



MIDDLE SCHOOL

ADMISSION PROCESS

1. The parent books for an interview for the child and states the grade they are interested in
2. The Learner takes an assessment test to get an insight on areas they may need support
3. If the results of the assessment are satisfactory, the learner is issued with an admission letter

ADMISSION REQUIREMENTS

REQUIRED DOCUMENTS

- A copy of the latest school report form for ongoing learners
- A copy of parent's / guardians ID Card/ Passport
- A copy of child's birth certificate
- A transfer letter from the previous school
- NEMIS number and assessment number for those registered with the Ministry of Education

STUDENT'S DETAILS

PART 1 APPLICATION FORM

NAME: _____
(Firsi Name) (Middle Name) (Surname)

Age: Year: Month Date of Birth

Sex(M/f) Nationality Religion

Previous School Attended _____ Class _____ Year _____

Class to be admitted _____

PARENT'S/GUARDIAN'S DETAILS

PART 2

Your relationship to the child/Children (father / mother/Guardian)

Name: _____
(Firsi Name) (Middle Name) (Surname)

Occupation: _____ Place of Work: _____

Postal Address _____
(P. O. BOX) (code) (City)

Telephone No.s (Office) _____ (Residence) _____

Mobile No.s _____

Email: _____ Residential Location _____ Hse No _____

ID / Passport _____
(Please attach copy of National ID / Passport)

Other school going children (IN ANY OTHER SCHOOL)

	NAME	SCHOOL	CLASS
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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PART 3

does your child have any known allergies? (Yes) (No)

If yes specify

- 1 _____
- 2 _____
- 3 _____
- 4 _____

Name of family Doctor _____ Telephone Numbers _____
(if any)

Parents / Guardians _____
Signature

PART 4

TICK WHERE APPROPRIATE

School Transport Estate _____ House No. _____
Personal Vehicle Reg. No _____ Driver's Cell. No. _____
Walking

In the absence of the mother or father, the following people are allowed to pick the child / children

- 1 _____ Relationship. _____ ID/PP No _____
- 2 _____ Relationship. _____ ID/PP No _____
- 3 _____ Relationship. _____ ID/PP No _____

Note: the child shall not be handed over to them without proper proof.

PART 5

TICK WHERE APPROPRIATE

School lunch
School canteen
From home Served By. _____ Relationship _____

DECLARATION

PART 6:

I do hereby declare that I can pay my child's fees in full and without difficulty ON or BEFORE school term begins:

NAME: _____

CELLPHONE: _____

SIGN: _____ DATE: _____

ID No. / Passport _____

DECLARATION

PART 7:

I hereby declare that:

1. The Information given herein are true to the best of my knowledge
2. If my child is admitted to the school,
 - 2.1. I undertake to pay full school fees on Or before the first day of the term
 - 2.2 He / She will adhere to all the school rules and regulations
 - 2.3.1 I will give my full support to the institution by
 - 2.3.1.1 Monitoring his / her academic progress
 - 2.3.2 Taking part in all school programmes that I am invited for
 - 3.1 am aware that, incase of an emergency, the school can only administer first aid. It will then take my child to the nearest medical facility and I will require to pay the bill.

The management reserves the right to amend, add to or withdraw any of the above terms and conditions Notice of the same will duly be given to you.

I have also read the above terms and conditions, and agree to abide by them.

Parents /guardians _____ ID NO/PP NO. _____
Signature _____

FOR OFFICIAL USE ONLY

Are the following documents attached?

Birth certificate: YES NO

Two term report form: YES NO

Confidential letter from the previous school: YES NO

Application receipt number. _____

Interview date _____ Time _____