



SECONDARY 'O' LEVEL Application for Admission

Applicant No: _____

Please complete in BLOCK letters

APPLICANT'S DETAILS

NAME OF APPLICANT
(Surname) (First name)

DATE OF BIRTH..... SEX..... COMMUNITY.....
(Please attach photocopy of birth certificate)

CITIZENSHIP..... RELIGION..... YEAR

SCHOOL PRESENTLY STUDYING IN CLASS

CURRICULUM FOLLOWED AT THE SCHOOL

APPLYING FOR VACANY IN CLASS

PARENT/GUARDIAN'S DETAILS

FULL NAME OF PARENT/GUARDIAN
(Firstname) (Surname)

RELATION TO CHILD..... ADDRESS: P.O. BOX.....

RESIDENTIAL AREA..... TEL NO:.....

HOME/MOBILE NO:..... EMAIL ADDRESS.....

BUSINESS/EMPLOYER'S NAME & ADDRESS:.....
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OCCUPATION: FATHER..... MOTHER.....

CITIZENSHIP: FATHER..... MOTHER.....

OTHER INFORMATION

DETAILS OF ANY OTHER CHILDREN PRESENTLY STUDYING AT JAFFERY ACADEMY

1. NAME: CLASS 2. NAME: CLASS

3. NAME: CLASS 4. NAME: CLASS

Please give brief details of any medical condition and/or physical disability the school should be aware of:

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DECLARATION

I declare that the above details are true and correct in every respect. I have read and understood the rules, regulations and conditions governing the admission and agree to abide by them.

Signature.....

Date.....

Please return this form together with:

- Two passport sized photographs
- A copy of your child's birth certificate
- The most recent school report, disciplinary records and clearance certificate from your child's current school
- Copies of any certificates/awards/records of achievements to aid your child's application

FOR OFFICIAL USE ONLY

Date the applicant sat for the Math, English and Science examinations:

Results: Mathematics: English: Science:

Deans of students comment on applicant's personal statement and interview.

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Headmistress Recommendation..... Date.....

Principal's approval (K.S.I Education Board) Date.....

Invoice No

Caution Fee Receipt No.....



RULES, REGULATIONS AND CONDITIONS

(Please read **these carefully**)

1. Pupils must either be Kenya citizens or certified residents of Kenya. Please attach photocopies of relevant documents as evidence.
2. Students are expected to attend school each day during the official school hours. They should arrive in school before the morning bell which rings at 7.40 am.
The school timings are: Mon – Thu: 7:40am – 3pm.
Fri: 7:40am – 11:55am
3. Fees should be paid in advance by the end of the second week of each term. A non-refundable admission fee must be paid together with the tuition fee for the first term. The Board reserves the right to revise the fees as and when found necessary.
4. The school cannot assume responsibility for any child left after 3 pm. In the event of unavoidable delay, special arrangements should be made with the school to look after the child at the parent's risk.
5. All students are expected to wear the specified school uniform tidily. Headscarf is part of the uniform for girls. Pupils must be in their uniforms at school and while representing the school at functions held outside the school.
6. Absence from school will require a letter of explanation from a parent or guardian.
7. Students are not allowed to bring cars to school.
8. No student should be found in possession of cell phones in school. The same will be confiscated and not returned.
9. A full terms notice is required in writing for a withdrawal of a child from the school. Failure to do this will necessitate payment of one terms fees in lieu of notice.
10. Parents are encouraged to keep in touch with teachers concerning their child's progress via prior appointments.
11. The Academy reserves the right to terminate your child's stay at the end of Form 5 if the 'AS' results are poor.
12. Neither the K.S.I. Education Board nor other employees/agent shall be responsible for any accident (and all the consequences arising thereof) within or outside the school premises, including during sporting activities, on trips & visits within or outside Mombasa, or when using any means of transport within the school premises during or outside school hours.
13. Should pupils meet with an accident or mishap and be injured at any time, their Parents/Guardians hereby authorize the Head teacher and/or the teachers and/or other employees/agents to give or arrange to give medical/surgical treatment/s as regarded appropriate and necessary by them under such circumstances. Parents/ Guardians also hereby absolve the school from all consequences arising from accidents/mishaps and also hereby undertake to be responsible for all the resulting expenses incurred.
14. Neither the Board nor the teachers nor other employees/agents shall be responsible for any loss or damage to pupil's belongings whether in or outside the school premises.
15. For preventive measures, the Board reserves the right to institute periodical medical check-ups of any or all pupils. The Parent/Guardian hereby authorizes the Board to carry out such check-ups and accepts to pay for any costs and arrange for necessary treatment to be given to their child/ward as recommended in the medical report.
16. Signing of this application form and/or admission letter bearing the above terms by Parents/Guardian (or other acting on their behalf) will be taken as their acceptance of these terms in the event of enrolment of their son/daughter/ward in the school.



17. Any student found guilty of gross misbehaviour, violent conduct, posing a threat to the safety and security of other students, teachers and the school environment, in breach of the school values and ethos, subordination or damaging school property will be suspended/expelled and his/her parents/guardians shall be required to pay the cost of any repairs/replacement.

I have read and understood the rules, regulations and conditions governing the admission and agree to abide by them.

Signature Date.....