

GUIDELINES FOR ADMISSION

FOR 2026-27

Guidelines and procedure to fill in the Online Application Form

General Instructions:-

1. Kindly download the guidelines & read all instructions carefully before you click on ***PROCEED*** button at the bottom of this page.
2. The name of the child, father's name & mother's name, date of birth etc. should be entered correctly in the form as it appears on the Corporation/Municipal/Panchayat's Birth certificate. **No changes will be allowed later on.**
3. It is mandatory to fill all the fields marked (*) in red. In case a field is not applicable to you please mention NA (Not Applicable).
4. Individual photographs can be uploaded online (size less than 20 kb).
5. An incomplete registration form will be automatically rejected.
6. After completing the form, click on '***Submit***' button, you will receive an ***acknowledgement receipt*** with your ***USER ID*** & ***PASSWORD***.
7. You will also receive your ***USER ID*** and ***PASSWORD*** through an SMS and e-mail on your registered mobile/email id.
8. The ***USER ID*** & ***PASSWORD*** should be preserved by the parent to check the online admission status of the applicant.
9. The system will direct you to pay the Application Form Fee of Rs. 1000/- online. After you have made the payment online, the system will generate a payment acknowledgement receipt and the PDF of the duly filled in Application Form.
10. You are required to take a print out of the Acknowledgement Receipt and the Application Form on a White A4 size paper in a Portrait format.
11. You are required to retain a copy of the acknowledgement receipt as well as the form for future correspondence.



General Policy



DON BOSCO SCHOOL, PARK CIRCUS – KOLKATA **Admission Notice: 2026-2027 Session**

18th July 2025

Dear Parents,

We are happy to present you the norms and procedures as you are seeking to admit your son to Don Bosco School, Park Circus. The Admission is based on successfully completing specific admission formalities and procedures which include a selection by lottery. This is because the number of seats are limited and the admission seekers are numerous. Therefore, after interacting with the parents & the child and after a careful scrutiny of the Application Form and the Documents required, the admission seekers will be shortlisted and subsequently the final selection will be made on the basis of the lottery system.

Don Bosco School, Park Circus is a Christian [Catholic] 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 his selection team. No one else in the school or outside the school has anything to do with the Admission Process.

CAUTION

It is hereby declared that neither the Principal nor any member of the Management, faculty or support staff shall accept any gift or enticement of any sort in cash or in kind from anyone or from an intermediary for any favours from the school authorities. If such aberrations are unearthed even subsequently, kindly bring them to the notice of the Principal documented with evidence for his perusal and requisite action. In all matters of admission and promotion, direct communication with the Principal is the only mode of contact. Beware of touts who may be involved in this process, for which the school is not to be held responsible. Recommendations for admissions are also not entertained.

ADMISSION NOTICE FOR LKG ACADEMIC SESSION: 2026 - 2027

Eligibility : Boys born between 01.04.2021 and 31.03.2022 only are eligible for admission.

Admission Application Form : The Online Admission Application Form will be available **from 22nd July 2025 to 27th July 2025.**

ADMISSION NOTICE FOR CLASS - I ACADEMIC SESSION: 2026 – 2027

Eligibility : Boys born between 01.04.2019 and 31.03.2020 only are eligible for admission.

Admission Application Form : The Online Admission Application Form will be available **from 29th July 2025 to 5th August 2025.**

Apply only if you have read the School Prospectus and are satisfied with the system of education, its administration and the admission procedure mentioned below.

FOR THE APPLICATION FORM : Kindly click on the Parent Portal Option available on the school website (www.donboscoparkcircus.org) on the right side . It will direct you to the ENTAB CAMPUS CARE portal. **Click to "Allow Pop-ups of your browser". Click on the "ONLINE REGISTRATION link"**

PROCEDURE:

- a) Click on the Admission Link – You will be directed to the Entab-Campus Care Portal. Click on the “**Online Registration**” and proceed. Read the guidelines carefully before filling in the Application Form Online.

