

**SHEIKH ZAYED CHILDREN WELFARE CENTRE  
P O BOX 80162 – 80100  
MOMBASA**



**SCHOOL APPLICATION & ADMISSION**

**NAME OF PUPIL:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**GENDER:** \_\_\_\_\_ **AGE AT ENTRY:** \_\_\_\_\_

**FORMER SCHOOL:** \_\_\_\_\_ **CLASS:** \_\_\_\_\_

**PARENTS' NAME:** \_\_\_\_\_ / \_\_\_\_\_

**PARENTS' PROFESSION:** \_\_\_\_\_ / \_\_\_\_\_

**TELEPHONE CONTACTS:** \_\_\_\_\_ / \_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**PLACE OF RESIDENCE:** \_\_\_\_\_

**DECLARATION:**

**All the particulars declared on this form are true to the best of my/our knowledge**

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**KINDLY ATTACH THE FOLLOWING DOCUMENTS:**

1. Copy of Birth Certificate
2. Two Passport size photographs
3. Latest Examination Results from the previous school
4. Upi No (Nemis)
5. Assessment No.

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***FOR OFFICIAL USE ONLY***

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

**CLASS:** \_\_\_\_\_

**ADMISSION YEAR:** \_\_\_\_\_

**ORPHAN / NON ORPHAN (tick one)**

**CHECKED BY:**

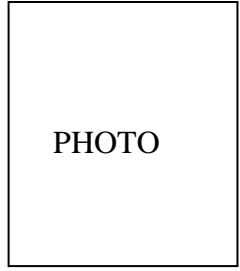
**PRINCIPAL**

**SIGNATURE:** \_\_\_\_\_

**APPROVED BY:**

**DIRECTOR**

**SIGNATURE:** \_\_\_\_\_



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**SCHOOL FEES - TERMS AND CONDITIONS**

1. School fees are fixed and non-negotiable whether enrolment is done at the beginning or towards the end of a term.
2. Fees once paid will not be refundable if a pupil ceases to attend classes under whatsoever circumstances.
3. Default in payment of School fees, will lead to removal from class, and being barred from sitting for end-term examinations.
4. No fees outstanding will be allowed to be carried forward to the following term.
5. The Board of Governors reserves the right to revise the fees when deemed necessary and appropriate, but only once in any period of twelve months.
6. School attendance is very important and absence over 30% will not be tolerated.
7. Persistent absenteeism without concrete reason may lead to extension of the term of the course of that particular pupil in order to cover the syllabus fully.
8. All pupils/parents must inform the administration in the case of reasonable absence.
9. A pupil who has been withdrawn and wishes to be re-admitted will attract a penalty of KShs. 10,000/- (Ten Thousands Only)

**AFFIRMATION BY THE PARENT/GUARDIAN:**

I/We agree to the afore mentioned **Terms and Conditions** of the School Fees

Pupils Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**SCHOOL RULES AND REGULATIONS – 2023**

1. All school programmes and activities must be attended by all students at the designated times without fail unless express permission from the school administration has been granted.
2. Teachers, Non-Teaching Staff, members of the general public and Prefects/Student council must be respected and obeyed by the students.
3. Students must wear proper school uniforms always. Possession of personal clothing shall not be allowed in the school. Only the prescribed games uniforms will be allowed in the school.
4. Salah is compulsory for all students in the school as per existing structure.
5. Silence must be maintained in the tuition area at all times.
6. **SHEIKH ZAYED CHILDREN WELFARE CENTRE IS A DRUG FREE SCHOOL** and all students are expected to stay away from Drugs whether when inside or outside the school.
7. Truancy, stealing, cheating, fighting, abusive words, beating/harassing of students, lending and borrowing of money inter alia in exchange or personal items will not be tolerated. Disciplinary action will be taken against any offenders. This may lead to suspension/expulsion.
8. Students going out of the school during class hours must have written permission from the Teacher on Duty/Deputy Headmaster or Principal. Going out without permission is totally prohibited and shall lead to punishment and a surcharge as per prescribed rules.
9. Visitors are not allowed into the classrooms without prior permission from the Principal/Deputy Headmaster/Teacher on Duty. Students found talking to visitors without permission during class hour will be punished and/or suspended.
10. Kitchen/Teachers quarters are out of bounds for all students.
11. All students are responsible for their personal property and must take measures to reduce their loss including marking of property (clothes & books) and depositing money in the office. The administration shall not entertain cases of stolen properties.
12. All students must take good care of Communal Property (the school's) and other Student's properties. Deliberate destruction and theft be shall be handled as per prescribed rules.
13. Possession of mobile phones, radios, ipods and miniature FM receivers is prohibited. Breaking this rule shall lead to an automatic suspension/exclusion.

14. English and Arabic are the official languages of communication while in school. The medium of communication between 7.30 am and 4.30 pm (tuition time, unless during Kiswahili lessons) shall be English. Kiswahili and vernacular speakers will be punished on the spot and shall be required to buy class readers or set books as per prescribed rules.
15. All students are required to internalize and be guided by the school's identity i.e. Motto, Vision, Mission and words to the School Anthem.
16. All rules relating to the various Departments in the school i.e. Library, Class, Hall, Computer Laboratory, and Science Laboratories must be followed as prescribed.
17. Parents should refrain from any acts of disloyalty, incitement, and defiance which could cause instability in the Institution. Anyone found engaging in such acts will be asked to leave the institution and to seek alternative places for their children and themselves.
18. The school shall convene and parents shall attend all meetings from time to time at Class level or for the entire school, to discuss academic progress and general welfare of the pupils.
19. Any parent who feels aggrieved is free to channel his/her grievances to the Principal in the first instance or to the Board of Governors through the Director
20. Sheikh Zayed Children Welfare Centre/Zayed Children School is a **PRIVATE SCHOOL**, fully owned by The Zayed Foundation. It is operated and managed by a duly appointed Board of Governors. The school is fully compliant with the Education Act and the Laws of Kenya.
21. The Board of Governors reserves the right of admission, suspension, and expulsion.

**COMMON SENSE IS THE SUPREME RULE AND ALL STUDENTS MUST USE THEIR JUDGMENT IN ANY SITUATION EFFECTIVELY.**

PUPIL'S NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_ YEAR: \_\_\_\_\_

We have read and understood all the above rules and regulation and do agree to abide by all the said rules and regulations

PARENT'S/GUARDIAN'S NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_