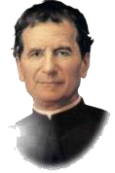




DON BOSCO SCHOOL

Panchanantala, Boaliadanga P.O., Berhampore, Murshidabad Dist., W.Bengal – 742102
Phone no. : 03482 - 258895, E-mail : donboscoberhampore@gmail.com



General Policy

1. Don Bosco School, Berhampore, founded in 2010, is an English Medium School – Co-education, for Catholic Students established and administered by the Salesians of Don Bosco (Northern India). As such it is a minority institution belonging to the Catholic Church. Provision is also made for the admission of non-Catholic students.
2. Admission procedure is conducted by the Principal with the help of the Salesians of the School. No other person in the School or outside has any hand in the selection of candidates for Admission to the School.
3. The School does not accept donations for Admissions. Be careful of those known and unknown people who pose to be intermediaries in the Admission process. Do not pay any money to them. Please avoid any third party that may approach you in connection with the admission nor should you approach any third party for admission.
4. Recommendations are not welcome and can be detrimental to Admission. Similarly, any attempt at seeking Admission through dubious means, even if discovered subsequently, will result in the cancellation of the Admission.

Admission to the Lower Kinder Garten (L.K.G.)

1. APPLICATION FORM:

The **Offline Application form** is available at our **School Office** from **1st August 2022 to 29th September 2022** (10 am to 12 noon, Mon to Fri)

The **Online Application form** is available on our **School website** from **18th July 2022 to 29th September 2022**.

Kindly visit www.donboscoberhampore.in. The process is simple and self explanatory. Steps to be followed for applying online are as follows :

- a. Click on the “**LKG Admission 2023-24**” link on the school website homepage. Then sign up as a parent to start the application process.
- b. Now login to your account using the login mail id/mobile number and password . Once logged in, click on “new application” link to start the application process of your ward.
- c. 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. **Second language once selected, can't be changed later.**

d. On completion please check again and verify the entry. There is no possibility of any correction after you *submit the Form*.

Before submitting the Form, you have to pay Rs. 500 /- towards the Application Form through online payment.

e. Having verified, please *submit* the Form.

f. On submission, a PDF format of the completed application will be generated and you will receive the same on the email address you signed up with.

g. Get a print-out of the Form, **on white A4 size paper**. (Print Orientation: Portrait)

h. Having submitted the Application form, the applicant will receive an email informing the Date, Time and Centre for the Interaction.

2. **AGE GROUP:** Application may be made only for **children born between 01.04.2018 and 31.03.2019**.

3. We are pleased to hold an interaction with all the valid applicants (**child with his father and mother with all the original documents**). On the day of interaction parents are requested to bring the printout copy of the online application form with the xerox copy of the documents required. This will be on **21st, 22nd, 23rd & 24th September 2022** as per the application form numbers. Both parents only, no other persons, shall accompany the child. **The interaction will begin with a common meeting**. Therefore, it is important to be on time. Parents are requested not to pressurize the child with special coaching for this interaction.

4. **Documents to Submit with Application Form :**

- 1) Application Form duly filled in with a recent **passport-size photograph affixed on the Form**.
- 2) A recent photograph of the Family (Father, Mother and all children) (**postcard size**) is to be submitted along with the Application Form.
- 3) Four recent photo of the candidate (2 passport size & 2 stamp size).
- 4) Photocopies of the **Birth Certificate** (Hospital Discharge Certificate/Nursing Home Card) and **Birth Registration Certificate** with the Municipality / Panchayat.
- 5) Proof of names of both parents (attach photocopy of: Pan card / passport / birth certificate / matriculation certificate)
- 6) Child's Immunization record.
- 7) Proof of Residential Address. (Self attested)
- 8) Proof of Income of both parents. (Self attested)
- 9) Blood Group certificate **original** of the child to be submitted.
- 10) SC/ST/OBC (Substantiate with documents in the candidate's name)
- 11) Report Card / Mark Sheet of 1st Term Exam of Nursery class (if any).
- 12) Aadhar Card of child and parents (Compulsory & Self attested)
- 13) Bank Account Number of the child.

14) For Christians: Baptism Certificate and a letter of Introduction from the Parish Priest.

(PHOTOCOPIES OF THE ABOVE WITH SELF ATTESTED DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM).

5. The selection is based on the interaction, verification and a Lottery conducted by the Principal in the presence of the members of the Managing Committee of the School and other invitees. Even though we would like to be of help to all the admission seekers, only 130 candidates can be accommodated. Hence, we request you not to be disheartened in case your child's name does not appear in the list of selected candidates.
6. The result of the selection process will be published on the School website on **18th October 2022**.
7. **Please note:**
Going through the above formalities does not ensure automatic Admission.

Yours sincerely



Fr. Sunit Kishor Kiro
Principal