

PUE - QF Schools

# Admissions Procedures Manual Qatar Academy Al Khor

incorporating the PUE Admissions Policy, approved March 2018

## 1. QF PUE Vision

Leading Learning

### **Qatar Academy Al Khor vision:**

Our vision at Qatar Academy Al Khor is to empower students to be open-minded, inquiring and knowledgeable life-long learners who are able to adapt to an ever-changing world through intercultural understanding and respect. We envision our future leaders as courageous problem-solvers who will make a positive difference to the world.

## 2. Scope and authority

The Admissions Policy shall apply to all schools within the Qatar Foundation that are subject to oversight by the Pre-University Education division.

The Policy and this Admissions Procedures Manual shall jointly control and govern all matters pertaining to the subject outlined therein. The Policy and Procedures Manual shall supersede any and all prior agreements, policies or procedures in any way related to, or connected with, the topics outlined herein.

## 3. Objective

The **Admissions Policy** sets forth the general principles for admissions to QF schools. The **Admissions Procedures Manual** is intended to provide uniformity of expectation among QF Schools, while at the same time allowing for individual schools to promulgate procedures that reflect the uniqueness of their school environment. Accordingly, and pursuant to the objectives outlined herein, the Admissions Policy addresses the following questions:

- What are the admission criteria for student placement in QF schools?
- What is the process for admissions?
- How are decisions made?
- Who makes the admissions decisions?

The policy should be used in conjunction with other PUE policies; including Assessment, Inclusion and Promotion & Retention.

Each QF school will have its own handbooks or practices document that details how the policy and these procedures are implemented.

## **4. Policy and Procedure**

### **4.1: Admission criteria**

#### **Policy statement**

QF schools shall consider for admission students of any nationality who are the children of, and themselves are, either citizens or permanent residents of the State of Qatar. Admissions criteria are set by each QF school and must take into account the following factors:

- Chronological age
- Available places in the appropriate grade level
- English language abilities.
- Arabic language abilities.
- Mathematical ability
- Academic record in other subjects
- Personal, social and behavioural qualities
- Qatar citizenship or legal residency status

Applicants with disabilities, (whether physical, cognitive, academic or behavioural), must be considered with supporting assessment documentation. The school admissions team, in close consultation with TLC, must make an informed decision about whether the school can make the reasonable adjustment needed to meet that student's needs. See PUE Inclusion Policy.

### **4.2: Application and admission procedures**

#### **Policy statement**

QF schools must require specified documents from potential applicants, and must have a set of clear and transparent procedures in place for the admissions process. QF schools have rolling admissions. The same process is followed whether the application for admission is made before the start of the school year or during the course of the school year. Such procedures must be consistent with this policy and must be approved by the Executive Director of Schools or the Executive Director of Academic Affairs at PUE. Documents and procedures must include reference to the following:

- Application form completed by parents or legal guardians
- Admissions screening:
- Reference from previous school
- Academic records from previous school

- Medical documentation
- Test or assessment results from external agencies (MAP, IB, TIMMS etc.)
- Inclusion or SEN screening or supporting documentation, in keeping with the QF PUE Inclusion Policy.
- Passport and/or Qatar residence permit documents of parents and student
- Admissions Committee evaluation and approval document.

## **Procedures**

- All QF schools (except ABP) use Open Apply for the admissions process.
- Confidential references are submitted through Open Apply.
- Each school will develop its own admissions criteria or standards.
- Each school may use its own screener tools, such as ACER, but all schools (except ABP) will use the MAP 'survey without goals' as an admissions screener.
- *As per the Inclusion Procedures Manual*, The Learning Center (TLC) provides a number of services in support of inclusion provision at QF schools. Shared resources through TLC include a School Psychologist, Senior Learning Specialist, Speech-Language Pathologist, Autism Specialist, Occupational Therapist, Talented and Gifted Program Coordinator, Instructional Coaches, and English as a Second Language Support. These resources are identified through a Student Study Team referral process and allocated by the Student Services Coordinator. School based resources are managed as a collaborative effort between the school administration and Student Services Coordinator.
- Schools reserve the right to require returning students to re-enroll by beginning the admissions process again from the start.
- All applications must comply with the Qatar Ministry of Health schedule for immunization. The admissions officer must liaise with the school nurse, and parents must comply, before a student can be admitted to the school. See Appendix D.

### **4.3: Admission decision-making personnel and processes**

#### **Policy statement and procedure requirements**

QF schools manage their own admissions processes with an assigned Admissions Officer working with a team of school leaders; to include principals, language teachers, student services coordinators, support team members and counselors. See Appendix A for procedure-level details of the Admissions Officer's duties. Admission to schools will be governed by the following policy structures:

- Chronological age: A student will be admitted to the appropriate grade level on the basis of that child's age on 1<sup>st</sup> September for the admitting school

year. The details of age, grade level and IB equivalence are specified in Appendix B, below. Students will not be admitted into a grade level above or below their chronological age unless there are extenuating circumstances and at the discretion of the school Director. See the QF PUE Promotion and Retention Policy for specific guidance. Students will not be admitted into Grade 12 except in extenuating circumstances and with the written approval of the Executive Director of Academic Affairs or the Executive Director of Schools.

