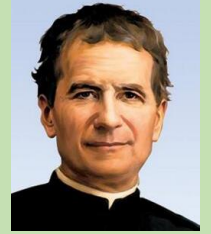




# Don Bosco School, Park Circus – Kolkata Admission Notice : 2017 – 2018 Session



## General Policy

Dear Parents,

We are glad that you are seeking admission for your son in Don Bosco School, Park Circus. We wish to be of maximum help to you in this regard. As you are well aware, the number of seats is limited and the admission seekers are numerous. The admission is based on successfully completing certain admission formalities and transparent procedures which include selection by lottery. Therefore, after scrutinizing the Application Forms and the documents asked for, applicants will be shortlisted for an interaction.

***Don Bosco School, Park Circus is a Christian Minority Institution and as such the norms of minority institutions are applicable in the admission procedure.***

*The selection is done by the Principal with the help of the Fathers of Don Bosco School. No one else in the school or outside the school has anything to do with the admission process.*

Let me also caution you about certain things:

Please avoid any third party that approaches you in connection with the admission and neither should you approach any third party for it. Beware of touts who try to cheat people during the admission-season. Recommendations for admission are not entertained.

Do not offer any money or any material thing to anyone who approaches you in the name of admission, posing to be well connected with the school, or pretending to have something to do with the admission procedure. We do not accept any money for admission. Therefore, do not spoil the name of this Institution by offering money or things to anyone. If it is known to the school authorities, even subsequently, that any unfair means have been adopted, that admission will be summarily cancelled and the student will have to be withdrawn.

I hope your child will be successful in securing an admission in this school and we will have the opportunity of nurturing him.

God bless you.

**PRINCIPAL**

## Admission to the Kinder Garten (K.G.) 2017-18

1. **AGE GROUP** : Application may be made only for **children born between 01.01.2012 to 31.12.2012.**
  
2. **APPLICATION FORM** : The Application form is available on the School website from **24 September to 30 September 2016.** Kindly log on to [www.donboscoparkcircus.org](http://www.donboscoparkcircus.org) The process is simple and self explanatory. **Step-wise screenshots could assist you in filling up the form in the correct way.**
  - a. Scroll down to the bottom of the notice and on having agreed to the clauses you are asked to fill up the Application Form online. **[Make sure that the names (child, father, mother) & date of birth are entered as per the Corporation/Municipal/Panchayat's Birth Certificate ONLY. No change will be made later.]**
  - b. You will have to register yourself by entering the child's name, Parent's E-mail id & Parent's Mobile No. Simultaneously you will receive an e-mail at the e-mail address you gave, giving you **a username and a password.** These are needed for any subsequent communication. **(It is important to preserve and maintain secrecy of your username and password).** Thereafter proceed to fill in the application form online.
  - c. On completion please check again and verify the entries. There is no possibility of any correction once you submit the Form - **Edit or Finalise Data.**
  - d. Having verified, please submit the Form.
  - e. Once you have submitted the form, you will be directed to the Online Payment Gateway through which you will have to pay the Application Form Fee of Rs. 800/-. After you have made the payment online, the system will generate a payment receipt (you are requested to please take a print out of the payment receipt). **(Last date for the payment of Application form fee is 1 October 2016).**

A link below will indicate you to click on it in order to complete your application process. A PDF format of your completed application form will be generated

with an Application Form No. ***(This Form No. will be used for all further correspondence).***

- f. Get a print-out of the Form on **white A4 size paper in a Portrait format.**
  
- g. In case you are unable to make the payment online soon after submitting the completed form, you can come back later to make the payment. You will have to login using the Username and Password provided to you in the beginning i.e. at the time of registering yourself. As you login, you will be taken to the point where you had stopped last. Thereafter you can proceed with the rest of the Process.
  
- h. You are required to submit the Application Form **(Original)** to the School Office on or before 4 October 2016, during school hours (8.30 am– 2.30 pm) along with the following documents:
  - 1. The application Form with a recent **passport-size photograph (of the child) affixed on the first page of the Form.**
  - 2. A recent photograph of the *Mother, Father and the Child together* (**postcard size - in a landscape format**) is to be affixed on the Application Form (*last page – box is provided*).
  - 3. A copy of the Online Payment Receipt.
  - 4. Photocopies of the **Birth Certificates** (Hospital Discharge Certificate/Nursing Home Card) and **Birth Registration Certificate** with the Corporation, Municipality.
  - 5. For Christians: a) Baptism Certificate (**photocopy**)  
b) A letter of Introduction from the Parish Priest / Pastor (**Original**).

**NO FORMS WILL BE ACCEPTED AFTER THE DUE DATE. Kindly retain a photocopy of the Application form for further reference/correspondence.**

- i. The School would like to meet face to face the shortlisted student and his parents for an informal interaction.
  
- j. The shortlisted applicants will receive an e-mail on 24 October 2016 informing the Date and Time for the interaction as described. Alternatively, one could also

log on to the School website to know these details (use your username and password). The Interaction will be scheduled between 8<sup>th</sup> to 18<sup>th</sup> November 2016. **Kindly note that the Interaction date and time allotted cannot be changed.** It is important to be in time for the interaction.

**3. Requirements at the time of the interaction :**

- a) Photocopy of the Application Form that was submitted to the School Office.
- b) Original Payment Receipt.
- c) Originals of the **Birth Certificates** (Hospital Discharge Certificate/Nursing Home Card) and **Birth Registration Certificate** with the Corporation, Municipality.
- d) Child's Immunization record **(Original and Photocopy)**.
- e) Proof of Residential Address **(Original and Photocopy)**.
- f) SC/ST/OBC (Substantiate with valid documents in the candidate's name) **(Original and Photocopy)**.
- g) For Christians : 1) Baptism Certificate **(Original)**

4. The selection is based on the interaction, verification of documents and a lottery conducted by the Principal in the presence of the members of the Managing Committee of the School. Even though we would like to be of help to all the admission seekers, only about 200 candidates can be accommodated.

5. The result of the selection process will be intimated to you by mid-January 2017 through your e-mail address or you may log on to the School website through the username and the password given to you earlier.

**6. Please note :**

- (a) Going through the above formalities do not ensure automatic admission or constitute any assurance on the part of the school.
- (b) Apply only if you have read the School Prospectus, are satisfied with the system of education imparted here and the admission procedure mentioned above.

-----