



**LIONS CLUB OF NAKURU SCHOOLS
MELVIN JONES LIONS ACADEMY**

P.O. BOX 12226, NAKURU (20100) - KENYA
Tel: +254-746-258-132 Fax: +254-51-2214854
Website: www.mjaliionsnakuru.sc.ke
E-mail: milanakuru@vmail.com



We serve

EXCELLENCE IN EDUCATION AND SERVICE THROUGH DILIGENCE

PHOTO

REGISTRATION FORM FOR SCHOOL ENTRY

OFFICE USE ONLY:

YEAR _____ ADMISSION _____
GROUP:.....HOUSE:..... DATE _____ ADMISSION
NUMBER:.....

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: _____ Country: _____

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 in MJLA? **YES / NO**

If Yes: Name: _____ Class/Year: _____ Relation: _____

Name: _____ Class/Year: _____ Relation: _____

Name: _____ Class/Year: _____ Relation: _____

If you have had a brother or sister at MJLA, what House were they in? _____

If parents live apart, who is responsible for school fees? _____

2. Parents' /Guardians' Details

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

Mailing address:

P.O. Box _____ Code _____ Town/City: _____

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: _____

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: _____

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

Email address: _____

(d) Family medical Insurance cover.....

(e) Nearest hospital, in case of an emergency.....

(f) Eligible medical facilities(Hospitals) as per the cover.....

3. Occupational Details:

Father:

Employer: _____ Occupation: _____

Business address: _____

Telephone: _____ Mobile: _____

Mother:

Employer: _____ Occupation: _____

Business address: _____

Telephone: _____ Mobile: _____

Guardian:

Employer: _____ Occupation: _____

Business address: _____

Telephone: _____ Mobile: _____

Please indicate sources of funding for school fees:

Direct Company payment Reimbursement by Company** Self Other: _____

***In such instances, parents are required to submit a letter from their employer with this application, indicating commitment to make payment of school fees.*

4. Education (Previous Schooling History):

Name and address of current/most recent school: _____

Senior/Secondary School

Name and address of school: _____

Number of years at this school (with dates): _____

Junior School:

Name and address of school: _____

Number of years at this school (with dates): _____

Entry level requested at MJLA:

Primary Year 1 Year 2 Year 3 Year 4 Year 5

Year 6

Secondary Year 7 Year 8 (PRE-IGCSE)

Year 9 IGCSE Year 10 IGCSE Year 11 IGCSE Year 12 AS course Year 13 A2 course

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

5. Transport:

The school does not provide transport services. How will the applicant be dropped/picked up from school?

Yes No

6. Dietary Requirements:

Is the applicant a vegetarian? Yes No

List any foods not taken: _____

7. Boarding:

There are no boarding facilities offered by the school Yes

8. Survey:

How did you find out about MJLA?

Sign Board Media Existing Parent Internet Teachers Events at school

9. 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. Fees once paid, are not refundable.
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 MJLA.
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 lessons, school activities, 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. Consent to participation in interviews and the taking of photographs or films of the student for promotional/educational purposes.

10. 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 MJLA is dependent upon their adherence to the school conduct sheet (last page).

Signed: _____ Date: _____

CHECKLIST

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

- A leaving certificate or letter from the previous school (if applicable)
- Confirmation details of fees payment
- A copy of your child's birth certificate and passport(Where applicable)
- Four passport sized photographs

OFFICE USE ONLY:

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

Starting term: September / January / April/May term (delete as applicable) Calendar Year: 20____ Reporting Date: _____

Principal: _____ Signature: _____ Date: _____

Receiving Secretary.....Signature.....Date:.....

Registration Fee Paid	_____	_____
Caution Money Paid	_____	_____
Tuition Fee	_____	_____

Lunch Fee
Name of School Bursar:.....Signature:.....Date:.....

STUDENT BACKGROUND INFORMATION PROFILE

Name of Child: _____ Entering Year: _____

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?

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

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Fluent Average Will need assistance Beginner

Written

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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 MJLA.

I have read and understood the MJLA policy as stated above and provided all relevant information.

Parent's Name: _____

Signature: _____

MELVIN JONES LIONS
ACADEMY
STUDENT CONDUCT
SHEET

All students/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. 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, to the same height/length. Female students should have simple plaiting, colour to match the natural colour of the hair and must be shoulder-length.
- **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. Any communication regarding money can only be sanctioned by the principal.
- **Chewing gum/Lollipop/yogurt candy stick**
This is strictly forbidden at school.
- **Absences – Day Students**
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 class teacher 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 gate, and to notify your class teacher 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 class teacher 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 principal, and you will be given a gate pass slip. In the absence of the principal, the deputy principal can sign you out.
- **Food matters**
The school runs a lunch programme. Food must be taken from the school's dining hall, whether the students carries lunch from home or has any other sources. Food and drink should not be consumed in classrooms.
- **Litter**
MJLA cares for the 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/Electronic gadgets**
Mobile phones are not allowed in school. If found, they are confiscated up to the end of the term. Laptops are allowed for candidates classes-years 11, 12 and 13 for revision purposes. They must sign a document that stipulate the terms and conditions for use in the school compound. Like all personal valuables, they are brought to school at your own risk.
- **Visitors**
You are not allowed to entertain anyone who is not a current MJLA pupil without prior permission from the principal or deputies.
- **Smoking, Drinking and Drugs**
These items are strictly forbidden.

In general, please remember to **respect** all members of the MJLA community and their property at all times. Any form of **bullying** behaviour will be dealt with firmly. 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.

<p>11. To the student I agree, if admitted, to adhere to the rules of MJLA.</p> <p>Signed:..... _____</p> <p style="text-align: center;">STUDENT</p>	<p style="text-align: center;">Parent's signature</p> <p>I fully support these rules for my child at MJLA.</p> <p>Signed: _____</p> <p style="text-align: center;">PARENT</p>
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THANK YOU