



# RUSINGA SCHOOLS NAIROBI

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Head Teacher: Mrs. Echessa-Kariuki

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passport size  
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## APPLICATION FOR ADMISSION

### SENIOR SCHOOL - A LEVEL

#### **1. STUDENT'S DETAILS**

NAME OF STUDENT: .....  
(First Name) (Middle Name) (Family Name)

PHYSICAL ADDRESS: .....

NATIONALITY: ..... PASSPORT NUMBER: .....

RELIGION: ..... SEX: ..... DATE OF BIRTH: .....  
(Day/Month/Year)

ADMISSION REQUIRED FOR YEAR GROUP: ..... STARTING: .....  
(Month/Year)

LAST SCHOOL ATTENDED: .....

DATE: From ..... to ..... CURRICULUM: Local / BNC/ Others (Specify).....  
(Month/Year) (Month/Year)

DESCRIPTION OF ANY LEARNING DIFFICULTY: .....

DETAILS OF ANY SPECIAL TALENTS: .....

DOES THE APPLICANT HAVE ANY CLOSE RELATIVES AT RUSINGA? YES / NO

IF YES, NAME: ..... YEAR GROUP: .....

NAME: ..... YEAR GROUP: .....

NAME: ..... YEAR GROUP: .....

#### **PARENTS'/LEGAL GUARDIANS' DETAILS**

**FATHER'S NAME:** .....  
(First Name) (Middle Name) (Family Name) (Title)

MAILING ADDRESS: .....

HOME TELEPHONE NUMBERS: .....

OFFICE TELEPHONE NUMBERS: .....

MOBILE TELEPHONE NUMBERS: .....

E-MAIL ADDRESS: .....

OCCUPATION: ..... DESIGNATION: .....

ORGANISATION: .....

MARITAL STATUS: .....

**MOTHER'S NAME:** .....  
 (First Name) (Middle Name) (Family Name) (Title)

MAILING ADDRESS: .....

HOME TELEPHONE NUMBERS: .....

OFFICE TELEPHONE NUMBERS: .....

MOBILE TELEPHONE NUMBERS: .....

E-MAIL ADDRESS: .....

OCCUPATION: ..... DESIGNATION: .....

ORGANISATION: .....

MARITAL STATUS: .....

**IF PARENTS LIVE APART, WHO IS RESPONSIBLE FOR PAYMENT OF SCHOOL FEES?** .....

**GUARDIAN'S/EMERGENCY CONTACT (OTHER THAN PARENT)**

**NAME:** .....  
 (First Name) (Middle Name) (Family Name) (Title)

MAILING ADDRESS: .....

HOME TELEPHONE NUMBERS: ..... OFFICE TELEPHONE NUMBERS: .....

MOBILE TELEPHONE NUMBERS: ..... E-MAIL ADDRESS: .....

OCCUPATION: ..... DESIGNATION: .....

ORGANISATION: .....

**3. TRANSPORT**

WILL THE APPLICANT REQUIRE USING THE SCHOOL BUS? YES / NO

IF YES, WHICH TRANSPORT ZONE? .....

WHEN WILL THE BUS BE USED?

(Check one) MORNING ONLY..... / AFTERNOON ONLY..... / MORNING & AFTERNOON.....

**4. SCHOOL LUNCH**

DOES THE APPLICANT INTEND TO TAKE SCHOOL LUNCH? YES / NO

IF YES, IS THE APPLICANT VEGETARIAN? YES / NO

LIST ANY FOODS NOT TAKEN .....

**SURVEY**

HOW DID YOU FIRST FIND OUT ABOUT RUSINGA SCHOOLS?

(Check one) Existing Parent..... / Members of Staff..... / Students..... / School Sign Board.... / Media.....

WHAT ARE YOUR REASONS FOR WANTING YOUR CHILD TO JOIN RUSINGA SCHOOLS?

.....

**DECLARATION BY THE PARENTS OR LEGAL GUARDIAN**

I,.....Parent/Guardian of .....

