



ANESTAR GROUP OF SCHOOLS PRESTIGE CAMPUS

P.O BOX 273 - 20100, NAKURU

Email Address: anestarprestige@gmail.com

TEL: 0712725181/0729999149/0717824632/ 0745 24 27 28

PRIMARY SECTION ADMISSION FORM

Dear _____, we are pleased to offer you a vacancy in Grade _____ year **2026** in **AGS Prestige Campus**. In Anestar Prestige, every child is loved for who he/she is. We hope that during your stay in this school you will pursue high level of discipline, which you require for success in education and your life time. The school on its part will assist you to achieve this objective through creating a conducive environment for learning. You are required to go through all parts of this form and fill it appropriately. You are also asked to report with all the items asked for in this form. The reporting dates are: _____

SECTION A: LEARNER DETAILS

1. Full name (in bold letters): _____
2. Date of birth: _____
3. Religion and church: _____
4. Last school attended: _____
5. Class the pupil is applying to join _____
6. Will he / she be a boarder or day scholar? _____
7. Transport- **YES / NO**. Indicate pickup and drop off zone: _____
8. ASSESSMENT NUMBER (**FROM G3**): _____
9. Do you suffer from any form of physical disability, diseases or illness? (**Yes/No**) if so, state and explain the condition. _____
10. Activities you do in the church e.g. church choir, drama, etc. _____

SECTION B: PARENT'S OR GUARDIAN'S DETAILS

FATHER'S DETAILS

First name _____ Middle name _____ Surname _____
National ID No: _____ (Please attach copy)
Physical home address _____
Occupation _____
Office telephone no. _____ Mobile no _____

MOTHER'S DETAILS

First name _____ Middle name _____ Surname _____

National ID No: _____ (Please attach copy)

Physical home address _____

Occupation _____

Office telephone no. _____ Mobile no _____

GUARDIAN'S DETAILS

First name _____ Middle name _____ Surname _____

National ID No: _____ (Please attach copy)

Physical home address _____

Occupation _____

Office telephone no. _____ Mobile no _____

How Did You Learn About Our School?

(Please tick appropriately)

- ☐ Recommendation from a friend / parent
- ☐ School website
- ☐ Social media (Facebook / TikTok / WhatsApp / YouTube)
- ☐ School advertising poster / banner
- ☐ School event or outreach programme
- ☐ Community leader / church announcement
- ☐ Previous learner in the school
- ☐ Walk-in / passed by the school
- ☐ Radio or local media
- ☐ Other (please specify): _____

SECTION C: REGISTRATION REQUIREMENTS

- a) Original copy of the admission letter with filled student's information.
- b) Full amount of term's school fees and or school uniform fee
- c) A copy of the Birth certificate
- d) Application / interview fee paid -**1000/=**
- e) 1 ream of photocopying / printing papers.**800/=**
- f) All items for labelling-**1000/=**.(for boarders)

- g) Learner's medical report (in case of a health problem)
- h) Photocopies of Parent(s) National ID Card
- i) For boarders – **Ksh. 500** as pocket money (Compulsory)
- j) Plate, Cup and Spoon – **Ksh. 200**

SECTION D: ADMISSIONS REGULATIONS

1. I acknowledge that the admissions process will be cancelled if any information provided is found to be misleading or incorrect.
2. I accept that school fees are due on or before the first day of term or upon entry if the date is later.
3. No certificates / results will be issued unless all the financial obligations have been met in full.
4. I appreciate that no responsibility is accepted for lost property. (Every student is responsible for their property)
5. I accept that absence from school will require a letter of explanation from a Parent or Guardian to be submitted on the day the student returns to school. Non participation in sports for medical reason will require a doctor's certificate.
6. I authorize the school to carry out searches for stolen property, alcohol and drugs following then the principal may remove or expel such a student or request the parent to remove him based on the findings.
7. For any special dietary requirements for medical reason, a letter from a doctor from a well-known hospital will be required.
8. Kindly note that we take photos and videos of activities carried out in school and out of school by your children. This is to keep you up to date with the activities done in school. We do this by displaying them on our noticeboards for you to see when you visit the school and on our social media pages, school website and school newsletter.

