee
St. Stephen's School
Dum Dum

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 2026 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 admit their ward(s) are requested to collect the Prospectus and Application Form from the School Counter. **Please bring Birth Certificate.**
4. After completing the Admission Application Form, please submit it in the **DROP BOX** located 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 the following documents along with the filled-in Admission Application Form:
 - **Photocopy of Birth Certificate** from Municipality/Panchayat/Hospital/Nursing Home.
 - **Christian candidates** must submit a copy of their **Baptism Certificate and Membership Certificate** from the Church, duly attested by the Presbyter In-charge / Parish Priest.
 - Parents/Guardians must submit **income proof**:
 - **Salaried:** Form 16 or an equivalent document from the employer.
 - **Self-employed or Business:** Income Tax Return or a personal statement of yearly income.
 - **Caste Certificate**, if applicable.
 - **For candidates seeking admission from Class II onwards:**
 - **Mark-Sheet / Report Card** showing promotion from the last school attended.
 - The **original Transfer Certificate** must be submitted on or before the first day of the academic session 2026-2027.
 - **Failure to submit the above-mentioned documents will result in candidature cancellation, and admission fees will not be refunded.**
 - All attached documents (photocopies) must be **self-attested** by the parent/guardian of the candidate(s).
6. There will be **Interview-cum-Admission** for candidates applying for **Classes Pre-Nursery to K.G.**
7. Candidates applying for admission to **Classes I to V** must appear for an interview board/written examination. The examination will cover **English & Mathematics**, based on previous class syllabus.
8. The list of candidates shortlisted for Admission / Interview will be displayed and notified on the **School Notice Boards and School Website**. Parents/Guardians must verify this information 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 providing any reasons. Enquiries regarding the rejection of any application(s) will not be entertained under any circumstances.


**Secretary
Managing Committee**

Date: 17.07.2025

Secretary
Managing Committee
St. Stephen's School
Dum Dum