



# THE NAIROBI ACADEMY

LANGATA ROAD P.O.BOX 24817-00502, NAIROBI TELEPHONE: 890983, 891156, 891281  
MOBILE: 0722-208365/0735-338047 FAX: 891155 WIRELESS: 020-2044678, 020-2044948  
EMAIL: head.secondary@nairobiacademy.or.ke OR admin@nairobiacademy.or.ke

## ADMISSION FORM

FAMILY NAME: ..... File No: .....

### FATHER'S DETAILS

Name ..... Occupation:.....  
Employer:..... Office Telephone No.....  
Employer's Address.....  
Personal address:.....  
Personal e-mail No:..... Cell Phone No:.....  
Residence Tel..... Residence/Estate:.....  
Road/Street:..... House No:.....

### MOTHER/GUARDIAN DETAILS

Name ..... Occupation:.....  
Employer:..... Office Telephone No.....  
Employer's Address.....  
Personal address:.....  
Personal e-mail No:..... Cell Phone No:.....  
Residence Tel..... Residence/Estate:.....  
Road/Street:..... House No:.....

### STUDENT DETAILS

Name:..... Male/Female..... Year.....  
Date of Birth:..... Previous school if any:.....  
Nationality:..... Siblings in school: Names:.....  
Names:.....  
Names:.....

### HEALTH STATUS

Please mention any problems that may be helpful to the staff e.g. allergies etc.

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## ADMISSION FORM

Registration Fee and Deposit of Kshs. 10,000/=.....Paid/To Pay

### **AGREEMENT:**

I agree to abide by the regulation and policies laid by the management of the running of the school. I agree to give the school one term's written notice of my intention to terminate my child's/children's attendance, or pay one term's fees in lieu of notice. I agree that the Head may obtain, in emergency, medical treatment for my child at my own expense, should it not be possible to contact the parents. On the understanding that children may, from time to time, suffer accidental injury, no matter how diligent the supervision, I agree not to hold the school legally liable in the event of such misfortune.

- Has any of your children attended this school? Yes/No.....
- Please give their names.....
- Please give the dates they were in school.....
- Who recommended this school to you?.....

SIGNED.....

PARENT/GUARDIAN.....

NAME IN FULL.....

### **For official use:**

DATE OF ADMISSION..... DATE OF APPLICATION.....

ADMITTED TO YEAR.....ADMISSION NUMBER.....

DATE OF DEPARTURE.....



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## **SCHOOL RULES**

### **A. GENERAL**

1. All pupils conduct will be dictated by common sense, courtesy and respect for others.
2. The more senior students must be mindful of the significant influence they exert be example and their behavior must be governed accordingly. They should at all times be prepared to help those junior to them, or weaker r less fortunate than themselves.
3. Eating is not allowed in class or in the Library or between periods. Chewing gum or Tobacco must not be brought to school.
4. No pupil is to smoke or consume alcohol on the school premises, on school trips or in public where they can be identified as a member of this school.
5. No pupil to be in possession of or to use any explosive substance, firework, water pistol, catapult, peashooters, knife and any dangerous implement.
6. No pupil may, under any circumstances, leave the school premises during school hours without permission. They must report to the school secretary before departure and on late arrival.
7. The use or possession of any whiteout correction fluid forbidden.

### **B. ABSENCE**

1. No pupil should be absent from school, expect for ill health or other urgent reasons, Absence for any other reason is not acceptable. Medical appointments must be made outside school hours.
2. On returning from an absence from school, a pupil must bring adated note from their parent or guardian stating the cause and duration of absence. The note should be given to the form tutor.A telephone call is not sufficient.
3. Parents or guardians are asked to inform the school office by the second day whenever it appears that their child is likely to be absent for more than two days.