Declaration by Parent / Guardian

I _____ declare the particulars given by me to be true. I understand that the fees are payable on the first day of every term as agreed with the finance office. I also undertake to abide by the terms and conditions as laid out by the school.

Signature: _____ Date: _____

Check list (for official use only)

- ❖ Application / interview fee paid
- ❖ Registration fee paid
- ❖ School fees paid
- ❖ All relevant documents
- ❖ 1 ream of plain paper (JK Copier)

SECTION F: ANESTAR PRESTIGE ACADEMY TRANSPORT

Anestar Prestige intends to provide a safe bus service that will assist parents in transporting their children to and fro school. When transport is required, a pre-visit will be arranged and after our drivers have familiarized with the route the school will confirm whether transport can be provided. Payment of transport is paid before the learner enjoys the service. Rates are dependent on distance from the school and are two-way travel.

Transport will vary depending on the locations as indicated below:

	LOCATION	TWO WAY	ONE WAY
1	Oil Tech	3000	1800
2	Gathioro, Mountain Park	4000	2400
3	Methodist, Karai, Mombasa, South Africa	4500	2700
4	Kariminu, Thigio, Marigoini	5000	3000
5	Kamc farm	5500	3300
6	Oasis, Jambo, Umoja, KMA, Kamuronyu, Wanyororo	6000	3600
7	Moi Forces, Baraka, Posta	6500	3900
8	Ndundori, Kiondoo	7000	4200
9	Kiratina, Munyeki, Mwariki, Ndege Ndimu	8000	4800
10	Naka, Barnabas, Pipeline, Mawanga, White House, Gorofa,	8500	5100
11	Imperial, Judy's, Ngorika	10000	6000

SECTION G: BOARDING**(a) Flex/Weekly Boarding**

To parents who will encounter transport challenges it's important to note that the school allows flexible/ weekly boarding with the arrangement the learner will be picked on Friday evening and dropped on off Sunday evening or Monday early morning. For those from **Nakuru** arrangements can be made for your son/daughter to be dropped off at cost. However, in case there are weekend activities / classes then parents can make arrangements to pick them on that day.

(b) Boarding Requirements

1. High density mattress-**3000**
2. Two blankets-**1000**
3. Metallic box-**2500**
4. Two bed sheets (blue in color)-**800**
5. One bed cover(to be bought at school)-**800**
6. Two buckets-**600**
7. A mackintosh for those who wet their beds
8. Two pairs of grey sweatpants
9. Swimming costume
10. A towel, pillow, pillow case, mosquito net,
11. Pajamas (at least) 2 pairs –blue(boys) or pink (girls)
12. A minimum of five pieces underwear
13. Five pieces of vests-
14. Three padlock (2 small ones for dormitory and class locker).

N/B: Young boarders (grade 1- 5), will be assisted in washing their clothes by people designated by the school. Kindly it is our request that you provide an extra bar soap and 1kg of washing powder to serve this purpose.

Other Personal Effects

- Comb/scratcher, toilet soaps, toothbrush and paste, tissue papers, shoe brush and polish, petroleum jelly, bar soap, washing powder, 2 face towels, handkerchief (ensure to buy items to sustain your son for the whole term)
- A pair of black leather shoes, slippers/crocs
- Students are provided with hot water for showering. The school also washes for them their clothes using washing machine once in a while as well as train them on how to do it and be responsible.

SCHOOL FEES SCHEDULE

CLASS	TERM 1 DAY	BOARDING	TERM 2 DAY	BOARDING	TERM 3 DAY	BOARDING
PRE - UNIT	14,000		14,000		14,000	
GRADE 1-3	16,000	29,500	16,000	29,500	16,000	29,500
GRADE 4-5	18,000	29,500	18,000	29,500	18,000	29,500
GRADE 6	18,500	30,500	18,500	30,500	18,500	30,500

- **ADMISSION FEE: 2000 (paid once)**
- **CAUTION MONEY: 2000(paid once)**
- **CBE PROJECTS:2,000(TERMLY playgroup to grade 6)**

Other services (inclusive in the school fees)

- | | |
|---|---|
| <ul style="list-style-type: none"> ✓ Drama and Performing Art Club ✓ Home science ✓ Red-Cross ✓ Swimming ✓ Debate Club ✓ Journalism And Public Speaking | <ul style="list-style-type: none"> ✓ Math Club ✓ Singing And Dancing ✓ Scouts ✓ St. John Ambulance ✓ Skating ✓ Outdoor and indoor games |
|---|---|

