

## NURSERY & K.G. ADMISSION 2025 – 2026 SESSION

### GENERAL INFORMATION

PLEASE CHECK THE SCHOOL WEBSITE ON 7<sup>TH</sup> SEPTEMBER 2024 FOR  
ONLINE APPLICATION FORM



LORETO CONVENT  
G. T. ROAD, ASANSOL – 713301  
PASCHIM BARDHAMAN  
WEST BENGAL

### Registration Process for Online Application

General information for **Nursery & K.G** Application for the Session – 2025 - 2026

1. Application Form for admission to Nursery for **girls born between 01.04.2020 and 31.03.2021 (Both days inclusive)** will be **available online from 7<sup>th</sup> September 2024 to 21<sup>st</sup> September 2024, both days inclusive.** & for Class K.G. **girls born between 01.04.2019 and 31.03.2020 (Both days inclusive)** will be **available online from 7<sup>th</sup> September 2024 to 10<sup>th</sup> September 2024, both days inclusive.** The Application Form will be available to **FILL UP AND SUBMIT ONLINE** on an online payment of Rs. 800/- (Non – Refundable).
2. **Last date for ONLINE SUBMISSION of application form is 10<sup>th</sup> September 2024 for Class K.G & 21<sup>st</sup> September 2024 for Nursery.**

### Procedure for applying:

- **Online Application Form should be filled in *English* & in *Block Letters*.**
- **The duly filled in Application Form online *MUST BE downloaded and a print out (Hard copy) of it along with copies of the Required Documents, sealed in an envelope* should be dropped in the “Drop Box” placed at the main gate of Loreto Convent, Asansol.**  
**For Class K.G between *9<sup>th</sup> September 2024 and 14<sup>th</sup> September 2024, both days inclusive.* For Nursery between *9<sup>th</sup> September 2024 and 24<sup>th</sup> September 2024, both days inclusive.* (Monday to Saturday, From 8:30am to 3:00pm)**

- **Documents Required:**
  - (i) **Proof of Age: Municipal Corporation Birth Certificate and Hospital Certificate. For Catholic/Christian Students - Municipal Corporation Birth Certificate, Baptism Certificate and Letter from the Parish Priest.**
  - (ii) **Please attach any one of the following as proof of your address. No other proof will be accepted.**
    - a. **Aadhar Card**
    - b. **Current Electricity Bill**
    - c. **Passport**
    - d. **Voter ID**
    - e. **Ration Card**
  - (iii) **Family Photograph (Mother, Father and Children) [ 10cm x 8cm]**
  - (iv) **SC/ST/OBC Certificate (if applicable)**
  - (v) **Proof of Occupation**
  - (vi) **Proof of Income – Salary Statement of both Parents.**
  - (vii) **For past pupil of Loreto – Character Certificate issued by the School OR any other School identification of mother.**
- 3. **List of selected candidates for an interactive session will be displayed on our website/School's Notice Board. (Tentative dates for Interaction – 24<sup>th</sup>, 25<sup>th</sup> & 26<sup>th</sup> October 2024)**
- 4. **Parents of selected candidates MUST CARRY the original documents and the receipt of payment for the Interactive Session.**
- 5. **If you have any queries, please contact the School Office through the following:  
Landline No.: 0341-2281099; Mob. No.: 9679004116  
(Monday to Friday: 9am – 2pm, Saturday: 9am – 12 pm)**

***The application form will be cancelled/rejected in case of incorrect OR incomplete information.***

***Applying for admission does not guarantee admission***

**YOUR CHILD WILL LOSE HER CHANCE OF SEEKING ADMISSION IF RECOMMENDATION/OFFER FOR DONATION IN ANY FORM IS MADE FROM ANY QUARTER.**

**7<sup>TH</sup> SEPTEMBER 2024**

*V. Jency*

**PRINCIPAL**