### **C. DRESS AND APPEARANCE**

1. Pupils must arrive at school or the bus stop as appropriate, in full school uniform and should remain in uniform or games kit where applicable, until leaving school or at the bus stop.
2. Pupils are expected to take a personal pride in their appearance and general, both in school and in public.
3. Pupils attending any school activity or organized school excursion must wear school uniform.
4. No make-up may be worn. Personal Jewellery should be kept to a minimum of one pair of earrings (not dangling) only.
5. Hair should be of reasonable length or tied up if long so it may not interfere with any school activity.
6. Nothing should be added to the prescribed uniform.
7. All clothing must be named.

### **D. SCHOOL BUILDINGS , GROUNDS AND EQUIPMENT**

1. Everyone is expected to keep to the left when moving along the corridors, pathways and wherever traffic is following on both directions.
2. When it is raining during break-time and lunch time, or the hard areas are too wet, pupils must remain quietly sitting in their in their own classroom where they will be supervised by the prefect.

3. The following areas are out of bounds and no pupil may enter these areas: Car Parks, Bus Parks, behind the squash courts and kitchen.
4. All books must be provided with a clear plastic cover. Texts books must be returned by the pupil in the same condition they were in when given to them. Any book, which is lost or damaged, must be replaced with an identical one by the pupil.
5. All exercise books must be covered in clear plastic.
6. Any loss of, or damage to school property must be immediately reported to the school office.

#### **E. SCIENCE LABORATORIES.**

1. Pupils are not allowed in the science laboratories or in the darkroom unless accompanied by a teacher. Pupils must never enter the preparation rooms.
2. Practical work must not be carried out except in the presence of the teachers responsible for the subject.
3. It is strictly forbidden for any unauthorized persons to use or remove any chemicals or apparatus from the laboratories.
4. Pupils must not bring food or drink into the science laboratories.

#### **F. COMPUTER ROOM.**

1. Pupils are not allowed in the computer room unless accompanied by a teacher or a computer technician.
2. Pupils must not bring food and drink into the computer room.
3. Use of the internet will be strictly monitored: anyone logging into or sending inappropriate material will be barred from using the computer facilities and the authorities may be notified.
4. Wilful damage or hacking of the computer system will result in permanent exclusion from the computer room.

#### **G. PHYSICAL EDUCATION.**

1. Full PE kit must be worn during games lessons, practices, house matches and inter school matches.
2. No Jewellery may be worn by a pupil taking part in any games activity.
3. Cricket, Hockey, Rugby or Rounders may not be practiced unless a teacher is present.
4. A pupil will not normally be excused from games or other forms of Physical activity unless they bring a note from their doctor. Non-swimmers will be expected to do other physical activities during swimming lessons.
5. Each pupil will buy their own hockey stick, tennis, badminton and squash racket.

#### **H. TRANSPORT.**

1. Pupils must not drive themselves to school.
2. Pupils travelling by bus should embark as and when told to do so by the prefect or teacher in charge, when they should enter the bus and take their seats in an orderly manner.
3. Eating and drinking on the buses is not allowed.
4. During the journey pupils must not behave in any way which might distract the attention of the driver, nor behave in any other irresponsible manner endangering the safety of other pupils.

Parents name:.....

Parent's Signature:.....

Date:.....

**MEDICAL FORM**

Name of child .....Date of Birth.....

Parent's telephone number Office:.....

House:.....

Doctor's Name.....

Doctor's telephone number .....

1. Allergies:.....

.....

.....

2. Medical History

a) Did you child complete all vaccinations? .....

b) Does your child have a medical cover? .....

Preferred Hospital .....

c) Has your child ever been admitted to hospital for an existing condition?.....

If yes explain .....

.....

d) Has your child ever had a fit? .....

e) Does your child get difficulties in breathing? .....

f) Does your child suffer from any chronic condition? .....

.....

3. Is your child allergic to any medicine? Yes/No

If yes, which ones? .....

4. Is your child on any medication? Yes/No

If yes, what is the name of the drug? .....

How often does your child take the drug daily?.....

5. Dietary requirements (e.g. vegetarian).....

6. Comments .....

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**NOTE: All asthmatic children who use inhalers are advised to carry them to school at all times.**