Other services that will require additional payment

- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ ICT & AI- Grade 4 – 9 (Compulsory) ✓ Robotics and innovation (optional) ✓ Professional Chess (optional) ✓ Music Academy – Vocal Coaching & Musical | <p>1500/=</p> <p>1500/=</p> <p>1500/=</p> |
|--|--|

PAYMENT DETAILS

School fees and transport should be paid in the account below:

BANK NAME	ACCOUNT NUMBER	PAYBILL
FAMILY BANK	018000096414	222111 Account Number: 185357#pupil'sname(no space btwn details)
RAFIKI BANK	0161004000164	
KCB BANK	1309943524	522123 Account number: 23436knameofpupil

Note: The Board of Management has passed as school regulation and policy that school fees should be paid in full.

DETAILS OF PAYMENT

1. School fees and transport are paid together.
2. School fees must be paid through bank deposits, bankers' cheques or MPESA via the PAYBILL accounts above.
3. Payment through, Bank Agents, personal cheques or institutional cheques are not acceptable.
4. Fee paid is not refundable under any circumstances.
5. Fees must be paid in full on arrival. All other required items shall be checked on admission.
6. All fees including any other payment must be paid through the secretary.

SECTION H: SCHOOL UNIFORMS

Anestar school policy requires that appropriate school uniform is worn as per the time table given, for the convenience of our students and parents. Anestar Prestige provides majority of the school uniform required on site. Every effort will be made to provide requested uniform in the shortest time possible.

Once issued all students must wear full school uniform with Physical Education (PE) kits and tracksuits worn on appropriate days. On cold days students may wear fleece jackets on top of their sweater.

The school uniform for entails:

Boys

- ❖ 2 trousers
- ❖ 3 shirts
- ❖ 2 sweaters
- ❖ Games kit
- ❖ Tracksuit
- ❖ Jumper
- ❖ 2 ties
- ❖ 3 pairs of socks
- ❖ Blazer

Girls

- ❖ 2 dresses
- ❖ 3 blouses
- ❖ 2 sweaters
- ❖ Games kit
- ❖ Tracksuit
- ❖ Jumper
- ❖ 2 ties
- ❖ 3 pairs of socks

The prices of the full uniform is as follows:

Boys

- (i) Pre-unit – 12,600
- (ii) Grade 1-6 - 15,000

Girls

- i. Pre –unit – 11,000
- ii. Grade 1-6 – 12,000

SECTION E: DISCIPLINE

STUDENTS RULES AND REGULATIONS (CONSEQUENCES IN BOLD ITALICS)

1. Students must be honest, courteous and respectful to teachers and non- teaching staff, student authority and visitors. ***Counseling, written apology, suspension and expulsion.***
2. Follow the set tradition of the school. ***Written apology, suspension and expulsion.***
3. English is the official language in the school. Use of mother tongue or sheng will not be entertained. ***Written apology, buy a class reader and summarize it.***
4. Boarding area is out of bounds during class and games time. Absenteeism will not be tolerated. ***It can lead to discontinuation.***
5. Students who wish to be out of school for any reason must obtain a leave-out pass from the relevant authorities in the school. Any student who leaves the school without permission shall be ***EXPULLED*** from school. Return the leave out pass on arrival.
6. Opening day must be observed and any student who reports late shall be punished. Boarders are required to report by 4:00 PM. ***Latecomers will be punished or sent back home to come with parent/guardian.***
7. ***MOBILE PHONES*** and ***SIM CARDS*** are prohibited in school. Anyone found with either or both ***shall be expelled and the device confiscated and crushed. Note: Confiscated mobile phones are not given back to students.***
8. Students should be in full school uniform at all times. All students must wear proper games kit when taking part in P.E or games. They should maintain house colours. Civilian clothes are not allowed in school. ***Items taken and never returned.***
9. No food substances are allowed in the school except on visiting days. No food stuffs should be left in school at the end of visiting day. ***Appropriate punishment.***
10. Drug abuse, cigarettes and pornographic materials lead to direct ***EXPULSION*** from the school.

