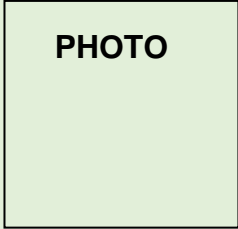


# MIKISA GROUP OF SCHOOLS

P O BOX 35327- 00200 Nairobi Kenya  
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## REGISTRATION FORM FOR SCHOOL ENTRY

### OFFICE USE ONLY:

ADMISSION NUMBER \_\_\_\_\_ GRADE / YEAR \_\_\_\_\_ DATE \_\_\_\_\_

PROGRAM: ACE  PEARSON EDEXCEL

### 1. Student's Details:

#### FULL NAME OF PUPIL:

(as on birth certificate)

First Name

Middle Name

Family Name

*(Please underline the name generally used)*

#### Physical address:

Mailing address: P.O. Box \_\_\_\_\_ Code \_\_\_\_\_ Town/City: \_\_\_\_\_

Nationality: \_\_\_\_\_ What nation's passport do you travel on: \_\_\_\_\_

Passport number: \_\_\_\_\_ Date of expiry: \_\_\_\_\_

Religion (optional): \_\_\_\_\_ Male or Female: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Day/Month/Year)

Does the applicant have any close relatives e.g. siblings, cousins in Mikisa Group of Schools? **YES / NO**

If Yes:

Name: \_\_\_\_\_ Class/Year: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Class/Year: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Class/Year: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Class/Year: \_\_\_\_\_ Relation: \_\_\_\_\_

## 2. Parents' /Guardians' Details

(a) **Father's Name:** \_\_\_\_\_  
Title First Name Middle Name Family Name

Mailing address:

P.O. Box \_\_\_\_\_ Code \_\_\_\_\_ Town/City: \_\_\_\_\_ Country: \_\_\_\_\_

Home telephone number(s) (please indicate any dialing code): Mobile telephone number(s) \_\_\_\_\_

Email address: \_\_\_\_\_

(b) **Mother's Name:** \_\_\_\_\_  
Title First Name Middle Name Family Name

Mailing address:

P.O. Box \_\_\_\_\_ Code \_\_\_\_\_ Town/City: \_\_\_\_\_ Country: \_\_\_\_\_

Home telephone number(s) (please indicate any dialing code): Mobile telephone number(s) \_\_\_\_\_

Email address: \_\_\_\_\_

(c) **Guardian's Name:** \_\_\_\_\_  
Title First Name Middle Name Family Name

Mailing address:

P.O. Box \_\_\_\_\_ Code \_\_\_\_\_ Town/City: \_\_\_\_\_ Country: \_\_\_\_\_

Home telephone number(s) (please indicate any dialing code): Mobile telephone number(s) \_\_\_\_\_

Email address: \_\_\_\_\_

School **Invoice** and **communications** should be sent to  
Father  Mother  Guardian  Both Parents

## 3. Education (Previous Schooling History):

Name and address of current/most recent school: \_\_\_\_\_

**Entry level requested at Mikisa Group of schools:**

**Preparatory:**  Pre-School  Reception  Year 1  Year 2  Year 3  
 Year 4  Year 5  Year 6

**Transition:**  Grade / Year 7  Grade /  Grade / Year 8  Grade / Year 9

**Secondary:**  Grade / Year 10  Grade / Year 11  Grade / Year 12  Grade / Year 13

**Entry requested is for September / January / April term** (*delete as applicable*)

## 4. Transport:

Will the applicant require the school bus (at an additional stated fee per term)?  Yes  No

**5. Dietary Requirements:**

Is the applicant a vegetarian?

