



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: 18.07.2025

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.

**Secretary
Managing Committee**

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
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. **Submission of Admission Application Form:**

- For **Classes Pre-Nursery to IV**, submit your form at: St. Stephen's School, Dum Dum (Wesley – Primary Section) 20 U.K. Dutta Road, Kolkata – 700 028.

AND

- For **Class V**, submit your form 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.


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Managing Committee**

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