



Don Bosco School, Liluah - Howrah

Admission Notice: 2023 - 2024 Session

General Policy

1. Don Bosco School, Liluah, is an unaided, private, Catholic, Anglo-Indian and Minority School established in 1937 and as such the norms of Minority Institutions are applicable in the admission procedure. Catholic applicants are given preference for admission. However, applications from all communities and from people of all walks of life are also accepted.
2. The school reserves the right to increase the fees at any time of the year if an increment is deemed necessary. Ten to fifteen percent annual increase in the tuition fee or any other fee is normal.
3. 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.
4. The school does not accept donations for admission. 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 admission nor should you approach any third party for admission.
5. The final selection is based on an interaction, verification and lottery conducted by the Principal in the presence of the members of the Managing Committee of the School and other invitees. **The interaction will take place from 08 September 2022 to 24 September 2022 and the final results will be declared in the month of October 2022.**
6. Neither the child nor the parents need any special training for the interaction at the Admission process. **No other person other than the Salesians, in the School or outside have any hand in the selection of candidates for admission to the school. Parents are warned not to approach persons who promise to get admission for your son in return of money or favour. Any attempt at seeking admission through dubious means, even if discovered subsequently, will result in cancellation of admission.**
7. Those interested in seeking admission are requested to go through the prospectus at the school website and apply only if you are satisfied with the system of education imparted at DBL.

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Admission to the

1. NURSERY

2. LOWER K.G.

3. UPPER K.G.

1. **APPLICATION FORM:** The application form is available at the school website.

1. **Nursery** – **From 8th August to 18th August 2022**
2. **Lower K.G.** – **From 8th August to 31st August 2022**
3. **Upper K.G.** – **From 8th August to 8th September 2022**

Kindly log on to www.donboscoliluah.org. The process is simple and self explanatory.

- a. Scroll down to the bottom of the notice and on having agreed to the clauses, you are asked to fill in the Application Form online. **Second Language once selected, can't be changed later.**
- b. **Before filling the form validate Date of Birth of the Applicant for eligibility.** If the child is eligible you will get **Click to Apply** button and you can proceed to fill the form. Fill the application form and proceed to make the payment (online) of Rs. 500/- for Application Form
- c. Having completed the payment download the submitted Form
- d. On submission, a PDF format of the completed application will be generated along with the Fee Slip and you will receive an email at the email address you gave.
Note: All further communication will be sent via SMS and Email.
- e. Get a print-out of the Form, together with the payment slip **on a white A4 size paper.** (Print Orientation: Portrait) **The printed Application Form duly filled in along with the required documents should be submitted as follows. (Both the parents need to be present on the date of submission of application) Failing to submit the application form on the given dates will be treated as Invalid.**
 1. **Nursery** – **20th August 2022 between 9 am and 11 am.**
 2. **Lower KG** – **2nd and 3rd September 2022 between 9 am and 11 am.**
 3. **Upper K.G.** – **12th, 13th, 14th September 2022 between 1 pm and 3 pm.**
- f. Having submitted the Application Form, the applicants will receive an email informing the **Date, Time and Centre for the Interaction.**

1. Nursery applicants	–	24-08-2022
2. Lower KG applicants	–	06.09.2022
3. Upper K.G. applicants	–	16-09-2022. (Interaction days will be 19th to 24th Sep. 2022)

Alternatively, one may also log on to the school website to know these details (use your username and password).

2. **AGE GROUP: Application for**

NURSERY	-	Children born between 01.04.2020 and 31.03.2021.
CLASS LKG	-	Children born between 01.04.2019 and 31.03.2020.
CLASS UKG	-	Children born between 01.01.2018 and 31.03.2019.

3. We are pleased to hold an interaction with all the valid applicants (**child with his father and mother**). This will be on any date from **08th September to 24th September 2022**. Both parents only, no other person, shall accompany the child. Therefore, it is important to be on time. Parents are requested not to pressurize the child with special coaching for this interaction.

INTERACTION DAYS

NURSERY -	08 September 2022 to 13 September 2022
CLASS LKG -	14 September 2022 to 16 September 2022
CLASS UKG -	19 September 2022 to 24 September 2022

4. There could be changes in the dates of interaction depending on the pandemic situation.
5. **Requirements at the time of Interaction: (Kindly bring all Original documents for verification)**
- a) Application Form duly filled in with a recent **passport-size photograph affixed on the Form.**
 - b) A recent photograph of the Family (Father, Mother and all children) (**postcard size**) is to be pasted on the Application Form.
 - c) Originals of the **Birth Certificate**
 - i) Hospital Discharge Certificate/Nursing Home Card
 - ii) **Birth Registration Certificate** with the Municipality / Panchayat.
 - d) Child's Immunization record.
 - e) Proof of names of both parents (attach photocopy of: Pan card / passport / birth certificate / matriculation certificate)
 - f) Proof of Residential Address. (Self-attested)
 - g) Applicant's copy of the fee slip. (Photo copy)
 - h) Proof of Income. (Self attested)
 - i) Blood Group certificate (Photo copy)
 - j) Aadhar Card child (Optional) and parent (Compulsory & Self attested)
 - k) For Christians: Baptism Certificate and a letter of Introduction from the Parish Priest.
(SELF ATTESTED PHOTOCOPIES OF THE ABOVE DOCUMENTS ARE TO BE SUBMITTED ALONG WITH THE APPLICATION FORM). Kindly bring all original documents for verification.
6. 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.
7. The result of the selection process will be intimated to you on **15 October 2022** through your email address or you may log on to the School website through the username and the password given to you earlier. Orientation for the parents of the selected students will be held on **February 2023**.
8. Admission will take place on **20th & 21st October 2022**. (Fee payment)
Admission forms are to be handed over to the school office by **28th, 29th and 31st October**.
9. Please note:
- (a) Going through the above formalities does not ensure automatic admission.
 - (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.



Principal
Don Bosco School, Liluah
Howrah - 711204