**hereby declare that should admission be granted,**

1. I will attend parents meetings, school events or functions arranged by the School, and undertake to co-operate with the school in its programmes and requirements.
2. I will pay full Fees upon admission and thereafter within the first week of every subsequent term failure to which I understand my child will be excluded from class.
3. I will give the Head Teacher at least one term's notice, in writing, of my intention to remove my child. In the event that I do not give this notice, I will pay one term's School Fees in lieu.
4. I will support the Head Teacher's decision to remove my child from the school if, upon enquiry, he/she is satisfied that my child has committed a grave offence **or** has been wilfully **or** persistently disobedient or lazy, **or** if he/she is found to be academically unsuitable for the course he/she is following.
5. I will ensure that my child wears the school uniform appropriately including Games and Swimming kits as per the Safety Regulations prescribed for each sport.
6. I will allow my child to participate in all school organised Church and Community Service activities.
7. I will ensure that my child has read the School Rules and abides by them. I will also accept any other rules or regulations as may be reasonably introduced from time to time by the school.
8. I understand that the school does not accept responsibility for damaged/lost property.
9. I understand that absence from school by my child will require a letter of explanation from me or guardian to be submitted to my child's Class Teacher / Form Tutor on his or her return to school.
10. I understand that non-participation in Sports by my child for a medical reason will require a Medical Doctor's note to be submitted to the Games Teacher.
11. I understand that discovery of false certificates, reports etc. presented for admission may lead to the subsequent removal of my child from the School.
12. I understand that discovery of my child testing positive to substance abuse will nullify admission into the school.
13. I accept responsibility for the choice of course undertaken by my child and understand that all courses are subject to approval by the Government.

**I also declare that the details given on this form are true and correct. I further declare that the documents attached are true copies of the originals.**

**SIGNATURE:** ..... **DATE:** .....

**CHECK LIST**

**Admission is considered incomplete without the following compulsory documents:**

- Birth Certificate or Passport
- Exam Transcripts
- Last two Progress reports from previous school
- One passport-size colour photograph
- School Leaving Certificate/Reference Letter from the previous school

AMS/RS/

**FOR OFFICIAL USE ONLY**

**Student's name**.....

<b>Compulsory (Non-Examinable):</b> Talks on Careers, Games, Clubs, Community Service & Work Experience		
<b>Optional (All Examinable)</b> Please select a <b>minimum of FOUR (4)</b> subjects from the 6 blocks. You may NOT select more than 1 subject from any one block		
<b>A</b>  <input type="checkbox"/> Literature <input type="checkbox"/> Applied ICT	<b>B</b>  <input type="checkbox"/> Biology <input type="checkbox"/> Business Studies <input type="checkbox"/> Physical Education <input type="checkbox"/> Business Studies BTEC <input type="checkbox"/> Physical Education BTEC	<b>C</b>  <input type="checkbox"/> Geography <input type="checkbox"/> Chemistry <input type="checkbox"/> Economics
<b>D</b>  <input type="checkbox"/> History <input type="checkbox"/> Mathematics <input type="checkbox"/> Sociology	<b>E</b>  <input type="checkbox"/> Psychology <input type="checkbox"/> English <input type="checkbox"/> Physics	<b>F (Subjects here are offered as per agreement with the Subject Tutor)</b>  <input type="checkbox"/> Art & Design <input type="checkbox"/> Music <input type="checkbox"/> French (AS Over 2 Yrs.) <input type="checkbox"/> Law

STUDENT'S SIGNATURE:.....PARENT'S/GUARDIAN'S SIGNATURE: .....

HEAD OF SENIOR SCHOOL'S COMMENTS: .....

SIGNATURE: ..... FULL NAME: .....DATE.....

HEAD TEACHER'S COMMENTS: .....

SIGNATURE: ..... FULL NAME: .....DATE.....

<p><b><u>ADMISSIONS OFFICE</u></b></p> <p>I have interviewed the student and found him/her suitable for a place in YEAR GROUP .....</p> <p>DATE TO BEGIN: .....</p> <p align="center">(Day/Month/Year)</p> <p>SIGNATURE: .....FULL NAME: .....DATE.....</p>
<p><b><u>2. ACCOUNTS OFFICE</u></b></p> <p>PARENT NUMBER: ..... STUDENT NUMBER: .....</p> <p>DISCOUNT: ..... REASONS FOR DISCOUNT: .....</p> <p>REGISTRATION FEE: ..... TERMFEES: .....</p> <p>SIGNATURE: ..... FULL NAME: .....DATE.....</p>