

# 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, 14<sup>th</sup> September 2026 onwards**, between **9:00 AM and 12:00 PM** on all working days.

### **Details:**

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

### **Important Guidelines:**

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

|                       |                       |                         |                         |
|-----------------------|-----------------------|-------------------------|-------------------------|
| <b>VI</b>             | <b>VII</b>            | <b>VIII</b>             | <b>IX</b>               |
| <b>11</b>             | <b>12</b>             | <b>13</b>               | <b>14</b>               |
| <b>(ELEVEN YEARS)</b> | <b>(TWELVE YEARS)</b> | <b>(THIRTEEN YEARS)</b> | <b>(FOURTEEN YEARS)</b> |

**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**



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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**

#### **Copy to:**

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

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 1<sup>st</sup> April 2027** must be as per following: -

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

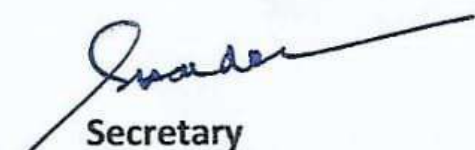
Date: 11.08.2026

  
**Secretary**  
**Managing Committee**  
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Dum Dum.

# St. Stephen's School, Dum Dum

## Fees Structure for the Session 2027-2028

| Class   | Monthly<br>2027-2028 | Session<br>Charges | Re-<br>Admission<br>Fee Total | Admission<br>Fee | Total Fees at<br>the time of New<br>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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