

## **GUIDELINES for filling in the APPLICATION FORM for ADMSSION TO CLASSES UKG, 1 & 2 (Academic Session 2025-26)**

1. Age criterion for obtaining the Application Form (i.e. Candidates should have been born on or between):
  - a) UKG 01/01/2020 - 31/12/2020
  - b) Class 1 01/01/2019 – 31/12/2019
  - c) Class 2 01/01/2018 – 31/12/2018
2. All applicants are requested to use 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.
3. 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.
4. You are requested to check the details carefully once again, before submitting the form.
5. The cost of an Application Form for Admission is Rs. 500/-. Once paid, the payment is non-refundable.
6. Please submit a hard copy of the completed Application Form with the all the required documents to the school office as per the following details:  
Monday to Friday: 13:15 - 14:15 hours. (exception: public holidays).  
Saturday: 08:30 - 11:30 hours  
The last date for the submission: 30/09/2024 by 14.00 hours.
7. Documents to be attached with the Application Form:
  - a) Photocopy of the Birth Certificate of the candidate issued by a Municipal Corporation, attested by the parents.
  - b) Photocopy of the Baptism Certificate of the candidate (applicable only to Christian candidate), attested by the parents.
  - c) Photocopy of the Immunization card OR Hospital Discharge Certificate of the child after birth.
  - d) Employer's certificate of income (of both parents, if applicable).  
Entrepreneurs, industrialists, business persons, factory owners, startups, CEOs, company directors, IT firm owners etc. must submit a copy of their income tax returns or audited statements of accounts of the financial year 2023-24 indicating their yearly income.  
Persons who are self-employed in a small-scale trade/ job/domestic work/ private tuition/ taxi driver/ street vending etc must submit a self-declaration of their annual income on their company letterhead or A4 size paper.
  - e) 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.
  - f) Photocopy of Aadhaar Card of the candidate if available, attested by the parents.
  - g) Printout/ photocopy of the Application fee payment receipt with details of bank payment.
  - h) Proof of blood group of your ward.
8. The duly filled in Application Form, photocopies of Payment Receipt and other relevant supporting documents should be submitted to the school office as per the details given above. Please show the original documents at the time of submission of the Application form. ALL THE ORIGINAL DOCUMENTS will be returned.
9. The verification of persons, documents and the admission of the selected candidates will be a gradual process. The date, the time and other details will be informed by phone or WhatsApp to the given contact number of the parents.
10. No admission list will be published. The admission process is expected to be completed by **22<sup>nd</sup> November, 2024**.

### **Please note the following details:**

- St. Lawrence High School is an English medium school, affiliated to CISCE.
- The medium of instruction is English; The school is not co-educational. Only boys are admitted.
- 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 of information 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.

- 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.

The Principal