

BROOKHOUSE SCHOOLS

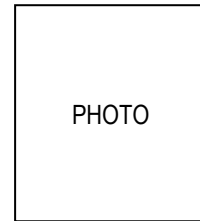
P O BOX 24987 Nairobi 00502 Kenya

Tel: +254 (0) 20 243 0261-6

Mobile: (+254 0)722 204 413 +254 (0)733 602 797

(+254 0)704 392 000 +254 (0)780 392 000

E-mail: info@brookhouse.ac.ke / runda@brookhouse.ac.ke



REGISTRATION FORM FOR SCHOOL ENTRY

OFFICE USE ONLY:

YEAR _____ FORM _____ ADMISSION _____ CAMPUS _____
GROUP _____ HOUSE _____ GROUP _____ DATE _____

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 Brookhouse School? **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 Brookhouse, what House were they in? _____

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

Please tick the campus you wish to study at: Karen _____ Runda _____

2. Parents' /Guardians' Details

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

Mailing address:
P.O. Box _____ Code _____ Town/City: _____ Country: _____

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: _____ Country: _____

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: _____ Country: _____

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

Email address: _____

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: _____

Secondary:

Name and address of school: _____

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

Primary/Prep:

Name and address of school: _____

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

Entry level requested at Brookhouse:

Preparatory: Pre-School Reception Year 1 Year 2 Year 3
 Year 4 Year 5 Year 6

Transition: Year 7 Year 8 Year 9 (PRE-IGCSE)

Secondary: Year 10 IGCSE Year 11 IGCSE Year 12 AS course Year 13 A2 course Foundation IFY course BTEC Music course
 BTEC Art course BTEC Business course BTEC Sports course

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

5. Transport:

Will the applicant require the school bus (at an additional stated fee per term)? Yes No

If yes, please complete the attached Transport Form indicating which bus stop will be used.

6. Dietary Requirements:

Is the applicant a vegetarian? Yes No

List any foods not taken: _____

7. Boarding:

Are you applying for a boarding place? Yes No (For Boarding you must apply to Karen campus)

8. Survey:

How did you find out about Brookhouse?

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.
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. Equally, a term's notice is required to the Boarding House if a student is to change from boarder to day scholar.**
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 Brookhouse.
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 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. I 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 Brookhouse is dependent upon their adherence to the school conduct sheet (overleaf).

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)
- A non-refundable registration fee
- A copy of your child's birth certificate and passport
- Four passport sized photographs
- Completed medical form

Please ensure that you have completed the section concerning medical information which is on the sheet inside this registration form. If no such sheet is present then please ask for one.

OFFICE USE ONLY:

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

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

Name of Interviewer: _____ Signature: _____ Date: _____

Accounts Office: (✓)

Registration Fee Paid	
Caution Money Paid	
Invoice given	

Name of Accounts Officer: _____ Signature: _____ Date: _____

**BROOKHOUSE SCHOOLS
ADMISSIONS POLICY**

Students with Special Needs

Whilst catering for mainstream children with SEN (Special Educational Needs), EAL (English as an Additional Language) or AEP (Academic Extension Programme) requirements, **Brookhouse does not have the resources to cater for children with severe learning disabilities, nor for children with significant physical disabilities.**

Children whose needs are borderline in this regard may be admitted only after consultation with parents regarding:

- The limits to the support available at the school
- Any specified school requirements are made clear, such as the need for a full-time helper for the child
- Any possible time frame limitations to the child staying at Brookhouse. In some instances a child may be admitted to the Preparatory School on the proviso that progression through the school from year to year is reviewed regularly. In such instances parents are advised one full year in advance if the school can no longer provide a suitable learning environment for the child. Progression from Preparatory School to Secondary is not automatic, and a review of progress for such children is typically undertaken at this stage.

Please note: Brookhouse School buildings are not wheelchair friendly. Therefore applicants with mobility limitations will only be admitted to Brookhouse if individual circumstances do not hinder movement around the campus.

STUDENT BACKGROUND INFORMATION PROFILE

Name of Child: _____ Entering Year: _____ Campus: _____

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?

(including participation in any 'Gifted and Talented' or similar programmes)

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fluent	Average	Will need assistance	Beginner
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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 Brookhouse.

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

Parent's Name: _____ Signature: _____

BROOKHOUSE SCHOOLS STUDENT CONDUCT SHEET

All 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. A watch and suitable stud earrings are allowed as jewellery. 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.

➤ **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. Prep students should not bring in any money unless asked to by the teacher.

➤ **Chewing gum**

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 form tutor /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 office, and to notify your form tutor /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 form tutor /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 your Head of Year in the 'permission to leave book' that is kept at the office, and you will be given a gate pass slip. In the absence of your Head of Year, a senior member of staff can sign you out.

➤ **Food matters**

The coffee shop is out of bounds for Prep pupils, except with express permission from staff. Secondary students may visit the coffee shop during break and lunch times. Food and drink should not be consumed in classrooms.

➤ **Litter and Graffiti**

Brookhouse is our 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**

For Year 1 – 8, these items must not be kept by Prep children at school, and will be confiscated if they are.

For Year 9 – 13, BTEC and IFY, these items may only be used during non-lesson times. Use at any other times, including attempts to text during lessons, will lead to confiscation. Like all personal valuables they are brought to school at your own risk. All student mobile phones must be inexpensive models.

➤ **Visitors**

You are not allowed to entertain anyone who is not a current Brookhouse pupil without prior permission from a member of the senior staff.

➤ **Smoking, Drinking and Drugs**

These items are strictly forbidden.

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

11. To the student I agree, if admitted, to adhere to the rules of Brookhouse School. Signed: _____ STUDENT	Parent's signature I fully support these rules for my child at Brookhouse School. Signed: _____ PARENT
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THANK YOU