

NURSERY SECTION

Leisure Along Mombasa - Malindi Road
at the Junction of Leisure Village

✉ P.O. Box 98221 Mombasa-Kenya

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PRIMARY / SECONDARY SECTION

Kisimani Along Mombasa - Malindi Road
behind Diamond Petrol Station

✉ P.O. Box 98221 Mombasa-Kenya

+254 722 312 418 ☎

+254 114 074 663 ☎

🌐 www.maryjoyschools.com

ADMISSION FORM

Admission Form for Year 20_____

Admission No. _____

Date : ____/____/ 20____

Admission sought for class _____

(USE CAPITAL LETTERS ONLY)

1. Name (Master/Miss) _____

2. Date of Birth _____

Birth Certificate No: _____

3. UPI No. _____

Assessment No.: _____

4. ST _____

5. Religion _____ 6. Nationality _____ 7. Sex (Male / Female) _____

8. Permanent Address: _____

9. Correspondence Address: _____

10. Bus facilities required (Yes/ No) If Yes, from _____ to _____

Fix
Photograph
of
Student

11. Class and school in he / she has been studying in the last school:

Name of school _____

Class _____

Transfer Certificate/ School leaving Certificate _____

12. Particulars of all Brothers/ Sisters study in same school: _____

S.No.	Name of the child	Age	Class & Section
1.			
2.			
3.			

13. Any Physical ailment: _____

14. Any two hobbies of your child: (a) _____ (b) _____

15. Special Interest: _____

16. Family Information (WRITE IN CAPITAL LETTERS) _____

Mother's Name _____

Occupation & Designation _____

Fix
Photograph
of
Mother

Office Tel. No. _____ Mobile No. _____

E-mail _____

Father's Name _____

Occupation & Designation _____

Fix
Photograph
of
Father

Office Tel. No. _____ Mobile No. _____

E-mail _____

I certify that I am the parent / bonafide guardian of the child and information given in this form is true to the best of my knowledge. I have carefully read the prospectus and agree to abide by the rules, regulations and procedures laid down there in and accept that they may change from time to time at the directions of the school management and extend my full co-operation to keep things moving in a healthy manner.

Signature of Mother _____

Date:

Signature of Father _____

Date:

FOR OFFICE USE ONLY

TO ATTACH FOLLOWING DOCUMENTS:

1. Attested copy of Birth Certificate
2. Photographs of student
3. Parent's Photographs
4. Attested copy of ID Card

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | 5. School leaving Cert./ Transfer Cert. | <input type="checkbox"/> |
| <input type="checkbox"/> | 6. Passing Certificate/ Mark Sheet | <input type="checkbox"/> |
| <input type="checkbox"/> | 7. Character Certificate | <input type="checkbox"/> |
| <input type="checkbox"/> | | |

Admission No.: _____ Admitted to class: _____

Date: _____

Checked and Recommended

Head Teacher

Admissions Procedures, Terms and Conditions

1. Registration Procedures and Rules

- 1.1 Admission forms are to be filled in and submitted to the school office before end of day.
- 1.2 Incomplete or illegible admission forms, without photographs will not be processed/accepted.
- 1.3 Date for admission will be given at the time of registration. The school authorities reserve the right to change the date and time of admission.
- 1.4 Photocopy of Birth certificate must be attached with the admission form.
- 1.5 Age for admission for Nursery is 4 years in the academic session in which admission is taken. Age should be properly specified on the forms.

2. Admission Procedure

2.1 Interview Assessment & Interaction:

- a. There will be an interview assessment for students seeking admission PP2 onwards. Only those candidates who pass the interview will be called for admission.

2.2 Admissions Formalities:

- a. Candidates, whose names are included in the list must pay the fee by the dates indicated on the list, otherwise admissions will automatically stand cancelled.
- b. Parents are requested to carefully fill and submit the Admission Form, Transportation form, and medical form at the time of payment of fee.
- c. The date of birth of the child is required to be supported by the birth certificate in original issued by the municipal corporation. It is to be attached with the admission Form for classes Nursery & prep. For class 1 and above, Transfer certificate is to be attached.
- d. The child will be granted admission number only after all forms are duly filled and the admission formalities are completed.
- e. Parents are to report to the reception counter of the school on the dates specified in the joining instructions.
- f. Your child has to report in school uniform, along with books and stationery as prescribed by the school.

3. Refund of Fees

- 3.1 Fees once paid are **NOT REFUNDABLE** for any reason whatsoever

4. Withdrawal Rules

- 4.1 Clearance must be obtained from the laboratory and library incharge and other departments before applying for withdrawal.
- 4.2 Transfer Certificate will be issued after one week of the receipt of the application and clearance of all dues.

5. Meals Programme

- 5.1 Meals are compulsory
- 5.2 no special diet is offered in school

6. Co-curriculum Activities/Swimming Classes

- 6.1 we offer the following activities; scouts, taekwondo, acrobats, drawing, instrumentals, music, singing games, mashairi etc.
- 6.2 a child is allowed to participate in one activity only
- 6.3 swimming classes are compulsory in the CBC classes for they are taught in strands.

7. Transport Rules

- 7.1 Request for using the school transport must be made at the beginning of the session.
- 7.2 It will be the sole responsibility of the parents to escort the child to the designated bus stop. The transport facility is extended at the sole risk and responsibility of the parent.
- 7.3 Any suggestions or complaints should be reported to the Transport manager. Parents cannot give instructions to the driver or conductor
- 7.4 The vehicle will stop only at the pre-decided stops for picking up children. Those who are late will reach school on their own.
- 7.5 For security reasons, students who will miss the school vehicle from the assigned stop will not be picked up from any subsequent stop.
- 7.6 In case a parent/guardian is not present at the stop to pick up the child while being dropped back; the child will be driven back to the school. The parent/guardian will have to then pick up the child from the school.

8. Right of alteration/Modification

- 8.1 The management reserves the right to modify, after and of include any other terms and conditions that may be deemed fit in the interest of the institution, without any prior notice.

9. Medical Facility

- 9.1 The school has a well-equipped medical room to deal with any emergency.
- 9.2 The school provides facilities for First-Aid only.
- 9.3 The school cannot be held responsible for injury suffered by a child. No reimbursement of charges would be made towards any medical treatment.

10. Procedure for Fee Payment

- 10.1 Fee is charged per term for every student. Fee is due for payment by 5th of every month
- 10.2 Fee at the time of admission is to be paid by Demand Draft / Cheque/ Mpesa in favor of MARY JOY KINDERGARTEN AND PRIMARY
- 10.3 The name of your child, Class and admission No. & Phone No. of the parent/guardian should be written at the back of the Demand Draft/Cheque/Order.
- 10.4 Fee is payable at the school office between 7:00am to 5:00pm
- 10.5 Those using the School Transport must ensure that the correct amount is paid along with the fee.

11. Disclaimer:

All the above terms and conditions are subject to amendment from time to time as per the decision of the school management. The decision of the school management shall be final all matters pertaining to the admission process and matters of the school.

12. Important Information

- This form is only for Registration for Admission
- Kindly attach the Report Card of last exam passed for Admission to class 1 and above.
- Kindly keep a photo copy of all the forms for your record