ST. LAWRENCE HIGH SCHOOL

27, BALLYGUNGE CIRCULAR ROAD, KOLKATA – 700 019
AFFILIATED TO CISCE - SCHOOL CODE: WB443

Website: www.stlawrencehighschool.edu.in
email: admissions@stlawrencehighschool.edu.in
Contact WhatsApp No: 7044041937, 033 24751959

Date: 16th August 2023
Ref: SLHS/FJK/PR/ADM/2023/27

2024 - 2025 SESSION

GUIDELINES FOR ONLINE ADMISSION TO CLASSES U.K.G, 1 AND 2

Eligibility for Class UKG: Candidates should have been born on or between **1st January 2019** and **31st December 2019**.
Eligibility for Class 1: Candidates should have been born on or between **1st January 2018** and **31st December 2018**.
Eligibility for Class 2: Candidates should have been born on or between **1st January 2017** and **31st December 2017**.

1. All Applicants are requested to register as a NEW USER and obtain their USERNAME and Password by entering personal details, mobile number/WhatsApp number and **saving** them, before entering other details.
It is also advisable that you choose your registered mobile number as your WhatsApp number. This mobile number will be used for all future correspondences with regard to the Application for Admission to St. Lawrence High School.

2. Username and password will be sent to your registered mobile number by SMS & Email after registration. Please save the same in a diary for editing and corrections in the Application Form. This Username and Password will remain valid from **16th August, 2023** (Starting date of online application for admission) till **31st August 2023** (last date of online application).
If you forgot your password, it can be reset using forgot password.

3. Auto Save feature had been enabled in the Application filling process. Hence, in case you suffer Internet Link failure, you can log in with your Username and password sent by SMS and continue filling in the Application Form from the point where it was last saved. Unsaved data will have to be re-entered.

4. Applicants are requested to fill in the mandatory details (marked*) carefully in the Application Form, as these data cannot be changed once the Application Form is submitted.

5. Please enter NA only where there is a MANDATORY field and information is NOT AVAILABLE/APPLICABLE. The system will not accept incomplete forms.

6. You are requested to check the details carefully once again, before SUBMITTING the Form and proceeding with online payment. Once the details are completed correctly, the Applicants are requested to **SUBMIT** the form.

7. Submitting the form successfully will lead the applicant to the online payment Portal. Enter the bank details as prompted for successful payment. Bank charges are to be paid extra by the applicant.

8. Applicants are required to pay Rs 500/- for online Application Form by Credit/Debit Card or Net Banking/UPI.

9. Do not press back button till entire online payment process is completed by entering the OTP, transaction password or the Capcha as the case maybe. A receipt will be generated once the payment process is complete. Please print the receipt.

10. The payment for the online Application Form is non-refundable.

11. After successful submission of the Application Form and payment, a message mentioning your Application Form Number and your unique Transaction ID for Payment will be sent to the applicant's mobile number.

12. You are advised to retain a printed copy of the Payment receipt for your personal record.

13. **Please submit a hard copy of the completed Application Form, fee receipt and all required documents to the school office. This is applicable for both online and offline application forms.**

Please keep the following documents ready to be attached to the online Application before you start filling the Application Form:

1. Photocopy of the Birth Certificate of the candidate issued by a Municipal Corporation, attested by the parents.
   Photocopy of the Baptism Certificate of the candidate (if the candidate is a Christian), attested by the parents.

2. Employer's certificate of income, of both parents, if applicable.
   Persons who are self-employed or who have their own business must submit a copy of their income tax returns or audited accounts statement of their yearly income.
   Those who are unable to provide a copy of their income tax returns must submit a Self Declaration of their monthly income on their company letterhead or A4 size paper.

3. Photocopy of a valid residential /address proof of the parents in Kolkata at present, attested by the parents.
   Parents' residential/address proof may include any one of the following documents: Aadhaar Card, Electricity Bill, Passport, Voter's Identity Card & Driving License.

