

Calcutta Girls' High School

118 Princep Street
Kolkata – 700 072

ADMISSION NOTICE FOR PLAY GROUP & PREP 1

(Session 2026 – 2027)

Application forms for **Playgroup** and **Prep 1** for the session 2026–2027 will be available online from **21st July to 11th August 2025**.

ELIGIBILITY CRITERIA:

- **For Playgroup:**
Candidates born between **1st April 2022 and 31st March 2023** are eligible to apply.
- **For Prep 1:**
Candidates born between **1st April 2021 and 31st March 2022** are eligible to apply.

Please follow the steps below for submission and acceptance of the Application Form:

STEPS TO APPLY:

- Application forms will be available on our website: www.cghs1856.org
- Fill in the Admission Form **online**. (We recommend using **Google Chrome** for better accessibility.)
- Follow the steps sequentially while filling out the form. Kindly provide a **WhatsApp number** in the application.
- After filling the form, click on the **Mail Verification** and **Phone Verification** buttons.
- Press the **SUBMIT** button and wait for the PDF to be generated.
- Once the print format appears, **print or save** the application form along with the **Bank Challan copy**.

Application Fee: Rs.1500/-

This can be paid in the following ways:

Online payment:

- Visit the school website, click on the **"Pay Challan"** tab, and follow the instructions from **21st July to 12th August 2025**.

Cash payment:

- Take a printout of the **Bank Challan** and pay Rs.1500/- (cash only) at **Axis Bank, 69 Ganesh Chandra Avenue Branch, Kolkata – 700013**.
- Phone: 2215 2014 / 15 / 16 / 17
- Payment Dates: **21st July to 12th August 2025 (on working days only)**

SUBMISSION OF DOCUMENTS:

After payment, submit **Xerox copies of the following documents**, along with **originals for verification** and the **Bank Challan (cash payment) / Pay Challan (online payment)** to the **Accounts Office** of Calcutta Girls' High School:

- **Submission Dates:** 9th August, 11th and 12th August 2025 (Working Days)
- **Timings:** 10:30 am – 1:00 pm and 2:30 pm – 4:00 pm
- **Note:** At least one parent/guardian must be present during submission along with all original documents.

MANDATORY DOCUMENTS:

- Colour printout of the Application Form with **photos of the child and both parents** (No pasted photos will be accepted).
- **Original documents and photocopies** of the following:
 - Birth Certificate (from a municipal authority)
 - Triple Antigen & Polio Immunization Card of the candidate
 - Residence Proof (Ration Card / Electricity Bill / Telephone Bill / Passport / Voter ID / Aadhaar Card)
 - Income Proof (Salary Slip or last year's IT Return)
 - Aadhaar Card of the candidate or either parent

FOR CHRISTIAN CANDIDATES (IN ADDITION TO THE ABOVE):

- Original Letter of Recommendation from Pastor-in-Charge / Parish Priest
- Attested photocopy of the candidate's Baptism Certificate
- Parents' Confirmation Certificate and proof of Church membership

INTERACTION DETAILS:

- **Date & Time of Interaction with the Principal** (Parents & Child):
To be announced on **19th August 2025 at 5:00 PM** on the school website.
- **Both parents (father and mother) must be present.**
No request for change in date and time will be entertained.

Important Notes:

1. Only fully completed application forms with all required documents will be considered.
2. Any attempt to influence the admission process through references, canvassing, donations, or gifts will lead to **disqualification**.
3. Submission of the form and appearance for interaction **does not guarantee admission**.
4. The school reserves the **sole right** to take the final decision on all admissions. This decision will be final and binding.

Mrs. B. Biswas

Principal & Secretary