



# KINGSMEAD JUNIOR SECONDARY

## APPLICATION FOR ADMISSION FOR GRADE 7 – GRADE 9

ADMISSION NO: \_\_\_\_\_

UPI NO: \_\_\_\_\_

DATE OF ADMISSION: \_\_\_\_\_



I / We, \_\_\_\_\_ and \_\_\_\_\_ desire to have our son/daughter/ward whose particulars are given below admitted as a day scholar in your school.

### INFORMATION OF THE CHILD

Surname

Middle Name

First Name

Gender

Date of Birth

Male  Female

DD	MM	YY
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Class of admission

Religion

Nationality

Languages known

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KEPSEA Assessment NO:

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### RESIDENTIAL ADDRESS

Area of Residence			
Physical Address			
Tel/Mobile			
Emergency Tel No		Relation to the Child	

**FAMILY INFORMATION**

**Father/Guardian**

Name:

Telephone No:

Email:

ID/Passport No:

Nationality:

County of origin:

Sub County:

**Mother/ Guardian**

Name:

Telephone No:

Email:

ID/Passport No:

Nationality:

County of origin:

Sub County:

**If parents live apart who is responsible for payment of school fees:**

**Single Parent:**

Tick one, only if applicable

<input type="checkbox"/> Mother	<input type="checkbox"/> Father
If child is sponsored (Name of sponsoring agency)	
Permanent Address of the Agency	

**Previous School** (if any attended)

Name of School:

**SCHOOL LUNCH**

List any foods that your child cannot take:

**CHILD'S HEALTH**

A. Has your child received all the required vaccinations  YES  NO

B. Does your child suffer from any of the following:

I. Convulsion/Fit  YES  NO

II. Asthma  YES  NO

III. Any Disabilities  YES  NO

IV. Has had an Accident  YES  NO

C. Does your child have any allergies or medications

YES  NO

If yes please list all allergies and medications

**EMERGENCY CONSENT**

In case of emergency/accident or injury to my child, the school is authorized to proceed as follows:

I. Contact Father at \_\_\_\_\_ or Mother at \_\_\_\_\_

II. Administer First Aid to my child

III. Take the child to the nearest Doctor / Hospital and I will meet the Medical expenses.

**TRANSPORT**

i. Will your child be using school transport  YES  NO

ii. When will they be using School transport  Morning  Afternoon

iii. If yes, which area of residence will your child be transported:

## SCHOOL CODE OF CONDUCT

### **1. PUNCTUALITY AND ATTENDANCE**

- All students must attend school regularly and always arrive on time.
- If using school transport ensure you are on time on the pick-up point you agreed upon with the assigned bus driver.
- In the case you are late or absent from school, be sure to inform your class teacher and state the reason.
- Leaving school during school hours is not allowed unless permission has been granted from school administration.

### **2. APPROPRIATE DRESS CODE AND APPEARANCE**

- All students must wear the correct school uniform provided while in school. Wearing of any other clothes not deemed as school uniform shall not be tolerated.
- All students must dress neatly and be clean.
- Keep your hairstyle clean and neat regularly.

### **3. RESPECT FOR OTHERS**

- No pushing or fighting on school grounds.
- Always show respect to teachers, school leaders, and fellow students.
- Maintain polite and respectful language at all times.
- Offensive and inappropriate language is strictly forbidden with the school.
- Any student found involved in bullying or using inappropriate language shall be excluded from school.

### **4. SAFETY AND RESPONSIBILITY**

- Avoid running in corridors and play safely on the playground.
- Do not play in the washrooms or misuse school facilities.
- Keep washrooms and other areas in the school clean—no drawing on walls or damaging property. PLEASE NOTE that if you damage any property within the school you will liable to pay for any damages you incur.
- Keep the school compound free of litter

### **5. LEARNING AND GROWTH**

- As a school we value the practice of reading books so we highly encourage our students to make reading a daily habit.
- Always be sure to maintain the school language policy to ensure effective communication.
- All students must finish all assignments and homework that is assigned to them by their teachers on time

## PHOTOGRAPHY CONSENT FORM

Dear Parents and Guardians,

At Kingsmead Junior Secondary, we value the safety and privacy of all our students. As part of our school activities, we occasionally take photographs of students to capture memorable moments, showcase achievements, and promote school events. These photographs may be used in the following:

- School website and newsletters
- Social media platforms
- Educational publications
- Promotional materials

We kindly request your consent to photograph and use images of your child for these purposes.

### Consent Statement

I, the undersigned parent/guardian, hereby give permission for Kingsmead Junior Secondary to take photographs of my child during school activities and events. I understand that these images may be used for school-related purposes, including but not limited to publications, digital media, and promotional materials.

I understand that my child's name and personal details will not be disclosed without my explicit permission.

I reserve the right to withdraw my consent at any time by providing written notice to the school.

Please tick one of the options below:

I give consent for my child to be photographed and for the images to be used as stated above.

I do not give consent for my child to be photographed.

Student Name:

Parent/Guardian Name:

Parent/Guardian Signature:

**DECLARATION BY THE PARENTS OR THE LEGAL GUARDIAN**

We kindly request parents/guardians to read the following declaration and policies carefully before signing. This confirms that the details provided in your child’s admission form are accurate and that you agree to abide by the school’s policies.

**Parent/Guardian Declaration**

I, the undersigned parent/guardian, hereby declare that all information provided in the admission form for my child is true and accurate to the best of my knowledge. I understand that providing false or misleading information may affect my child’s enrolment at Kingsmead Junior Secondary.

By signing this form, I also agree to the following policies and commitments:

1. I will attend all parent meetings and school events organized by the school.
2. I will pay school fees on time and failure to do so could result in my child not attending school.
3. I will ensure my child attends school regularly and on time. If my child is unable to attend, I will inform the school promptly.
4. I will ensure my child adheres to the school’s uniform policy, including maintaining a neat and clean appearance.
5. I agree to teach my child to respect school property and understand that I may be held accountable for any wilful damage caused by my child.
6. I understand the importance of appropriate behaviour and discipline, and I will work with the school to support my child’s adherence to the Code of Conduct.
7. I agree to regularly check and respond to communications from the school regarding my child’s progress and important updates.
8. Any property lost/damaged the school does not accept responsibility for it.

**SIGNATURES**

I hereby certify that the information given in the admission form is complete and accurate. I understand and agree this misrepresentation or omission of facts will justify the denial of admission, the cancellation of admission or expulsion.

I have read and do hereby consent to the term and conditions enclosed with the registration form.

**Signature of Mother / Guardian**

**Signature of Father / Guardian**

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**Date:** \_\_\_\_\_