



ADMISSION REQUEST FORM



NOTES:

- Fill in all the details clearly in block capitals.
- Submission of this form does not confirm automatic right of entry.
- Enclose photocopies of child's Birth Certificate & Immunization Card.
- Two passport size photographs shall be needed
- You are requested to see overleaf guidelines of procedure governing student conduct

MJ/

First Name Middle Name Surname

Name of the Child: _____

Gender: _____ Date of Birth: _____ Home County / Country of Birth: _____

Nationality: _____ First Language: _____ Religion: _____

Admission Required in Class: _____ Year: _____ Term: _____

Details of brother/s and/or sister/s currently attending schools:

	Name	Gender	Age	Class	School
1					
2					
3					
4					

Applicant's current school; _____, Class; _____ System: _____

Other School/s previously attended by applicant:

1. _____ from _____ to _____
2. _____ from _____ to _____

Parent's / Guardian's Particulars

Father's Name:		Occupation:	
Name & Address of workplace:		Tel. No. (Workplace)	
Mother's Name:		Occupation:	
Name & Address of workplace:		Tel. No. (Workplace)	
Residential Address / Street		Personal Tel. No/s.	
Postal Address [P.O. Box]		Town:	

I certify that the above information is correct and that I have read and understood the school rules and regulations. My child promises to abide by the said school rules and shall not engage in any activity that may create a bad image of the school. I also undertake to pay school fees within the first week of each term.

PARENT'S SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

Class Admitted in: _____ Registration No.: _____

Date of Admission: _____ PRINCIPAL: _____

Please go through these general guidelines of procedure and rules for our pupils and students. Sign underneath to indicate your acceptance of the same.

MANAGEMENT'S AUTHORITY

The Chairman, School Management Board, Administrator and Principal who run this school, are the ultimate authority that manages and formulates policies of the school for its efficient working.

ADMISSION

Every child admitted to the school has to undergo a pre-admission test and together with the parent fill in this admission form in full. This shall be overseen by the Principal.

WITHDRAWAL

Withdrawal of the learner during the school year is generally unacceptable. However if such withdrawal is beyond the control of the parent, then one term's written notice in advance must be given before a Leaving Certificate is issued.

GENERAL CONDUCT

It will be expected that our pupils and students shall operate on the principle of clear conscience and common sense in all their actions.

The following are just the basic guidelines of their operations:-

- All students are expected to attend school dressed in full and clean school uniform.
- Our learners are expected to be courteous to all, including their fellow students.
- Assignments must be done and submitted as per the teacher's advice.
- No make-up or jewelry is allowed.
- No student will remain absent without a valid reason. A letters of absence from parent/guardian must be provided and handed to the class teacher.
- Electronic gadgets such as I-pads, I-pods, laptops, mobile phones, radios, cameras and tape recorders found with the student without permission will be confiscated and may be returned only at the discretion of the Principal.
- Students are responsible for the safe custody of their books and items.
- English, French and Kiswahili are the only languages to be used.
- Any damage to school property will have to be paid for.
- Offices and staff-rooms are out of bounds for students unless called for a specific purpose.
- Every student is expected to take active part in all the co-curricular activities.
- Habitual negligence in curricular or co-curricular activities, dishonesty, obscenity in speech and action and insubordination shall warrant severe disciplinary action which, in extreme cases may even result in expulsion.

I, _____, parent of _____,
attests to my child's submission to the set guidelines.

Parent's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____