



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

20th August 2025

ADMISSION NOTICE FOR NURSERY SESSION 2026-2027

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 after thorough review of documents and interaction process.

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 NURSERY 2026-2027

Eligibility: Girls born between April 1, 2022, and March 31, 2023, are eligible to apply for NURSERY 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 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.

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 2nd to 5 p.m. on September 12th, 2025. 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.

Kindly note that the details provided in the documents submitted at the time of admission—such as name, date of birth, etc. will be considered final. No changes to these particulars will be permitted thereafter.

Please be informed this is an English Medium School, where English is the First Language. You are required to carefully select your Second Language either Hindi or Bengali, as no changes will be allowed once the selection is made.

INSTRUCTIONS:

Fill up the online application form carefully and make the payment. Download the PDF file. Note the form number generated online for all future correspondence.

1. Application Form (mandatory):

- 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 session. Printout of Screenshots 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/Hospital Discharge Certificate (mandatory)
- Immunization Card (mandatory)

3. Address Proof: (anyone mandatory)

Telephone, electricity, gas bill, or parent's Voter ID.

4. Caste Certificate: (if applicable)

5. For Christian applicants: Baptism certificate and a letter from the Parish Priest/Pastor (mandatory).

6. Aadhaar Card: Copies of parents' Aadhaar (mandatory) and the child's (optional).

7. Proof of Income: Last drawn Payslip or income certificate from employer or ITR (if parents are working)

8. Form Fee Receipt (mandatory).

For Any Technical Assistance: You may contact: 9240258383 (Dial 5) Mon - Fri from 9 am - 6 pm / or email parentdesk@entab.in (ONLY FROM 10 a.m. on 2nd SEPTEMBER to 5 p.m. on 12th SEPTEMBER 2025).



Submit the signed form with clear copies of the documents and fee receipt in a sealed envelope. Place it in the school drop box only on **September 15th, 2025, between 9:30 a.m. and 2 p.m.** Late submissions will not be accepted. Failing to submit the hard copy at the given time will lead to cancellation of the online application.

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

No enquiries will be entertained at the school office.

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
- Misconduct of Parent or candidate

Interaction: The date and time for the interaction with the Principal will be sent via SMS by **September 20th, 2025**. Form numbers of candidates selected for interaction will also be posted on the website.

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 along with a complete set of application form and photocopies of the documents mentioned above.**

Result: Final results will be notified by October 2025. Selected candidates' form numbers will also be posted on the website.

Date: 20th August 2025



Sr. Sherly Sebastian RNDM

(Principal)