



**2. PARENTS'/LEGAL GUARDIANS' DETAILS**

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

MAILING ADDRESS: .....

ID/PASSPORT NUMBER ..... (attach a copy)

MOBILE TELEPHONE NUMBERS: .....

ALTERNATE TELEPHONE NUMBERS: .....

E-MAIL ADDRESS: .....

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

ORGANISATION: .....

MARITAL STATUS: .....

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

MAILING ADDRESS: .....

ID/PASSPORT NUMBER ..... (attach a copy)

MOBILE TELEPHONE NUMBERS: .....

ALTERNATE TELEPHONE NUMBERS: .....

E-MAIL ADDRESS: .....

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

ORGANISATION: .....

MARITAL STATUS: .....

**IF PARENTS LEAVE 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: .....

MOBILE TELEPHONE NUMBERS: .....

E-MAIL ADDRESS: .....

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

ORGANISATION: .....

**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 .....

**3. TRANSPORT**

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

WHEN WILL THE BUS BE USED? / MORNING & AFTERNOON.....

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

**5. 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?

.....

**6. ADMISSION IS CONSIDERED INCOMPLETE WITHOUT THE FOLLOWING COMPULSORY DOCUMENTS:**

- ID/Passport copies of Parents/Guardian
- Birth Certificate or Passport
- Exam Transcripts (Where applicable)
- Last two Progress reports from previous school
- One passport-size color photograph
- School Leaving Certificate/Reference Letter from the previous school

**7. 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 programs 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 willfully **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 organized 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 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:** .....

**FOR OFFICIAL USE ONLY**

**ENTRANCE TEST RESULTS**

<b>APTITUDE AREA</b>	<b>SAS MARKS</b>	<b>DESCRIPTION</b>
VERBAL		
QUANTITATIVE		
NON-VERBAL		
SPARTIAL		
OVERALL		

SENCO COMMENTS:

.....  
.....

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

HEAD OF SENIOR SCHOOL'S COMMENTS:

.....

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

HEADTEACHER'S COMMENTS:

.....

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

**1. ADMISSIONS OFFICE**

I have interviewed the student and found him/her suitable for a place in YEAR GROUP .....

DATE TO BEGIN: .....

(Day/Month/Year)

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

**2. ACCOUNTS OFFICE**

PARENT NUMBER: ..... STUDENT NUMBER: .....

DISCOUNT: ..... REASONS FOR DISCOUNT: .....

REGISTRATION FEE: ..... TERMFEES: .....

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