4. Photocopy of Aadhaar Card of the candidate if available, attested by the parents.

5. Application fee payment receipt with details of bank payment.

6. Proof of blood group of your ward.

PLEASE NOTE:

- St. Lawrence High School is an English medium school, affiliated to CISCE.

- The medium of instruction is English.

- The applicants may choose Hindi or Bengali as their Second language.

- This is only an Application Form for admission. Successful submission of the Application Form does not directly result in admission to St. Lawrence High School.

- In the event of withdrawal of the candidate after the completion of admission, no refund will be made under any circumstances.

- It is mandatory for all selected candidates from classes 2 onwards to provide a **Transfer Certificate** of the previous school, after completing the admission formalities.

Any misrepresentation in the Application Form will disqualify the candidate for admission. Such misrepresentation will result in the dismissal of the candidate at a later date, even if admitted. Information about any Chronic Illnesses, major operations or disabilities of your ward not disclosed in the application form, may lead to disqualification of the candidate for admission to St. Lawrence High School.

The procedure and date for verification will be informed by phone or WhatsApp message. No Admission list will be published. The admission process is expected to be completed by 10th October 2023.

St. Lawrence High School does not admit candidates based on any recommendations. Applications of candidates submitting recommendations will be rejected. Be aware of touts / middlemen who claim to represent the school for admissions. The school will not be responsible for those who are deceived by such people. The decision of the principal is final in matters of admission.

Fr. Francis Jimmy Keepuram, S.J.
Principal

Date: 16.08.2023

Ref No: SLHS/FJK/Instructions/08/2023/28

INSTRUCTIONS REGARDING ADMISSION 2024 - 2025

1. Those parents who have applied online or offline are requested to bring a <u>printout of the Application form</u> / <u>Application Form</u> along with the originals and photocopies of the following documents.

a. Photocopy of the Birth Certificate of the candidate issued by a Municipal Corporation. Photocopy of the Baptism Certificate of the candidate (if the candidate is a Christian).

b. Employer's certificate of income, of both parents, if applicable. Persons who are self-employed or who have their own business must submit a copy of their income tax returns or audited accounts statement of their yearly income. Those who are unable to provide a copy of their income tax returns must submit a Self Declaration of their monthly income on their company letter head or A4 size paper.

c. Photocopy of a valid residential /address proof of the parents in Kolkata at present. Parents' residential / address proof may include any one of the following documents: Aadhaar Card, Electricity Bill, Passport, Voter Identity Card & Driving License.

d. Photocopy of Aadhaar Card of the candidate if available.

e. Proof of blood group of your ward.

f. Application fee payment receipt with details of bank payment. (only for those who applied online.)

g. Kindly bring the Immunization card / chart of the child.

h. Legal documents in cases of divorce / separation and adoption is mandatory.

i. Please affix one passport size colour photograph of the candidate, his father and mother separately, and a postcard size photo of the parents with the candidate are to be affixed on the Application Form at designated places.

2. Any discrepancy found in the application form will disqualify the candidate.

3. During the interactive session, both parents MUST accompany the child. No other persons shall be allowed to attend this meeting.

4. Please note that the interactive session with the school management does not guarantee admission to the school.

5. Kindly choose the Optional language carefully, (Hindi/Bengali) which will be the second language for your child to study. Once chosen, changes will not be entertained.

6. No changes in the Date of Birth will be accepted or entertained once your child is admitted to school.

7. Seeking admission through dubious means, such as offering donations, will automatically debar the candidate from the list of applicants. Parents are also warned against so called agents / middlemen claiming to act on behalf of the School authorities

8. The selected candidate will be informed through WhatsApp with further information at a later date after the verification and interactive session.

9. School will not be held responsible for the health of your child against any kind of viral infections. (SARS)

10. The decision of the Principal is final in matters of admission.

JK&

Fr. Francis Jimmy Keepuram, S.J.

Principa**l**