



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