11. Students should be modest in their grooming. Fancy hairstyles are not allowed. They must maintain well-kept short hair. They must maintain high standards of personal hygiene. Any form of untidiness will not be tolerated in school. **Manual punishment.**
12. Proper care of school and individual property must be observed. Loss or malicious damage to property will be charged. Tampering with any electrical installation, fire appliances or safety devices shall be charged. **Pay, suspension, expulsion.**
13. Extra pocket money must be deposited with the secretary for safe keeping. **The school shall not be held liable for any money lost in the dormitory.**
14. Immoral behaviour shall not be tolerated and shall lead to **immediate expulsion.**
15. Major offences such as fighting, assault, threatening behavior, bullying and use of abusive language shall be dealt with through **suspension and expulsion.**
16. *Stealing any kind of property whether school or property belonging to other students shall not be tolerated. Pay ten times the stolen item or expulsion.*
17. Academic excellence must be maintained at all times and all levels. It is the responsibility of the student to work hard and improve steadily. A student who fails to meet the required **PASS MARK** cannot be allowed to proceed to the next class. Cheating in exams, failure to do test and assignments shall **lead to suspension or expulsion.**
18. Visitors will only be allowed to meet students during visiting days. This applies to parents and authorized **GUARDIANS** only. On any other day a student must not meet a visitor in the school unless with express authority by the principal or the deputy principal. No visitors are expected over the weekends and public holidays. **Suspension.**
19. N.B. Commonsense should always prevail in all circumstances.
20. Last rule; if upon inquiry 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, then the school may remove or expel such a student or request the parent to remove him. The school management reserves the right to require the immediate withdrawal of any student. There is no school fees refund for students who are expelled from Anestar Prestige.
21. Having read and understood the above rules, promise to abide by them and if I fail to do so I will be ready for disciplinary action as provided above. I will work hard in my studies and participate in other activities to uplift the good name of Anestar Prestige. I further promise to never engage in any riotous activities.

Name of Parent.....SIGN.....DATE.....

BOOK FUND POLICY

We have an optional Book Fund policy whereby the parents/guardians can pay a one-off payment of Sh. 10,000 which caters for Text Books for the entire period the learner is in our school.

A DAY AT AGS - PRESTIGE CAMPUS

5.00 – Waking up

6.30 – 7.00 – Breakfast

5.00 – 5.30 – Preparation

7.00 – 8.00 – Remedial Classes

5.30 – 6.30 – Preps (Grades 6 – 9)

8.20 – 11.20 – Classes

11.20 – 11.50 – Tea Break

4.50 – 6.00 – Personal Cleaning

11.50 – 1.10 – Classes

6.00 – 7.00 – Supper

1.10 – 2.00 – Lunch

6.45 – 7.30 – Devotion

2.00 – 3.20 – Classes

7.30 – 8.30 – Preps

3.20 – 3.30 – ECDE & Lower leave for home

8.30 – 9.00 – Personal Studies

3.30 – 4.50 – Remedial Classes

9.00 – Bedtime

MENU

DAY	BREAKFAST	TEA BREAK	LUNCH	SUPPER
MONDAY	Tea + Bread	Cocoa + Scones	Rice + Green grams + Veges	Ugali + Green grams + Veges
TUESDAY	Tea + Scones	Porridge + Scones	Ugali + Beef + Veges	Rice + Beans + Potatoes + Veges
WEDNESDAY	Tea + Scones + Eggs	Cocoa + Scones	Rice + Green grams + Veges	Ugali + Green grams + Veges
THURSDAY	Tea + Mandazi	Tea + Mandazi	Rice + Chapati + Beans + Veges	Rice + Beans + Veges
FRIDAY	Tea + Scones	Porridge + Scones	Pilau + Beans + Veges	Ugali + Beans + Veges + Fruit
SATURDAY	Tea + Mandazi	Cocoa + Mandazi	Rice + Green grams + Veges	Rice + Chapati + Green grams + Veges
SUNDAY	Tea + Mandazi	Cocoa + Mandazi + Samosa/Smokies	Pilau + Beans + Veges	Ugali + Beef + Veges

NB: Chicken once a month

Special Treatment during Public Holidays

For official use only

Application approved

Head teacher's Name: _____

Sign: _____ **Date:** _____