

# **NIRMALA CONVENT SCHOOL, SILIGURI**

## **NURSERY ADMISSION NOTICE**

### **2026-2027**

Application Forms for admission to Nursery are available 'online'. Parents and Guardians are required to fill the form online. The link to fill the form will be available from 1<sup>st</sup> of August, 2025 on the School website: [www.nirmalaconventschoolsiliguri.com](http://www.nirmalaconventschoolsiliguri.com). Fill in the required details and submit the same online. Please note that any application form, not duly filled in or the forms that are incomplete will be automatically rejected by the software. This application can be submitted online on any day from 1<sup>st</sup> August to 30<sup>th</sup> August, 2025.

**Kindly go through the instructions mentioned below before filling up the form.**

#### **AGE CRITERIA:**

According to the Government of India, New National Education Policy, a child should be 4 years old to be admitted in class nursery.

**Please note :-** By 31<sup>st</sup> March 2026, the girl child should have completed 4 years of age

#### **REQUIREMENTS**

##### **DOCUMENTS TO BE KEPT READY BEFORE FILLING FORM**

1. Student's Photo (size below 500 KB )
2. Birth Certificate Scan Copy (size less than 5 MB).
3. Residential proof Scan Copy (size less than 5 MB).
4. Recent Photograph of Parents with daughter (size less than 5 MB)

**If there is any error in filling up the admission form, it is liable to be rejected.**

#### **ADMISSION FORM FEE**

A sum of Rs.1000/- (Rs. One Thousand only) will have to be paid online as the form fee. This money will not be refunded for any reason whatsoever. Once the payment is successful, kindly wait for the page to redirect back to the application which will show the status of payment on the application form as paid. The application form copy must be submitted at the school counter on the given dates.

#### **DATE OF SUBMISSION**

**30<sup>th</sup> August 2025 and 6<sup>th</sup> September 2025 between 9:30 am and 12:30 pm at the School Office.**

## Steps to follow after applying online

The following documents are to be presented for verification at the school counter.

- 1) The Application-Form, downloaded from the site with one copy of recent stamp-size colour photograph of the applicant and a postcard size family photograph (only father, mother and child).
- 2) • Birth Certificate (Municipality Registration Certificate. Registration within one month after birth is valid) both the Original and attested Xerox copy. The Original Birth Certificate can be collected back soon after the verification.

• *Catholic children need to produce the baptism certificate along with the letter of the Parish Priest, besides the above.*

- 3) Residential Address proof & Aadhar Card of the Parents
- 4) Medical Fitness Certificate from a Registered Practitioner (original)

- **Failure to do so will result in their application being rejected.**

## SELECTION

- **The date of interaction with the parents and the child will be intimated on the same day of the submission of the application form.**
  - The candidates will be selected based on the interaction with the parents and the candidate by the Principal or the one delegated by her.
  - Recommendations will **DEBAR** admission to the school.
  - Selection for Interaction is not a guarantee for admission.
- The School doesn't authorize any dealing by anyone which involves money with regard to the procedures that are followed after applying Online.**

## GRIEVANCES & QUERIES

In case of any concern after submitting the application form related to online application fee payment, the user is requested to message the following details on WhatsApp Message only (+91-7501193545)

1. Registration No
2. Student's Name
3. Father's Name
4. Mobile No
5. Brief description of your concern

### NOTE:

- Form is successfully submitted if the Status is Pending and Payment Status is Paid
- While paying admission form fee, after the payment is done you are requested to wait for some time for the page to redirect back to the application page and the payment status to be marked as paid.