



# CHRIST CHURCH GIRLS' HIGH SCHOOL (H.S)

30, Jessore Road, Dum Dum, Kolkata - 700028, Ph-2559-2030

email : [christchurchschool@ccghs.in](mailto:christchurchschool@ccghs.in)

24.07.2023

## ADMISSION NOTICE

Please follow the instructions given below for Admission to Classes Transition to VII (English as medium of instruction) for the Academic Session-2024:

1. Admission Portal for Classes Transition to VII shall remain open from 1<sup>st</sup> August, 2023 onwards for the Academic Session 2024. Offline Forms also will be available at the School Office Counter on Mondays, Wednesdays and Fridays between 11.00 am to 1.00 p.m.
2. Download the Bank Challan from the School Website (Admission Transition-VII) link and take a print-out of the same. Now deposit the amount as mentioned in the Challan to IDBI Bank, Nager Bazar Branch, Saltee Plaza Ground Floor, 1 Khudiram Bose Sarani, (Near ILS Hospital), Kolkata- 700080 and keep the receipt of the same for a mandatory upload at the time of filling in the admission form.

### 3. Admission Age:

For Class: Transition	: 3+ as on 1 <sup>st</sup> January, 2024	For Class: III	: 8+ as on 1 <sup>st</sup> January, 2024
For Class: Nursery	: 4+ as on 1 <sup>st</sup> January, 2024	For Class: IV	: 9+ as on 1 <sup>st</sup> January, 2024
For Class: K.G.	: 5+ as on 1 <sup>st</sup> January, 2024	For Class: V	: 10+ as on 1 <sup>st</sup> January, 2024
For Class: I	: 6+ as on 1 <sup>st</sup> January, 2024	For Class: VI	: 11+ as on 1 <sup>st</sup> January, 2024
For Class: II	: 7+ as on 1 <sup>st</sup> January, 2024	For Class: VII	: 12+ as on 1 <sup>st</sup> January, 2024

### 4. Scan all relevant original documents at the time of uploading Application Form viz.-

- (i) Birth Certificate
- (ii) Income Proof of Father (Employer's Certificate/Pay Slip/IT Return)
- (iii) Income Proof of Mother (as applicable)
- (iv) Address Proof (Aadhar Card/Electricity Bill)
- (v) Identity Proof of both Parents. (Aadhar Card)
- (vi) A copy of Passport size photo of Parent along with the child.

### 5. Self-attested photocopies (by parents only) of the following documents along with the printed application form (Original Documents must be produced at the time of submission of Forms)

- i) Birth Certificate
- ii) Income Proof of Father (Employer's Certificate/Pay Slip/IT Return)
- iii) Income Proof of Mother (as applicable)
- iv) Address Proof (Aadhar Card/Electricity Bill)
- v) Identity Proof of both Parents. (Aadhar Card)
- vi) Educational Qualification of both Parents.
- vii) Progress Report of previous class attended by the student (for Classes KG to VI)
- viii) A copy of Passport size photo of the Parents along with the child to be pasted on the Application Form.

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6. Please submit original TRANSFER CERTIFICATE at the time of Admission (I-VII)
7. Interview dates shall be put up in the school website as well as on the School Notice Board.
8. The date for the list of Selected Candidates will be announced at the time of Interview
9. School Bus facilities are also available for classes Nursery onwards. Further details regarding the same viz. School Bus Fees, School Bus Route will be furnished at the time of admission. Additional charges will be applicable for School Bus facility.
10. Admission Fees for Classes Transition to VII. (English Medium) Rs- 45,000/- approximately (all inclusive)

Please note:

1. After the successful submission of the Online Admission Form, you are also required to submit a print-out of the same Application form along with all other relevant documents before the date of Interview.
2. All original documents need to be produced at the time of Interview.
3. Both parents and child must be present at the time of interview.
4. All documents must be submitted at the time of Form Submission (both Online and Off Line) failing which the form will be treated as cancelled.
5. The above "mentioned dates" are subject to change as and when the need arises.

**Helen S. Sircar**  
**Headmistress**

Headmistress

Christ Church Girls' High School  
Dum Dum