Yes

No

List any foods not taken:

\_\_\_\_\_

**6. How did you find out about Mikisa Group of Schools?**

Sign Board

Media

Existing Parent

Internet

Teachers

Events at school

**7. Parents and students are required to read the following school regulations before signing this form indicating their acceptance of the same:**

1. School fees are due on or before the first day of term or upon entry if the date is later.
2. **At least one term's notice, in writing, of the intention to remove a student must be given.**

**In the event of this not being given, one term's fees must be paid in lieu.**

3. If upon enquiry, it is found that any student has committed a grave offence or has been willfully or persistently disobedient or lazy, or if the student is found to be academically completely unsuited to the course he or she is following, then the school may remove or expel such a pupil or request the parent to remove him or her. The School Management reserves the right to require the immediate withdrawal of any pupil. There is no refund for students who are excluded or expelled from **Mikisa Group of Schools**.
4. All Students are required to wear the school uniform tidily. The uniform must be clean and permanently labelled.
5. Students must read the school rules and abide by them.
6. No responsibility is accepted for lost property.
7. Absence from school and non-participation in games lessons will require a letter of explanation from a parent or guardian, to be submitted on the day of the student's return to school.
8. Non-participation in sports for a medical reason will require a doctor's note.
9. The parent/s or guardian/s of the student will, at all times, keep the school indemnified against all actions, claims, proceedings, costs and expenses in respect of damages to property belonging to the student arising out of any school activity or transport facility provided or arranged by the school and/or while the student is under supervision both within and out of Nairobi.
10. I consent to participation in interviews and the taking of photographs or films of the student for promotional/educational purposes.

**8. To the parent/guardian:**

I have completed all the sections of this application form. I accept that one full term's notice is required to withdraw a student from the **school** and that, in the event of this not being given; one term's fees must be paid in lieu.

I have read and fully understand that my child's **place** at **Mikisa Group of Schools** is dependent upon their adherence to the school conduct sheet (overleaf).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### **CHECKLIST**

Please check that you have submitted the following with this form, and return to the School -

- Full Academic records from your previous school and a letter of release
- A non-refundable registration fee
- A copy of your child's birth certificate and passport
- Two passport sized photographs
- Completed medical form

*Please ensure that you have completed the section concerning medical information, which is on the sheet inside this registration form. If no such sheet is present then please ask for one.*

### **OFFICE USE ONLY:**

I have interviewed the student and found her/him suitable for a place in Grade / Year \_\_\_\_\_

To be admitted in September / January / April 20\_\_\_\_\_

Name of Interviewer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Accounts Office:** (✓)

Registration Fee Paid

Caution Money Paid

Invoice given

Name of Accounts Officer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **MIKISA GROUP OF SCHOOLS ADMISSIONS POLICY**

### **Students with Special Needs**

Whilst catering for mainstream children with SEN (Special Educational Needs), EAL (English as an Additional Language) or AEP (Academic Extension Programme) requirements, **Mikisa Group of Schools does not have the resources to cater for children with severe learning disabilities, nor for children with significant physical disabilities.**

Children whose needs are borderline in this regard may be admitted only after consultation with parents regarding:

- The limits to the support available at the school
- Any specified school requirements are made clear, such as the need for a full-time helper for the child
- Any possible period limitations to the child staying at Mikisa Group of Schools. In some instances, a child may be admitted to the Preparatory School on the provision that progression through the school from year to year is reviewed regularly. In such instances parents are advised one full year in advance if the school can no longer provide a suitable learning environment for the child. Progression from Preparatory School to Secondary is not automatic, and a review of progress for such children is typically undertaken at this stage.

