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: 11.08.2026

NOTICE FOR ADMISSION
CLASSES: PRE-NURSERY TO V (SESSION 2027–2028)

Admission Application Forms for **Classes Pre-Nursery to V** for the **academic session 2027–2028** will be available starting **Wednesday, August 12, 2026**. Forms can be collected from the school counters **on all working days between 9:00 A.M. and 12:00 NOON**.

Form Issue Details

- **Cost of Form & Prospectus:** Rs. 800/- (Cash)
- **Timings:** 9:00 A.M. to 12:00 NOON
- **Required at Purchase:** Child's Birth Certificate (Original/Photocopy)

Offices for issue of Form & Submission Locations:

- **St. Stephen's School, Dum Dum (Secondary & Sr. Secondary Section)**
  11 R.B.C. Road, Kolkata – 700 028

AND

- **St. Stephen's School, Dum Dum (Wesley – Primary Section)**
  20 U.K. Dutta Road, Kolkata – 700 028

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 parents 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.

Secretary
Managing Committee

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Managing Committee
St. Stephen's School
Dum Dum

Copy to:

1. President, Managing Committee
2. Acting Principal
3. Teacher-in-charge (Wesley – Primary Section)
4. File

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 2027** 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. **Submission of Admission Application Form:**
   St. Stephen's School, Dum Dum (Wesley – Primary Section)
   20 U.K. Dutta Road, Kolkata – 700 028
5. You are required to attach the following documents along with the filled-in Admission Application Form. ***(All photocopies must be self-attested by a parent/guardian)***
   - **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 2027-2028.
   - ***Failure to submit the above-mentioned documents will result in candidature cancellation, and admission fees will not be refunded.***
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.

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Fees Structure for the Session 2027-2028

Class	Monthly 2027-2028	Session Charges	Re-Admission Fee Total	Admission Fee	Total Fees at the time of New Admission
P-Nur	**3260**	10563	13823	50000	63823
Nur	**3260**	10563	13823	50000	63823
KG	**3260**	10563	13823	50000	63823
I	**3520**	10679	14199	51000	65199
II	**3520**	10679	14199	51000	65199
III	**3520**	10679	14199	51000	65199
IV	**3790**	10679	14469	52000	66469
V	**3790**	10679	14469	52000	66469
VI	**3790**	10679	14469	52000	66469
VII	**3920**	10679	14599	54000	68599
VIII	**3920**	10679	14599	54000	68599
IX	**4420**	10857	15277	60000	75277
X	**4420**	10857	15277	0	15277
XI-COM	**4370**	11776	16146	37000	53146
XI-HUM	**5060**	11776	16836	35000	51836
XI-SC	**5770**	11776	17546	40000	57546
XII-COM	**4370**	11776	16146	0	16146
XII-HUM	**5200**	11776	16976	0	16976
XII-SC	**5920**	11776	17696	0	17696

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