



# M.M. SHAH & M.V. SHAH ACADEMY

P O BOX 98598 Mombasa 80100 Kenya  
Mobile: +254 (0)733 177 333 +254 (0)719 592 021

E-mail: [info@mm-mvshahacademy.ac.ke](mailto:info@mm-mvshahacademy.ac.ke)

PHOTO

## ADMISSION FORM

### OFFICE USE ONLY:

GRADE/ CLASS \_\_\_\_\_ STREAM \_\_\_\_\_ HOUSE \_\_\_\_\_ ADMISSION DATE \_\_\_\_\_ ADMISSION NUMBER \_\_\_\_\_

### 1. Learner's Details:

FULL NAME OF LEARNER: \_\_\_\_\_  
(as on birth certificate) First Name Middle Name Surname

Religion: \_\_\_\_\_ Male or Female: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Day/Month/Year)

Nationality: \_\_\_\_\_ Birth Certificate Entry No: \_\_\_\_\_ Nemis No. \_\_\_\_\_

Admission Required for Grade/Class \_\_\_\_\_ Starting \_\_\_\_\_  
(Month/Year)

Schools previously attended:

Name: \_\_\_\_\_ Town: \_\_\_\_\_ Year: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Name: \_\_\_\_\_ Town: \_\_\_\_\_ Year: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Does the learner have any Siblings in M.M. Shah & M.V. Shah Academy? **YES / NO**

If Yes: Name: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Name: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Name: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Indicate if the learner suffers from any allergies or medical conditions \_\_\_\_\_

Is the learner receiving learning support at their current school? **Yes/No**

*If yes, please provide details of how many years, how often and the areas supported, eg Maths, Spelling, Comprehension etc*

Has the learner been formally diagnosed with a learning difficulty by a specialist? **Yes/No**

*If yes, please provide a copy of the documentation from a recognised institution*

## 2. Parents'/ Legal Guardians' Details

<b>Father's Name:</b> _____		
<i>(First Name)</i>	<i>(Middle Name)</i>	<i>(Surname)</i>
Mailing Address: _____	Town: _____	Code: _____
ID/ Huduma Number _____		
Office Telephone Numbers: _____		
Mobile Numbers: _____		WhatsApp No: _____
E-Mail Address: _____		
Occupation: _____		Designation: _____
Organisation: _____		
Marital Status: _____		

<b>Mother's Name:</b> _____		
<i>(First Name)</i>	<i>(Middle Name)</i>	<i>(Surname)</i>
Mailing Address: _____	Town: _____	Code: _____
ID/ Huduma Number _____		
Office Telephone Numbers: _____		
Mobile Numbers: _____		WhatsApp No: _____
E-Mail Address: _____		
Occupation: _____		Designation: _____
Organisation: _____		
Marital Status: _____		

<b><u>Guardian's/ Emergency Contact (Other than Parent)</u></b>		
<b>Name:</b> _____		
<i>(First Name)</i>	<i>(Middle Name)</i>	<i>(Surname)</i>
Relationship to Learner: _____		
Mailing Address: _____	Town: _____	Code: _____
ID/ Huduma Number: _____		
Office Telephone Numbers: _____		
Mobile Numbers: _____		WhatsApp No: _____
E-Mail Address: _____		
Occupation: _____		Designation: _____
Organisation: _____		

### **3. School Regulations**

**Parents/Guardians are required to read the following school regulations before signing this form indicating that they will accept and abide by the same:**

1. We will attend parents meetings, school events or functions arranged by the School, and undertake to co-operate with the school in its programmes and requirements.
2. School Fees are due on or before the first day of every term or upon entry if the date is later.
3. At least one term's notice, in writing, will be required of any intention to remove the learner and must be submitted to the Principal. In the event that isn't provided, one term's fees must be paid in lieu. Furthermore no certificates and results will be issued unless all financial obligations have been satisfied in full.
4. Morning Break Snack Fee from Grade 1 to Grade 3 and Lunch Fee from Grade 4 to Std 8 is compulsory for all students.
5. If a learner has committed a grave offence **or** has been wilfully **or** persistently disobedient or lazy, **or** if he/she is found to be academically unsuitable for the course he/she is following, then the school may remove him/ her or request the parent to remove him/her. The Principal and Board of Management reserves the right to require immediate withdrawal of any learner.
6. Uniforms are not inclusive of fees. Learners are required to wear the school uniform tidily and appropriately including Games and Swimming kits as per the Safety Regulations prescribed for each sport.
7. The school does not accept responsibility for damaged/lost property. However, where a learner deliberately damages a school property, the parents/ guardian will be liable to pay 100% of the cost incurred by the school to repair/replace the same.
8. The school may post some work online from time to time for which learners will require access to laptop/ tablet devices and internet data. The parent/ guardian will ensure any such resources are available to the learner to enable him/her to participate in online school work out of school.
9. All Educational Trips are not inclusive of Fees and shall be paid extra. These trips are compulsory for all learners. We hereby indemnify and hold the School, representatives and teachers harmless against any claim or demand arising from the injury or death of my child or any loss or damage to property of whatever nature, including consequential loss, arising from or occasioned by my child's participation in any sporting or extracurricular activities and/or Educational Trips out of School Premises.
10. Absence from school or non-participation in any school activity will require a letter of explanation from a parent/guardian to be submitted to the class teacher on the day of return to school.
11. Non-participation in Sports for any medical reason will require a Medical Doctor's note to be submitted to the Games Teacher through the Head of Co-Curricular Activities.
12. Discovery of false certificates, reports etc. presented for admission may lead to the subsequent suspension/expulsion of any learner from the School.
13. We consent to participation in interviews and the taking of photographs or films of the learner for promotional/ educational purposes. These may be printed on our School Magazines, Brochures or Newsletters and may also be posted on our Social Media platforms from time to time.
14. The School is guided by the Jain philosophy but commitment to the Jain religion is an individual choice. Students of all faith are welcome to the School. As the school advocates the Jain principles, we humbly request you to abstain from consuming any Non- Vegetarian Food including eggs, while on school premises and on any other school events/trips outside the premises. Anyone caught contravening this policy may be subject to severe disciplinary actions.
15. Parents will adhere to our Parental Behaviour policy which can be found on our school website.
16. The Jain Education Board reserves the right to alter the fees with a three-month notice.
17. The school reserves right of admission.

Father's Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**CHECKLIST**

Please check that you have submitted the following with this form, and return to the School. Any form that is incomplete or has alterations will not be accepted/ considered for admission.

- A leaving certificate or letter from the previous school (if applicable)
- A copy of your child's birth certificate
- One recent passport sized photograph of the learner
- Vaccination Card Copy (applicable to Kindergarten Section only)

**ID/ Huduma Card Copy:**

- Father       Mother       Guardian

**Fees Applicable to Pay upon acceptance:**

Admission Fees:            Kshs. \_\_\_\_\_

Caution Fees:            Kshs. \_\_\_\_\_

Tuition Fees:              Kshs. \_\_\_\_\_

Break Snack/ Lunch Fees: Kshs. \_\_\_\_\_

**Total Payment Required: Kshs. \_\_\_\_\_**

**OFFICE USE ONLY:**

I have interviewed the learner and found her/him suitable for a place in Grade/Class \_\_\_\_\_

Starting term: \_\_\_\_\_  
*Month/Year*

Name of Principal: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Admission Fee Paid     Caution Fee Paid     Tuition Fees Paid     Break/ Lunch Fees Paid

Mpesa Code: \_\_\_\_\_ Bank Slip details: \_\_\_\_\_

Name of Accounts Officer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Board Member: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_