



DON BOSCO SCHOOL, BANDEL

P.O & Dist. Hooghly, West Bengal – 712 103

October 01, 2022

GENERAL POLICY

Dear Parents,

As you are seeking admission for your son in Don Bosco School, Bandel, we wish to be of maximum service to you in this regard. You are very well aware that the numbers of seats are limited and the admission seekers are numerous. The admission is based on successfully completing certain admission formalities and procedures which includes a lottery. Therefore, after meeting the parents and the children and after scrutinizing the application forms and the documents asked for, the admission seekers will be short listed and subsequently the final selection will be made on the basis of the lottery.

Don Bosco School Bandel is a Christian Minority Institution and as such the norms of minority institutions are applicable in the admission procedure.

The selection is done by the Principal with the help of the Fathers of Don Bosco School, Bandel only. No one else in the school or outside the school has anything to do with the admission process.

Let me also caution you about certain things:

Please avoid any third party that approaches you in connection with the admission with the promise of admission here. Beware of touts who try to cheat people during the admission-season. Recommendations for admission are also not entertained.

Do not offer any money to anyone who approaches you asking for money in the name of admission, posing to be well connected with the school, or pretending to have something to do with the admission procedure. We do not accept any money as donations. Therefore, do not spoil the name of this institution by offering money to anyone.

If it is known to the school authorities, even subsequently, that money has been paid to anyone in connection with an admission, that admission will be cancelled and the student will have to be withdrawn.

Finally, do not believe anyone who approaches you for money saying that the above mentioned facts are just pretensions.

I hope your child will be successful and we will have the opportunity of serving you.

God bless you.

Fr. Siby Joseph Vadakel, sdb
Principal

ADMISSION NOTICE FOR KINDERGARTEN (KG) 2023– 2024

This notice is for admission to Kindergarten (KG) only.

Eligibility: Boys born between 01.01.2018 and 31.12.2018 are eligible for admission to Kindergarten and only such candidates need to apply. All the detailed information as requested in the form, about the candidate and the parents, must be submitted to be eligible for the interaction. Incomplete application forms will be rejected.

The Institution: Don Bosco School Bandel is a Christian Minority Institution and as such the norms of minority institutions are applicable in the admission procedure.

Procedure: (Step by Step guide for Admission to Kindergarten)

Step-1: Application Form is made available only on our official website of the School from October 01 to October 31, 2022. Please visit us at www.dbbandel.org. **Please read the Prospectus available in our website before you proceed.**



Step-2 (Filling up of Form)

Forms are available ‘**online**’. Parents and Guardians are required to fill up the form available in the School website www.dbbandel.org (in the ADMISSION section), fill-in the required details and submit the same online. Please note that any application form, not duly filled in or the forms that are incomplete will be automatically rejected by the system. You also must make two copies (Print out) of the entire document for future use and reference. Your form will have a unique number which will be used for all future correspondence and reference. A copy of the application form will be directed to your email automatically. **One copy of this should be submitted (print copy) along with required documents at the school reception in the drop box on or before 1st November 2022.**

Second Language: Parents are requested to take all precautions to fill correct data with regard to second language. If subject choice is wrongly entered, the admission request may be rejected. It is advisable to take mother tongue used at home as 2nd Language.

Online Form Payment

A sum of Rs.600/- (*Rupees Six Hundred Only*) will have to be paid as the form fee through ‘**online**’ mode only [*Credit Card, Debit Card, Net Banking, UPI or IMPS mode of payment only will be acceptable*] **at the time of filling up the form.** This money will not be refunded for any reason whatsoever. In case of any serious problems that may arise, you may write to the School directly through its website, under the “Contact” or “Query (others)” section.



Step-3 (Interaction date & time)

Interaction: As notified earlier, probable interaction dates will be between **10th November 2022 and 15th November 2022**. The exact date and time will be given to you through an email. **You will receive this notice on or before November 5th, 2022.** *The date and the time allotted for the interaction with the Principal are unchangeable. Both parents must accompany the child for interaction.* You are expected to give valid email IDs for correspondence. In case of any serious problems that may arise, you may write to the School directly through its website. [“Contact”, “Query (others)”].



Step-4 (Interaction day)

Interaction Day at Don Bosco School, Bandel

Both the parents should accompany the child for the interaction. Kindly reach 30 minutes before the scheduled interaction time given. Please report at the reception counter at Don Bosco School, Bandel. All original documents must be brought for verification at the time of submission and interaction. **Make sure that you are familiar with the School Prospectus when you come for Interaction.**

Documents: *The following documents are to be submitted at the school reception along with the form on or before 1st November 2022, the same has to be presented for verification at the time of interaction:*

- 1) A copy of the print out of the application form along with stipulated size photograph pasted on it.
 - 2) A recent postcard size family photograph (only father, mother and the siblings of the candidate).
 - 3) Municipal Corporation / Panchayat Birth Certificate for verification. (photocopy)
 - 4) Residential Address proof (Voter ID or Aadhar of the parents, etc). (photocopy)
 - 5) Salary certificate / Income proof of parent(s). (photocopy)
 - 6) Transaction ID, Time and Date of Application Form Fees must be submitted to the school at the time of Interaction (Handwritten details will do).
- ❖ Catholic children will produce the Baptism certificate along with the letter of the Parish Priest, besides the above.

All documents must be presented in original for verification, together with photocopies

This year interaction in the school will depend on circumstances. Kindly wait for further instructions.

Norms of Covid-19 protocol will be strictly followed.



Step-5 (Result)

Result of Selected Candidates

The final result after Online submission of forms, Interaction, and selection in the School will be communicated to you by January 2023. If your child is selected, please take a print out of the letter and present it at the time of admission. The result will be available on school notice board as well as in school website on the same day.

The candidates will be selected based on the interaction with the parents and the candidate by the Principal or one delegated by him. The final selection will be on the basis of a lottery from those who have completed the admission formalities and procedures correctly and have been short listed after the verification/interaction.

Approximately 160 candidates will be selected for admission to Kindergarten (KG).

Receiving the Application Form or going through the admission procedure does not guarantee admission. Those who are not selected for admission are requested not to ask for reconsideration.



Step-6 (Final process for Selected Candidates only)

Those selected for admission to Kindergarten in Don Bosco School, Bandel for the year 2023-24 will be asked to register by January 2023. The selected students will be informed regarding the payment of Admission Fees on a later date.

Board of Admission: Admission-procedures are conducted exclusively by the Principal and the Don Bosco Fathers and Brothers, authorized by the Principal. No other person in the school or outside has any hand in the selections. The Principal does not mediate through third parties with regard to admissions. No Nursery Schools, or any other such institutions, near or far, have any affinity to this school to win any special consideration. Parents are warned against such claims.

Recommendations are not welcome and can be detrimental to admission.

N. B:

- (a) Kindly note, that only if you have read the prospectus of the school given in the website and only if you are satisfied with the admission procedure described above, you need to apply.
- (b) Inability to process the Online Application, Application Fee payment etc. must be informed to the School by visiting the School Website “Contact Page” and “Query (others)”.
- (c) Information provided in this notice may be subject to further change if authorities consider it necessary.