



St. Helen's School

14, Watkins Lane, Howrah 711101.

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ADMISSION NOTICE – SESSION 2026 –2027

Procedure for Admission (Nursery to Class IX)

Parents seeking admission for their wards to St. Helen's School are requested to follow the details below:

AGE CRITERIA

Class	Age Criteria	Age as on 01/04/2026
Nursery	Born on or before 31.03.2023	3 Years or above
LKG	Born on or before 31.03.2022	4 Years or above
UKG	Born on or before 31.03.2021	5 Years or above
Class I	Born on or before 31.03.2020	6 Years or above

DOCUMENTS REQUIRED FOR APPLICATION OF ADMISSION

1. School Application for Admission.
2. Recent Passport Size (3.5cm x 4.5cm) Photograph of the child and parents in white background.
3. Photocopy of Birth certificate of the child issued by the Municipal Corporation/Panchayat for age proof

PROCEDURE FOR APPLICATION

Details	Date & Time (Working days only)
1. Parents are to collect the Application for Admission from the school premises.	7 th November 2025 (Friday) onwards, from 10.00 AM to 12.30 PM
2. Parents to submit the Application Form – The duly filled Application Form (Filled in capital letters), along with all required documents and attached photographs, should be placed in a sealed envelope addressed to The Principal, St. Helen's School, Howrah and dropped into the Admission Drop Box available on the school premises.	10 th November 2025 (Monday) onwards
3. The school will conduct a mandatory admission test of the shortlisted students based on the applications received. (Except for students taking admission in class Nursery)	To be notified via email and posted on school notice board.
4. School will shortlist the students based on admission test.	To be notified via email and posted on school notice board.
5. Shortlisted students are to appear along with both parents for interview-cum-interactive session with the Admission Selection Panel.	To be notified via email and posted on school notice board.
THE FINAL LIST OF SELECTED STUDENTS WILL BE DISPLAYED ON THE SCHOOL NOTICE BOARD	

OTHER IMPORTANT INFORMATION

- 1. Incomplete/Incorrect Applications:**
Any application containing missing or incorrect information will be rejected. It is mandatory to fill in all sections of the admission form. The child's name, parents' names, date of birth, and other personal details must be entered exactly as they appear on the original birth certificate. No corrections or alterations will be permitted later.
- 2. Confirmation of Admission:**
Admission will be confirmed only after full payment of the Admission Fees. Admission Fee once paid is not refundable.
- 3. Adherence to Schedule:**
Failure to submit form/required documents/make payments within the specified dates will lead to cancellation of admission. No second opportunity will be given, and the seat may be offered to the next eligible candidate.
- 4. Parent's Email ID:**
Please make sure your email ID is accurate and active, as all correspondence from the Admission Department will be sent to this address.
- 5.** Please note that your child must have successfully completed the class immediately preceding the one applied for. For instance, if you are seeking admission to Class One, your child should have completed UKG in the previous academic year.
- 6.** The school does not accept any form of donation in exchange for admission. Any attempt to influence the Principal's decision will adversely affect the candidate's chances for admission.
- 7.** No telephonic or verbal queries regarding admission will be entertained. The school will not be responsible for any misinformation given by anyone claiming to represent it.
- 8.** As seats are limited, fulfilling eligibility criteria does not guarantee admission. Selection will be based on merit, and the school reserves the right to reject any application without assigning reasons. The Principal's decision shall be final and binding.

NOTE: REGISTRATION FOR ADMISSION DOES NOT GUARANTEE ADMISSION.

DOCUMENTS REQUIRED UPON CONFIRMATION OF ADMISSION

1. School Admission Form (to be filled in capital letters with all photographs attached)
2. School App information sheet.
3. Photocopy of Birth certificate of the child issued by the Municipal Corporation/Panchayat for age proof
4. Photocopy of Aadhar card of the child (Optional)
5. Photocopy of Aadhar cards of the parents (Mandatory)
6. Blood group report issued by a laboratory clearly indicating name of the applying child. (Mandatory)
7. Residential Proof (government-issued IDs like an Aadhaar card, passport, or driving license, utility bills such as water, electricity, or gas not older than three months, and financial documents like bank or post office passbooks, credit card statements, or income tax assessment orders) (Mandatory)
8. Proof of Income (Income Tax Return) or Self Declaration of Income (Mandatory)
9. Transfer Certificate from the previous school (where applicable)
10. UDISE Transfer Certificate from the previous school.