



# St. Helen's School

14, WATKIN'S LANE, HOWRAH-711101

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Affiliated to ICSE / ISC New Delhi

Registration No. : WB136

## ADMISSION NOTICE 2024-25

Procedure of Admission for the session 2024-2025 to Classes Nursery — IX. Parents wishing to admit their wards to St. Helen's School may do so by following the same.

1. Parents are to collect the application for admission between 13<sup>th</sup> October 2023 (Friday) to 12<sup>th</sup> December 2023 (Wednesday) which will be available at the school office between 10:00 a.m. to 12:30 p.m. (on working days only).
2. Parents are to fill in the complete application form in capital letters along with necessary photographs.
3. Parents are to attach a photocopy of the Municipal Corporation Birth Certificate of the child as proof of age along with the duly filled application for admission.
4. Parents are to ensure that the application for admission along with necessary documentation is to be enclosed in a sealed envelope addressing the Principal of the school. This sealed envelope must be dropped in the admission drop box available at the school premises on or before 13<sup>th</sup> December 2023 (on working days only).
5. Parents are to note that any missing information/wrong information in the application for admission will lead to the application being cancelled as a whole.
6. There will be an admission test for students of all classes except Nursery. The syllabus for the test will be displayed on the school notice board.
7. After verification of the documents and successful qualification of the admission test and depending upon the availability of seats in the various classes, the school will release the list of shortlisted candidates which will be put up on the school notice board.
8. Shortlisted candidates along with both parents will be required to attend an interview cum interactive session with the admission selection panel. The date and time of the interview cum interactive session will be specified via email as well as published on the school notice board.
9. List of students who qualify the interview cum interactive session will be displayed on the school notice board. This will be the final list of students who will be admitted to the school for the new session.
10. Admission will be confirmed only upon payment of the Admission Fees in full.
11. Anyone failing the scheduled dates for submission or payments may consider their admission cancelled. There will be no second chance that will be offered. In case of a lapse the seat may be allotted to the next best candidate.

Age Criteria as on 1 <sup>st</sup> April 2024	
Class Nursery	3 Years as on born before or 01.04.2021.
Class LKG	4 Years as on born before or 01.04.2020.
Class UKG	5 Years as on born before or 01.04.2019.

  
PRINCIPAL

N.B:- All correspondence will be through mail only. In case of any query please mail the same at [admission.shshowrah@gmail.com](mailto:admission.shshowrah@gmail.com). You may also call the school on (033) 71481491 for assistance between 10:00 a.m. to 12:30 p.m. (on working days only).