Dear Parents,

It makes us feel proud that you are seeking admission for your son in Don Bosco School, Park Circus. We wish to render total cooperation in this regard. Please note that, 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 for the admission procedure.

The selection is done by the Principal with the help of other Priests of Don Bosco School. No one else in the school or outside the school is involved in 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 anyone else. 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 comes to the knowledge of 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that any unfair means have been adopted, that admission will be summarily cancelled and the student will have to be withdrawn.

God bless you.

PRINCIPAL
Admission to the Kinder Garten (K.G.) 2020-21

1. AGE GROUP: Application may be made only for children born between 01.04.2015 and 31.03.2016.

2. APPLICATION FORM: The Application form link will be available on the School website from 18 September to 21 September 2019. Kindly log on to www.donboscoparkcircus.org

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

   You will have to pay the Application Form Fee of Rs. 1000/- Online. The last date for payment of fee is 24th September 2019.

   b. You are required to submit the Application Form (Print Out) to the School Office on or before 25 September 2019, 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:

      a) (Hospital Discharge Certificate/Nursing Home Card)

      b) Birth Registration Certificate with the Corporation, Municipality.

   5. Residential Address Proof – (Electricity bill/ Land deed/ Aadhaar Card)

   6. For Christians:

      a) Baptism Certificate

      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.

   c. The School would like to meet face to face with the shortlisted student and his parents for an informal interaction.
d. **The shortlisted applicants will receive an e-mail on 31st October 2019** informing the Date and Time for the interaction as described. Alternatively, one could also log on to the Entab-Campus Care Portal through the link on the School Website to know these details *(use your username and password that will be provided to you once you fill in the Application Form Online)*. The Interaction will be scheduled **between 11th and 23rd November 2019. Kindly note that the Interaction date and time allotted cannot be changed under any circumstances whatsoever.** 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) Payment Receipt.
   c) Originals of the **Birth Certificates**:
      i) (Hospital Discharge Certificate/Nursing Home Card)
      ii) **Birth Registration Certificate** with the Corporation, Municipality.
   c) Proof of Residential Address *(Original and Photocopy).*
   d) SC/ST/OBC (Substantiate with valid documents in the candidate’s name) *(Original and Photocopy).*
   e) Child’s Immunization record. *(Original and Photocopy).*
   f) For Christians : i) **Baptism Certificate** *(Original)*
      ii) **Family Card of the Parish** *(Original)*

4. The selection is based on the interaction with the parents & the child, his aptitude and general deportment, 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 **3rd Week of December 2019** 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.

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