Calcutta Girls' High School

118 Princep Street
Kolkata – 700 072

ADMISSION NOTICE FOR PLAY GROUP & PREP 1

(Session 2024 – 2025)

Application forms for PLAYGROUP & PREP 1, Session 2024 – 2025 will be available online from 12ᵗʰ August – 31ˢᵗ August 2023.

For PLAY GROUP

Candidates with date of birth between 1ˢᵗ April 2020 to 31ˢᵗ March 2021 are eligible for filling up the admission form.

For PREP 1

Candidates with date of birth between 1ˢᵗ April 2019 to 31ˢᵗ March 2020 are eligible for filling up the admission form.

Please follow the given steps to facilitate submission and subsequent acceptance of your Application Form
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- ❖ **Application forms will be accessible from our website www.cghs1856.org**
- ❖ **Fill up the Admission Form online. Google Chrome is recommended for better accessibility.**
- ❖ **Follow the procedure serially while filling the application form. You are requested to provide whatsapp number in the application form.**
- ❖ **After filling the form click on mail verification and phone verification buttons.**
- ❖ **Press SUBMIT button and wait for PDF generation.**
- ❖ **When the print format appears on your screen, either print or save application form along with Bank Challan copy.**

The cost of the Application Form is Rs. 1500/-, may be paid as follows :

For Online payment:

- ❖ Please visit our school website, click on the pay challan tab and follow the instruction from 13ᵗʰ August to 31ˢᵗ August,2023.

For Cash payment:

- ❖ The printout of the Bank Challan of Rs. 1500/- (in cash only) is to be paid at Axis Bank, 69 Ganesh Chandra Avenue Branch, Kolkata 700 013. Phone No. **2215 2014 / 15 / 16 / 17**. from 13ᵗʰ August to 2ⁿᵈ September,2023.

- ❖ After the payment, all the below mentioned documents Xerox Copy along with **Original documents** and the bank challan (cash payment)/pay challan (online payment) is to be submitted to the Accounts Office of Calcutta Girls' High School from 28ᵗʰ August to 2ⁿᵈ September,2023 from 10:30 am to 1:00 pm and 2:30 pm to 4:00 pm.

- ❖ **Any one of the parents / guardian must be present at the time of submission of form along with all original documents.**

- • **Colour printout of the Application Form with photos (ward & parents) is mandatory. No pasted photograph will be accepted.**

The following copies of original documents are to be produced at the time of Admission form submission.

❖ **Original documents of under mentioned documents:**
  ❖ Candidate's Birth Certificate from any municipal corporation

  ❖ Triple Antigen and Polio Immunization Card of candidate

  ❖ Residence Proof of parents (Ration Card / Electric Bill / Telephone Bill / Passport/Voter ID /Aadhar Card)

  ❖ Income Proof document of parents. (salary slip or last year IT Return Form)

  ❖ Candidate's Aadhar card or Parent Aadhar card details

  ❖ **For all Christian candidates must upload**
    ➢ Original Letter of Recommendation issued by Pastor in Charge / Parish Priest along with attested photocopy of Baptism Certificate of candidate.
    ➢ Confirmation Certificate of parents and proof of membership of parents from the concerned church.

3. Date and time of Interaction with the Principal parents and child will be intimated on **8th September,2023 in our School website**. Presence of both parents (father and mother) is compulsory for the Interaction (No request for change in date & time of interview will be entertained).

4. Only duly completed Application Forms, with all necessary attachments, documents & enclosures will be considered valid.

5. Any attempt to influence the admission process by giving references, canvassing, etc. offering donations, gifts, will debar/ disqualify the candidate from being considered for admission.

6. The submission of the Application Form for completing the admission process and thereafter appearing for the online interaction shall not automatically guarantee admission. The school reserves the sole right to take the final decision regarding all admissions and the same shall be considered as final and binding on all applicants.

Mrs. B. Biswas
Principal & Secretary