## STUDENT BACKGROUND INFORMATION PROFILE

Name of Child: \_\_\_\_\_ Entering Year / Grade: \_\_\_\_\_

1. Does your son/daughter have any specific learning difficulties or physical disabilities?

Yes  No

If yes, please describe \_\_\_\_\_

2. Has your son/daughter received any learning support assistance in their education thus far?

(including participation in any 'Gifted and Talented' or similar programmes)

Yes  No

If yes, please provide brief details (including at which school):

3. Please describe your son/daughter's proficiency in the English language:

Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fluent	Average	Will need assistance	Beginner
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fluent	Average	Will need assistance	Beginner

4. Has your son/daughter ever received counselling for behaviour related issues?

Yes  No

If yes, please elaborate:

Parents, please note:

*The above information will be kept confidential. It will only be shared with relevant staff to ensure your son/daughter is assisted appropriately upon arrival at Mikisa Group of Schools.*

*I have read and understood the Mikisa Group of Schools policy as stated above and provided all relevant information.*

Parent's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## MIKISA GROUP OF SCHOOLS STUDENT CONDUCT SHEET

All pupils should remember and observe the following points concerning conduct during the school day:

### ➤ Uniform and Appearance

It is your responsibility to know the uniform guidelines and dress appropriately. Students must be smartly dressed at all times. Shirts must be tucked in neatly and top button closed. A watch and suitable stud earrings are allowed as jewellery. No facial piercings are allowed. For all students, hairstyles should be of natural colour, smart and tidy. Male students should be clean-shaven and hair should be kept neat.

### ➤ Promptness and Punctuality

It is your responsibility to know where you are meant to be throughout the day and arrive in good time, properly equipped to commence each lesson. Unless otherwise instructed by your teacher, be waiting quietly in your classroom by the time the bell rings.

### ➤ Security Issues

Remember that prime responsibility for your valuables lies with you. Keep valuables such as money with you at all times. Do not leave valuables in your school bag. The school cannot be held responsible for any losses. Prep students should not bring in any money unless asked to by the teacher.

### ➤ Chewing gum

This is strictly forbidden at school.

### ➤ Absences

If for any reason you are absent from school, please ensure that the school office receives a call on the first day of your absence. You are also required to bring a letter of explanation from your parent or guardian to give to your form tutor / Learning Centre supervisor on the first day of your return.

### ➤ Late Arrival to School

If on a particular day you arrive late to school, you are required to sign the 'late arrivals book' at the office, and to notify your form tutor / Learning Centre supervisor as soon as possible after your arrival.

### ➤ Leaving School during the Day

To be absent from school for part of a day you must bring a letter from your parent or guardian to show to your form tutor / Learning Centre supervisor and to any teachers whose lessons you will miss. This should be done, if possible, on the preceding day. You must be signed out by the Front Office Administrator in the 'permission to leave book' that is kept at the office, and you will be given a gate pass slip. In the absence of Front Office Administrator, a senior member of staff can sign you out.

### ➤ Food matters

Food and drink should not be consumed in classrooms / Learning Centre.

### ➤ Litter and Graffiti

Mikisa Group of Schools is our environment so please do your part to keep it clean. Place all litter in the bins provided and encourage others to do so. Any pupil involved in acts of graffiti will be punished.

### ➤ Mobile Phones

For Pre-School – Grade / Year 8, these items must not be kept by Prep children at school, and will be confiscated if they are.

For Grade / Year 9 – 13, these items may only be used during non-lesson times. Use at any other times, including attempts to text during lessons, will lead to confiscation. Like all personal valuables they are brought to school at your own risk. All student mobile phones must be inexpensive models.

### ➤ Visitors

You are not allowed to entertain anyone who is not a current Mikisa Group of Schools pupil without prior permission from a member of the senior staff.

### ➤ Smoking, Drinking and Drugs

These items are strictly forbidden.

In general, please remember to **respect** all members of the Mikisa community and their property at all times. Any form of **bullying** behavior will be dealt with harshly. Appropriate **language** and behaviour is required from everyone. Be polite and sensible; always consider the needs of others...and ensure that your individual contribution as a member of our community **sets an example** for other pupils to follow.

#### 9. To the student

agree, if admitted, to adhere to the rules of Mikisa Group of Schools.

#### Parent's signature

I fully support these rules for my child at Mikisa Group of Schools.

Signed: \_\_\_\_\_

STUDENT

Signed \_\_\_\_\_

PARENT

## THANK YOU