



ST. JOSEPH'S ONOCH MIXED SECONDARY SCHOOL

“STRIVE TO EXCEL”

P.O. Box 70, Ortum, Kenya | onochsec@gmail.com | +254 700 000 000

LETTER OF ADMISSION

Date: _____

Admission No.: _____

Dear Parent / Guardian,

We are pleased to inform you that your child, _____, has been offered a place in **Form** _____ at St. Joseph's Onoch Mixed Secondary School for the academic year _____.

This admission is granted on the understanding that the student and parent/guardian will fully observe the school's rules, regulations and code of conduct.

Reporting Details

Reporting Date	_____
Reporting Time	8:00 a.m. – 4:00 p.m.
Class / Stream	_____
Boarding Status	Boarder / Day Scholar

Items to Bring

- Original KCPE / Grade 6 results slip and a copy
- Original and copy of birth certificate
- Leaving certificate from previous school
- Two recent passport-size photographs
- Two pairs of school uniform (as per uniform list)
- Beddings: two bedsheets, blanket, pillow, mattress (3 by 6)
- Personal toiletries and laundry items
- Stationery: exercise books, mathematical set, pens, pencils
- Bank slip / mobile money receipt for school fees

Important Notes

All school fees must be paid in full or as agreed before the reporting date. Mobile phones, expensive jewellery and any prohibited items must NOT be brought to school. Parents are kindly requested to accompany their child on the reporting day.

Yours faithfully,

The Principal

St. Joseph's Onoch Mixed Secondary School