



INDIAN PUBLIC SCHOOL

(An English Medium Co-Educational School Affiliated to CBSE, DELHI)

MUTATI ROAD-PARKLANDS-NAIROBI

PHONE: +254 -736995533 / +254 -732266555 Email: ipsnairobi@gmail.com

REGISTRATION/ADMISSION FORM

FORM NO.....

DATE OF ADMISSION/...../.....

SESSION.....

FOR OFFICE USE ONLY

➤ CHECKLIST/VERIFICATIONS/ENCLOSURES - (PLEASE PUT ✓ MARK)

- | | | | |
|----------------------|--------------------------|---------------------------|--------------------------|
| 1. Birth Certificate | <input type="checkbox"/> | 2. Transfer certificate | <input type="checkbox"/> |
| 3. Caste certificate | <input type="checkbox"/> | 4. Report Card/Mark Sheet | <input type="checkbox"/> |
| 5. Medical Form | <input type="checkbox"/> | 6. Photographs | <input type="checkbox"/> |

Please paste recent
passport size
photograph

DO NOT STAPLE

Marks Grades Obtained in Selection Test/Board Exams

| SUBJECTS | MARKS/GRADES | SELECTION TEST RESULTS | ADMISSION AND FEE DETAILS |
|------------------|--------------|---|---|
| ENGLISH | | | ADMISSION NO..... CLASS.....SECTION..... RECIPT NO..... |
| HINDI | | | FEE DETAILS: |
| MATHEMATICS | | | 1. Caution Deposit |
| SCIENCE | | | 2. Cash |
| SOCIAL/EVS | | | 3. Cheque Details..... |
| FRENCH/KISWAHILI | | | 4. Paid in USD/KSH |

Signature of Admission Office

Class Teacher

Principal

PERSONAL DATA OF THE STUDENT

| | |
|-----------------------------|------------------|
| First Name | Middle Name |
| Surname | Religion |
| Date of Birth | Sex: Female Male |
| Mother Tongue | Nationality |
| State whether you belong to | OTHER |

EDUCATIONAL BACKGROUND

| | | |
|-----------------------------------|--------|----------|
| Name of the school last attended: | | |
| City : | State: | Country: |
| Reason for leaving | | |

PARENT'S / GUARDIAN'S INFORMATION

| | | | |
|---|--|---------------|--|
| Mother's Name | | | |
| Age | | Nationality | |
| Educational Qualification | | | |
| Profession/Occupation | | | |
| Name of the Organization | | | |
| Designation | | | |
| Annual Gross Income | | | |
| Correspondence Address (Nairobi) | | | |
| City | | District | |
| | | | |
| State | | Pin Code | |
| | | | |
| Phone No.(off) | | Mobile | |
| E-mail | | | |



| |
|--|
| Please paste recent passport size photograph DO NOT STAPLE (MOTHER) |
|--|

| |
|--------------------|
| Mother's Signature |
|--------------------|

| | | | |
|---|--|-------------------|--|
| Father's Name | | | |
| Age | | Nationality | |
| Educational Qualification | | | |
| Profession/Occupation | | | |
| Name of the Organization | | | |
| Designation | | | |
| Annual Gross Income | | | |
| Correspondence Address (Nairobi) | | | |
| City | | District | |
| | | | |
| State | | Pin Code | |
| | | | |
| Phone No.(off) | | Mobile No. | |
| Permanent Address (INDIA) | | | |
| City | | District | |
| | | | |
| State | | Pin Code | |
| | | | |
| Phone No.(off) | | Mobile No. | |
| E-mail | | | |
| WhatsApp Line | | | |



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|--|
| Please paste recent passport size photograph DO NOT STAPLE (FATHER) |
|--|

| |
|--------------------|
| Father's Signature |
|--------------------|

| | |
|---|--------------------|
| Local Guardian's Name | |
| Age | Nationality |
| Educational Qualification | |
| Profession/Occupation | |
| Name of the Organisation/Designation | |
| Annual Gross Income | |
| Correspondence Address | |
| City | District |
| State | Pin Code |
| Phone No.(off) | Mobile No. |
| E-mail | |

Local Guardian



Please paste recent
passport size
photograph

DO NOT STAPLE

Guardian Signature

OTHER RELATIVE'S/SIBLING(S) INFORMATION

| SIBLING'S Name | Age | School attending/Last attended |
|----------------|-----|--------------------------------|
| | | |
| | | |
| | | |

AGE CRITERION

Age of the candidate as recorded in the Birth Certificate issued by the Civil Authority, will determine the eligibility for admission to a particular class.

| S.No | Class | Criterion |
|------|------------------|---|
| 1. | Class I | As on 31 st of March : 6 years as per New Education Policy of The Government of India |
| 2. | Class II onwards | As per Transfer Certificate (From a recognized School) |

FEE RULES/ADMISSION CRITERIA

- For all the students, fee is payable in three equal installments i.e. in the months of **April, September and December** by the **5th** of the relevant month. The amount deposited towards registration, admission, caution and any other fee will neither be refunded nor transferred to any other year or towards sibling's fee.
- Advance fee for the whole year, may be deposited in the beginning of the session. Term fee, annual fee, examination fee and development charges will automatically be linked with the rise in the **price index/operational cost** and may be increased by about **10-20%** at the beginning of the subsequent session as determined by the school's board of Management.
- After 10th of the due month, fees will be accepted with late fee @ USD 5 per day. No fee will be accepted after **30th** of the due month and the name of the student will be struck off the rolls. For re-admission, **USD300** will be charged.
- No student whose fee remains unpaid either in full or in part will be allowed to sit for the school based/board based examinations.
- Internal examination results, Transfer certificate, Report card and Recommendation letters to other schools/colleges will not be issued to the student or parent unless outstanding dues are cleared.
- It is mandatory for all the students (class II onwards) to submit the Transfer Certificate from the last school attended. No student will be admitted to the school without the submission of an official Transfer Certificate from the institution last attended.** Nor will the student be placed in the class higher than that for which the Transfer Certificate shows him/her to be qualified.
- I understand that rendering false or misleading information or withholding correct information may disqualify the child for admission/education at this school. **I hereby certify that my ward and myself shall follow all the rules, regulations & procedures laid down by school from time to time.**

