



OUR LADY QUEEN OF THE MISSIONS SCHOOL

(School Code-WB295)

260A, HB Block, Sector-III, Salt Lake City, Kolkata-700106

Email: olqmssaltlake@gmail.com Phone: 2359 8969

1st September 2024

Admission Notice for LOWER KINDERGARTEN for session 2025-2026

Dear Parents,

We are pleased to know that you are seeking admission for your daughter at Our Lady Queen of the Missions School, Salt Lake, Kolkata. Owing to limited seats and high demand, admission will be determined through a lottery system after the required documents are reviewed.

As a Christian Minority Institution, we follow specific admission norms. The process is managed exclusively by the Principal and Sisters of the institute. Please beware of anyone claiming to influence admissions and avoid paying for such promises. Any misconduct will result in cancellation of the admission process.

We look forward to serving you.

God bless.



Sr. Sherly Sebastian RNDM

(Principal)

ADMISSION NOTICE FOR LOWER KINDERGARTEN 2025-2026

Eligibility: Girls born between **April 1, 2020, and March 31, 2021**, are eligible to apply for LOWER KINDERGARTEN admission. Only candidates who meet this age requirement should apply. If you applied in previous years, do not apply again this year; your application will be automatically rejected.

Procedure: Selection will be based on an interaction between the parents, the child, and the Principal (or her representative). After this interaction, candidates will be shortlisted, and the final selection will be made through a lottery.

Admission Process: The admission process is handled exclusively by the Principal and the Sisters. No one else, inside or outside the school, is involved in the selection.

Form: Forms are available **online from 10 a.m. on September 7th to 5 p.m. on September 14th, 2024**. Parents must fill out and submit the form on the school website: www.qmssaltlake.org. Incomplete or improperly filled forms will be automatically rejected.

Payment: A non-refundable fee of Rs. 300/- must be paid online when submitting the form.

Instructions:

- Download the PDF file.
- Note the form number generated online for all future correspondence.
- 1. **Application Form:** Submit the downloaded Colour print of the form with: Print two colour copies of the form and the form fee receipt. Submit one copy in the school drop box and bring the other to the interaction. Screenshots of the form will not be accepted.
- One recent passport-size colour photo of the applicant (35mm x 25mm) attached.
- A postcard-size (6x4 inches) family photo (landscape, plain background) attached.
- 2. **Birth Proof:**
 - Municipal Birth Certificate (mandatory)
 - Nursing Home Discharge Certificate (optional)
 - For Christian applicants: Baptism certificate and a letter from the Parish Priest/Pastor (mandatory).
- 3. **Address Proof:** (any one)
 - Telephone, electricity, or gas bill, or parent's Voter ID.
- 4. **Caste Certificate:** (if applicable)
- 5. **Aadhaar Card:** Copies of parents' Aadhaar (mandatory) and the child's (optional).
- 6. **Immunization Card**
- 7. **Proof of Income:** (if both parents are working)
- 8. **Form Fee Receipt**

For any technical assistance:

You may contact : 011 - 4319 3333 (Dial 5) Mon- Fri from 9 am - 6 pm/ or email - parentdesk@entab.in.

Please note such information will not be given from the school office.



- Submit the signed form with copies of the documents and fee receipt in a sealed envelope. Place it in the school drop box on **September 18th, 2024, between 9:30 a.m. and 2:30 p.m.** Late submissions will not be accepted.

Reasons for Cancellation of Application:

- Incorrect or mismatched information
- Hard copy not submitted
- Incomplete documentation
- Missing payment receipt
- Recommendation letters
- Use of touts or middlemen
- Screenshots instead of proper forms
- Damaged forms

The school is not responsible for unsuccessful form submission or technical issues.

Interaction: The date and time for the interaction with the Principal will be sent via SMS or email by on **September 26th, 2024.** The scheduled date and time cannot be changed. Both parents must attend the interaction with their child; no other person will be allowed. **Please present original documents during the interview.**

Result: Final results will be notified by the first week of December 2024. If selected, bring a printout of the email for admission. Selected candidates' form numbers will also be posted on the website.



A handwritten signature in black ink, appearing to read "Sr. Sherly Sebastian".

Sr. Sherly Sebastian RNDM

(Principal)