



مدرسة الدوحة البريطانية  
DOHA BRITISH SCHOOL  
AIN KHALED

# Admission Policy





## Admissions Policy & Procedure

### 1. Purpose

DBS is a popular school and applications are in excess of places available. The policy outlines how the school prioritises accepting students, whilst taking into account the latest Qatari Ministry of Education guidelines. This document sets out the policy for admissions for students to Doha British School in order to ensure that:

- 1.1 all prospective parents and students are treated fairly, equally and consistently;
- 1.2 the policy for admissions is clear, transparent and accessible to all staff and prospective parents;
- 1.3 applicants are identified whose academic and other abilities appear to match the ethos and standards of the School, and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered at Doha British School.

### 2. Scope

The policy applies to: All pupils and parents

### 3. Definitions

The **Leadership team** refers to the Head of School, Deputy Head & Assistant Heads

The **Senior Leadership** refers to the Principal, Vice Principal & Heads of school

### 4. Policy statement

Doha British School operates an open access policy. People of all nationalities are welcome to apply for places. Our priorities for acceptance are as follows:

- i. The applicant must be at least proficient but preferably fluent in the English language;
- ii. The applicant must be able to access our curriculum and this is established by an assessment;
- iii. Priority will be given to applicants who already have siblings at the school.

4.1 When a place is offered, a letter of acceptance will be sent to parents who will have 7 days to settle the payments required or the place will be lost;

4.2 In the event that the English Language entrance standard has been narrowly missed, the child may (at the school's discretion) be invited to do the test again. **An applicant can only be tested twice in one academic year; and the tests are usually done 6 months apart.**

4.3 An applicant can only be retested upon the request of the school; requests from parents will not be entertained, any acceptance of mitigating factors is at the discretion of the SLT.

4.4 It is the parents' responsibility to ensure that their child is fit for the test. If the child feels unwell or you have had a delayed flight etc., we recommend that you reschedule the test. Any retrospective appeals for these reasons will not be grounds for reconsideration of the admissions criteria.



- 4.5 Entry into the school will normally be allowed only at the beginning of a term. If a child is enrolled after the beginning of a school term, a full term's tuition fee will be required regardless of when the admission occurs;
- 4.6 Some applicants may come from school systems where the academic year is out of sync with that of the UK school year i.e. September to August in the UK compared with January to December in many southern hemisphere countries. If this is the case, the pupil or student will enter the year group following his/her previous academic year group;
- 4.7 Final decisions on admissions to DBS is the responsibility of the Principal;
- 4.8 In exceptional circumstances where English Language skills are deemed to be inadequate, but the applicant has shown strengths in other areas of the assessment, the parents will be called for a meeting with the Principal or Head of School. In such situations admission will only be granted if the parents agree to the pupil receiving enhanced English language support which will be paid for as per our terms and conditions (available at the meeting);
- 4.9 Children will not be admitted if they are assessed by the school as having learning and/or behavioural difficulties unless the school feels able to offer appropriate curriculum and/or learning support;
- 4.10 Parents of applicants with specific learning difficulties, and where the school feels able to provide appropriate support, may be asked to fund additional support where required.

## 5. Overseas Applications

Application packs can be downloaded from "Admissions" on the website [www.dohabritishschool.com](http://www.dohabritishschool.com). Completed applications can be posted directly to the school or scanned and E-Mailed to [info@dohabritishschool.com](mailto:info@dohabritishschool.com)

***It is a condition of any offer that parents/guardians have given all the information relevant to the application, including details of academic, behavioural and/or social problems. Where it is discovered that information has been withheld, the pupil's placement may be withdrawn. If, at some future date, it becomes evident that we are unable to meet a child's educational and/or social needs, parents will be required to provide a report from an educational psychologist. The school will review the report and decide whether or not the child's place should be withdrawn.***

Doha British School is fully compliant with the regulation of admissions as instructed by the Ministry of Education and Higher Education.