WITHDRAWAL PROCEDURE

1. Parents wanting to withdraw their ward(s) mid-way during the academic session have to pay the fee for the entire session.
2. A clear calendar Term's notice in writing must be given before the pupil can be withdrawn.
3. Transfer Certificate will not be issued unless all dues are settled.
4. Parents willing to withdraw their ward at the end of the session need to give one term prior written notice to the school (on or before 15th Dec) else one term fee shall be charged.

DECLARATION

We, Mr & Mrs..... Parents of Master / Miss seeking admission to class..... at Indian Public School Nairobi do hereby undertake that our child and we will abide by all the rules and regulations of the school being enforced from time to time. The admission to IPS is provisional and will be regularized only on production of the original mark sheet and Transfer Certificate from the previous school. We understand that IPS Nairobi will try to fulfill all its promises, but development of certain facilities, takes its own time and will co-operate with the school authorities in this regard. We give permission to the applicant (my ward) to go on school trips and to participate in regular physical education activities and commute through the school transport on our own risk.

We will not hold the school responsible for any casualty / mishap as a result of medical illness / accident and medical treatment, if provided.

We certify that the above information is complete, true and correct to the best of my/our knowledge. We agree to pay the school fees as applicable from time to time and we understand that fees once paid is neither refundable nor transferable under any circumstances.

Signature of the student

Signature of Father

Signature of Mother

ADMISSION IS ALSO SUBJECT TO THE FOLLOWING:

| |
|---|
| 1. Certified true copy of each of school Reports (written in English, please) of the last two years. |
| 2. Certificates, if any (Merit, Transfer Certificate, Cast Certificate) SC/ST/OBC certificates issued by the competent authority. |
| 3. Birth Certificate (photocopy) or Passport Copy and Photographs (2). |
| 4. Transfer Certificate MUST be countersigned by DEO, Ministry of Foreign affairs and the Indian Embassy of the country. |
| 5. Reference Letter from Previous School (For NRI/ Expatriates/ XI) |
| 6. Medical report of the student from your family doctor or any registered medical practitioner. |

FOR DIFFRENTLY ABLED CANDIDATES

Indian Public School-Nairobi encourages education for all the children. But as we are not equipped with special methodology for the challenged children, we humbly request parents, not to apply for admission till we are equipped with such facility. If, in spite of the limitations, if such children are incorporated into our system, the school cannot be held responsible in case of their like of adoptability, deficiencies, the art of comprehension, failure to meet the required academic standards and inevitable constraints in the part of holistic development.

MEDICAL CHECK - UP REPORT

(To be filled in by the family doctor and must be submitted to the school official after deposition of fee)

Name : _____

Age : _____ Sex: _____ Class: _____ Registration No: _____

| | | | | | |
|---------------------------|--|-------------------------|--|-----------------------------|------------------|
| Weight(in Kgs) | | Height(in Cms) | | Blood Group | |
| Ophthalmic Problem | | Dental Problem | | Orthopedic Problem | |
| Respiratory Problem | | Skin Problem | | Allergies & Drug Reactions | |
| Cardio Vascular Problem | | Metabolism(obesity etc) | | Power in case of Spectacles | L.T.____R.T.____ |
| Epilepsy | | Learning Disability | | Attention Deficit Disorder | |
| Hyper Activity Disorder | | ENT Problems | | Any Other CNS problem | |
| Gastro Intestinal Problem | | Genito Urinary Problem | | Any Other Problem | |

Seal and Signature of the certified Doctor



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Vision

IPS-Nairobi aspires to be a school of motivated students and staff engaged in active learning through the best use of modern technology **CBSE – Delhi Curriculum**.

To inspire and instill strong enduring values and ethics and thereby equip young minds to face all challenges in life successfully and become aesthetically rich and capable members of the society, with global understanding, respect and a real concern for the environment.

Mission

We endeavour to foster and nurture the leaders of tomorrow by creating an environment for the students where intellectual, moral, social, spiritual, physical growth and overall development is given utmost importance. IPS–Nairobi is committed to treat each child as an unique individual and develops him/her to their maximum potential by providing a variety of learning experiences and support from the staff and the parents.

Core Values

RESPECT

We honour the dignity of all people and respect every individual without any discrimination.

INTEGRITY

Take pride in everything that is fair, Honest and knowledgeable, and build trust in every situation.

Commitment and Determination

Keep pursuing our Goals especially when experiencing adversity.

DISCIPLINE

We are committed to abide by the rules and regulations of the school.

PASSION FOR SERVICE

We show love and compassion for the people we serve and rejoice when their needs are met.

Team Work

We cooperate and work together for the common good of the people we serve to achieve the institution's mission - **SERVICE BEFORE SELF**.

COMPETENCE

Thirst for knowledge and self-improvement and demonstrate the skills needed to accomplish a chosen task.

RESULTS

Be known for follow through and responsiveness to our students, staff and parent's needs and achieve agreed-upon outcomes.

EXCELLENCE

Strive for quality in everything we do and firmly believe in service before self.