(After submitting the Form Online, you will be directed to the payment gateway to pay the Application form fee of Rs.1000/-. After a successful transaction, you will get the payment receipt and the filled in Application Form.)

Take a print out of the Acknowledgement Receipt and the Application Form on a White A4 size paper in a Portrait format.

b) You are required to submit the Application Form (Original Print out) to the School Reception along with photocopy of the following documents: *Retain a copy for yourself for further reference:*

1. The application Form with a recent passport-size photograph (of the child) affixed on the *first page* of the Form.
2. A recent photograph of the *Mother, Father and the Child together (postcard size - in a landscape format)* is to be affixed on the last page of the Application Form (*box provided*).
3. A copy of the Online Payment Receipt.
4. Child's Immunization record.
5. SC/ST/OBC (Substantiate with valid documents in the candidate's name)
6. Photocopies of the Date of Birth proofs :
 - a. Hospital Discharge Certificate/Nursing Home Card
 - b. Birth Registration Certificate with the Corporation/Municipality.
7. Residential Address Proof –(*Electricity bill/ Land deed/ Aadhar Card of parents*)
8. *Photocopies of the Aadhar card of Father, Mother and Child (child's aadhaar is not mandatory).*
9. For Christians: a) Baptism Certificate, b) A letter of Introduction from the Parish Priest / Pastor (Original).

Application Form Submission Dates

(Between 8.30 am and 11.00 am) except Sunday and public holiday:

LKG : On or before 29th July 2025
Class I : On or before 11th August 2025

NO FORMS WILL BE ACCEPTED AFTER THE DUE DATE.

Going through the above formalities do not ensure automatic admission or constitute any assurance on the part of the school.

FOR LKG :

There shall be an interaction with all the valid applicants [student with his father & mother]. **This interaction shall take place between 25th August and 3rd September 2025.** The exact date and time of your interaction will be communicated to you through an sms and email on your registered number and ID by 19th August 2025 for the LKG. You may also log on to the Entab Campus Care Portal through the username and the password to check the same.

FOR CLASS – I :

There shall be an Admission Written Test for English, Maths and EVS. The exact date and time will be communicated to you through an sms. The admission test will be based on KG Standard. The duration of the test will be 40 minutes. Children are required to carry their own writing materials.

There shall be an interaction with all the valid applicants (*Shortlisted after the written test*). **This interaction (student with his father & mother) shall take place between 8th September and 13th September 2025.** The exact date and time of your interaction will be communicated to you through an sms and email on your registered number and ID by 22nd August 2025 for the CLASS - I. You may also log on to the Entab Campus Care Portal through the username and the password to check the same.

The Final result after online submission of forms, interaction and selection in the school will be communicated to you ***by 23rd September 2025 (both for LKG and Class I)***. The result will be communicated to you through an sms and email on your registered number and ID you may also log on to the Entab Campus Care Portal through the username and the password.

Those selected for LKG & CLASS – I in Don Bosco School, Park Circus for the Academic Year 2026-27 will be asked to register by the 2nd week of October 2025 by paying the Admission Fee and filling up the Admission Form Online.

Important Admission Requirements:

If a student is selected for admission, the following documents are mandatory to complete the admission process:

- **A bank account in the name of the child (minor account).**
- **The child's Aadhaar number.**

Kindly ensure these requirements are fulfilled at the time of admission.

The exact date and time will be communicated to the selected applicants at a later date.

NOTE : Receiving the Application Form or going through the Admission Procedure does not guarantee Admission. Those who are not selected for interaction or for admission are requested not to resort to any kind of coercion or for reconsideration.

Any payment done during the admission process shall NOT BE REFUNDED.

RECOMMENDATIONS ARE NOT WELCOME AND CAN BE DETRIMENTAL TO ADMISSION.

**PRINCIPAL
DBPC**