- 5.1 Registration for the first term, for student's resident or transferring within Qatar, will be closed 15<sup>th</sup> October;
- 5.2 After the 15<sup>th</sup> October parents must seek permission from the Ministry of Education;
- 5.3 Registration for students applying from overseas will close end of January;
- 5.4 The cut-off date for age at registration is 31<sup>st</sup> August;



5.5 Students transferring from one school to another must be placed in the year group following on from the year group that the student was enrolled in at his/her previous school. The guideline for transfer will be the Ministry of Education and Higher Education 'Guidelines for the admission of students into private schools in Qatar'.

## Application Procedure

### 6. Required documents

Application Forms should be submitted, with the non-refundable application fee (see fee payment schedule), to the Admissions Department with the following documentation:

- 6.1 Two (2) recent passport size photographs for the applicant; 2 passport size photographs of either family member or guardian/driver who will be collecting the children from school;
- 6.2 Medical form (to be completed by parents)
- 6.3 A copy of the applicant's last 2 school reports (which must contain appropriate assessment information);
- 6.4 Where appropriate, the application must be supported by a transfer certificate which shows successful completion of the academic year;
- 6.5 A copy of the applicant's and parents' passports;
- 6.6 A copy of the applicant's and parents' Residence Permits. A school place will not be offered until a copy of the Residence Permit is provided to the Administration Office;
- 6.7 A copy of the applicant's birth certificate;
- 6.8 A copy of the applicant's childhood immunization certificates.

### 7. Admission process

The admission process is as follows:

- 7.1 Complete the application form and return it to the Admissions Office (or apply online) with all the relevant documents. Failure to do so will result in your child's application not being processed.
- 7.2 All applicants incur an initial non-refundable charge (see payment schedule)). At this 1st stage every application is considered by our Admissions team. Priority is given to those applicants that our initial assessment indicates meet our minimum entry requirements (This will be determined by Early Year reports from nurseries and/or kindergartens in addition to information contained within the application form). Those who are deemed not to have met those requirements are notified immediately so that they can seek places elsewhere. There is no appeal against this decision.



- 7.3 Those applicants who do meet our entry requirements will be placed on hold until a suitable opportunity arises for them to move to the 2nd stage of the assessment process. Applicants who are invited to attend a formal assessment will need to pay a non-refundable assessment fee (see fee payment schedule). The results of these assessments are the property of the school and will not be shared with parents and places will be allocated at the discretion of the Principal.
- 7.4 When a place is offered, a letter of acceptance will be prepared. Parents will have 7 days to settle the payments required or the place will be lost.
- 7.5 Pre-School and Reception children are assessed by members of the Primary Senior Leadership Team. The focus of the assessment will be the children's communication and social skills.
- 7.6 Years 1 and 2 will be assessed by members of the Primary Senior Leadership Team. The focus of the assessment is spoken word, reading and comprehension as well as written work
- 7.7 Years 3 to 6 will be assessed using a diagnostic Placement Test.
- 7.8 Year 7-11 students will be assessed using the digital Cognitive Abilities Test (CAT) and ability to communicate in writing.
- 7.9 Applicants seeking entry into Year 12 will be subject to meeting our minimum entry requirements:
- i. Copies of the applicant's predicted grades or (i) GCSE results will have to be provided so that they can be reviewed by the Head of Secondary before being offered a *provisional place*. Applicants who are not from an (ii) GCSE background will be assessed for equivalency by the Head of secondary or their representative.
  - ii. Applications from outside the UK curriculum environment must supply a report from their previous school and may be interviewed by the Head of secondary or their representative.

## 8. Inter Campus Transfer Procedure

8.1 The campuses operate independently of each other and acceptance at one campus does not guarantee a transfer to another campus. As a general rule intercampus transfers are not allowed. Parents may appeal this if one or both of the following apply:

- a. Where siblings are separated
- b. Where families are relocated to another part of Qatar

## 9. Complaints Procedure

The school operates a complaints procedure. Concerns should be voiced to the admissions office in the first instance.

Please ensure that you have read and signed the Parent/Guardian Undertaking, Fee Regulations, Medical Form and the Disclaimer before you submit the Application Form and necessary documents.