

Don Bosco School, Park Circus – Kolkata

Admission Notice: 2023 – 2024 Session

15th September 2022

General Policy

Dear Parents,

It is indeed overwhelming to know that the parents throng to DBPC for the admission of their sons. The number of seats are limited and the admission seekers are numerous. We definitely shall render our best cooperation in this regard.

The admission is based on successfully completing certain formalities and transparent procedures which include selection by lottery. Therefore, be very meticulous while filling in the Application Form online.

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

The selection is done by the Principal with the help of other members of the Managing Committee. No one else in the school or outside the school is involved directly/indirectly with the admission process.

Cautionary Note:

1. Beware of touts who try to cheat people during the admission-seasons.
2. We have no agencies recruiting candidates for admissions.
3. Recommendations for admission are not entertained.
4. Please do not spoil the good reputation of the Institution by taking up unfair means to get an admission in school.
5. If it is discovered later that unfair means have been used by parents seeking admission, it will result in dismissal of the candidate

God bless you.

PRINCIPAL

Admissions to the Lower Kinder Garten (L.K.G.) & Upper Kinder Garten (U.K.G.) 2023-24

Apply only if you have read the School Prospectus, are satisfied with the system of education, its administration and the admission procedure mentioned below.

1. AGE GROUP : Applications may be made only for children born between:
LKG Age Criteria : 01.10.2018 – 31.03.2019
UKG Age Criteria : 01.10.2017 – 30.09.2018
2. APPLICATION FORM : The **Application Form link** will be available on the School **website** Kindly log on to www.donboscoparkcircus.org

Dates for Online Application Forms:

LKG : 18th & 19th September 2022

UKG : 23rd, 24th & 25th September 2022

- a. Click on the Admission Link – You will be directed to the Entab-Campus Care Portal. Click on the **“Online Registration”** and proceed. Read the guidelines carefully before filling in the Application Form Online.

(After submitting the form online, you will be directed to the payment gateway to pay the Application form fee of Rs.1000/-. After a successful transaction, you will get the payment receipt and the filled in Application form.)

Take a print out of the Acknowledgement Receipt and the Application Form on a White A4 size paper in a Portrait format.

- b. You are required to submit the Application Form (Original Print out) to the School Reception along with the following documents: *Retain a copy for yourself as well as for further reference:*
 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 last page of the Application Form (*box provided*).
 3. *Progress Report of the child from the school currently studying in (If home tutored, a declaration by the parents about the basic knowledge of the child in Maths (numerical) and English Language).*

4. A copy of the Online Payment Receipt.
5. Child's Immunization record.
6. SC/ST/OBC (Substantiate with valid documents in the candidate's name)
7. Photocopies of the Date of Birth proofs :
 - a) Hospital Discharge Certificate/Nursing Home Card
 - b) Birth Registration Certificate with the Corporation/Municipality.
8. Residential Address Proof –(*Electricity bill/ Land deed/ Aadhar Card of parents*)
9. For Christians: a) Baptism Certificate, b) A letter of Introduction from the Parish Priest / Pastor (Original).

Application Form Submission Dates :

LKG : on or before 20th September 2022

UKG : on or before 26th September 2022

(between 8.30 am and 11.00 am)

NO FORMS WILL BE ACCEPTED AFTER THE DUE DATE.

- c) The School would like to meet face to face the student and his parents for an informal interaction.

The LKG applicants will receive an e-mail on **23 September 2022 after 3:00 pm** informing the Date and Time for the interaction as described. Alternatively, one could also log on to the Entab – Campus Care to know these details (use your username and password). **The Interaction will be scheduled between 17th and 22nd October 2022 (*Interaction will take place all days except for Sundays*).** Kindly note that the Interaction date and time allotted cannot be changed. It is important to be in time for the interaction.

The UKG applicants will receive an e-mail on **29 September 2022 after 3:00 pm** informing the Date and Time for the interaction as described. Alternatively, one could also log on to the Entab – Campus Care to know these details (use your username and password). **The Interaction will be scheduled between 31st October and 20th November 2022. (*Interaction will take place all days except for Sundays*).** Kindly note that the Interaction date and time allotted cannot be changed. It is important to be in time for the interaction.

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)**.
- e) Proof of Residential Address **(Original)**.
- f) SC/ST/OBC (Substantiate with valid documents in the candidate's name) **(Original)**.
- g) For Christians : 1) Baptism Certificate **(Original)**

3. 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 70 candidates for LKG and 140 candidates for UKG can be accommodated.**

4. The result of the selection process will be intimated to you by the third week of December 2022 through your e-mail address or you may log on to the Entab Campus Care Portal through the username and the password given to you earlier.

5. 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.