



### 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 entrance standard has not been met, 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;**

- 4.3 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;
- 4.4 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;
- 4.5 Final decisions on admissions to DBS is the responsibility of the Principal;
- 4.6 In exceptional circumstances where English Language skills are deemed to be inadequate 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);
- 4.7 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;
- 4.8 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.dbswakra.com](http://www.dbswakra.com). Completed applications can be posted directly to the school or scanned and E-Mailed to [info@dbswakra.com](mailto:info@dbswakra.com) / [admissions@dbswakra.com](mailto:admissions@dbswakra.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 students 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 30<sup>th</sup> Sept.
- 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 application fee of QR350 (non-refundable), 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 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 charge of QR350 (non-refundable). 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 be charged QR500 (non-refundable). The results of these assessments are the property of the school 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 students will be assessed using the digital Cognitive Abilities Test (CAT).

## 8. Inter Campus Transfer Procedure

8.1 Students wishing to transfer between DBS Campuses can make a request to do so by sending an email to the admissions office at the campus at which your child is currently enrolled. The email subject should be 'Request for Transfer' and state the following information:

Name of Student;  
Current Year group and class;  
Campus that the transfer request is for; Reason  
for transfer request.

8.2 The transfer request will be reviewed by the Leadership group.

8.3 If the request for transfer is approved by the Leadership group, parents will receive a written confirmation indicating that the request has been received and is being considered. This does not guarantee that the transfer will be approved.

8.4 The transfer request will then be placed in the 'sibling transfer request pool' (for those who already have a sibling at the requested campus) or the 'general transfer request pool', until an offer is made.

8.5 Places will be offered subject to availability and each school campus reserves the right to offer available places to applicants from either the 'sibling transfer request pool', 'general transfer request pool' or to applicants outside DBS in order to give new students a chance to enroll in DBS.

8.6 Successful transfer requests will only be offered a place for a September start.

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.

### **Complaints Procedure**

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



# DOHA BRITISH SCHOOL

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Our core purpose is that every young person should gain as much as possible from our school, based on our belief that all learners can, need and want to achieve.

## Application for Admission to Doha British School

Dear Sir/Madam

Doha British School is a pre-eminent English National Curriculum international school in Qatar. As such the demand for school places often exceeds our ability to meet that demand. You are advised that an application to the school does not guarantee the offer of a place.

All applicants incur an initial, and non-refundable, charge of QR350. At this 1st stage every application is considered by our admissions team. Priority is given to those applicants that 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 that are deemed not to have met these requirements are notified immediately so that they can seek places elsewhere. There is no appeal against this decision.

Those applicants who do meet our entry requirements will be placed on hold until a suitable opportunity arises for them to move to the 2<sup>nd</sup> stage of the application process (please refer to our Admissions Policy for further guidance). Applicants who are invited to attend a formal assessment will be charged QR500 (non-refundable). The results of these assessments are the property of the school and places will be allocated at the discretion of the Principal.

Those applicants who are assessed and are successful, may be placed on hold until such a time as a place does become available. Again, these places will be allocated at the discretion of the Principal.

Parents or Guardians must sign below to indicate that the terms and conditions relating to the admissions process are understood and are agreed to.

Sincerely

Terry McGuire

Principal

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I acknowledge that I have read, understood and agreed to the terms and conditions of the admissions policy of Doha British School:

Name:.....

Signed:.....

Date:.....