- Priority sequence: In the event of the available places in a specific grade level being over-subscribed then students will be assessed against a priority list and may be placed on a waiting list. The priority sequence for all QF schools is specified Appendix C below.
- Appeals procedure: Each school director must approve each child's admission to that QF school. Initial response to appeals lies with the school director, and should be supported by additional evidence. Ultimate decision-making responsibility, after appeal, lies with the Executive Director of Academic Affairs or the Executive Director of Schools.

#### **4.4: Transfers, re-admission and other special considerations.**

##### **Policy statement**

- A student who has been dis-enrolled from a QF school must seek permission from the school director prior to beginning the readmissions process.
- A student who has withdrawn from a QF school will follow the same admissions process as a new student. Schools are able to re-admit a student based on a previous application and school records, at their discretion.
- A student may transfer between QF schools based on the approval of both school directors.

#### **5. References**

This policy draws upon the pre-existing policy documents and procedures of each QF school, and on the Pre-University Education Qatar Foundation Schools Draft Policy and Procedures Manual, November 2015. In addition, the following sources were consulted:

Establish an IB policy that recognizes achievement within the IB Diploma Programme, International Baccalaureate Organization (UK) Ltd, 2010.

## **Appendix A: Responsibilities of Admission Officers.**

All Admissions Officers have the following responsibilities:

- To be the named point of contact between the school and applying parents.
- To develop a positive and professional relationship between the school and the applicant/parent.
- To promote a positive and welcoming image and ethos of the school.
- To ensure that clear deadlines are effectively and timely communicated.
- To schedule screenings.
- To ensure that a confirmation of receipt of applications is promptly sent.
- To record the time a fully completed application is received.
- To convene admissions committee meetings at regular intervals.
- To inform all applicants if the application is complete in all respects, and if not clearly state the missing information, within a reasonable time.

## **Qatar Academy Al Khor Admissions Policy Procedures :**

- 1- Responsive and Fair Educational Opportunities.
- 2- Admission Requirements and Placement of Students.
- 3- Admission Procedures.
- 4- Entrance Exams.
- 5- Waiting List.
- 6- Late Admission and Early Withdrawals.
- 7- Re-Admission of Students.
- 8- Student Transfers.
- 9- Acceptance of Records from Other School.
- 10-Admission Fees Regulations.

## **1-Responsive and Fair Educational Opportunities:**

Qatar Academy Al Khor is open to students who meet the Admission requirements, and who wish to study English and Arabic at the same level of fluency. No student will be denied admission on the grounds of race, religion, color, gender, or national origin.

## **2-Admission Requirements and Placement of Students:**

Qatar Academy Al Khor shall consider for admission any student who is at least three years old for Pre3 and not older than 18 years old, on September first of any academic year providing his/her guardian is either a citizen of or permanent resident of the State of Qatar, and who meets the admission requirements set forth by Qatar Academy Al Khor for that academic year. A student may be admitted one grade lower than their age appropriate grade if the admission screening indicates it is in the best interest of the child and with the approval of the Admission Committee.

Admissions for every new academic year are opened beginning of October; Students are admitted based on the following criteria:

- Age (appropriate for each grade level).
- Arabic, English and Maths abilities based on standardized and internal assessment
- Academic record in other subjects
- Vacancies.
- Siblings and Qatari students receive first priority.
- Subject to course offerings at the IBDP level
- Personal, social and behavioural qualities
- Qatar citizenship or legal residency status

Applicants with disabilities, (whether physical, cognitive, academic or behavioural), must be considered with supporting assessment documentation. The school admissions team, in close consultation with TLC, must make an informed decision about whether the school can make the reasonable adjustment needed to meet that student's needs. See PUE Inclusion Policy.

### **Admission into the IBDP**

QAK offers the International Baccalaureate Diploma Program (IBDP) for students in Grades 11 and 12; however, we only accept students in Grade 11. The IB Diploma program is open to all students that meet the promotion requirements of grade 10.

For external candidates, Admission to the IBDP depends on academic performance, social and emotional well being, subject offerings, or a combination of these factors.

Admission of new students wishing to enroll in the in Year 11 IBDP need to meet the following requirements:

- Present complete school records for grades 8. 9 and 10.
- Students need to pass the entrance exams in Arabic, English and Math.
- Confidential Academic recommendation from 2 previous teachers.
- Personal / Social recommendation from “Counselor, Principal, Dean of Students, Vice Principal and Principal”.
- Interview by DP coordinator, Principal and counselor.
- Students’ Subject choices meet the course offerings at QAK.

### **Admission into MYP 4 and 5**

All students in Grades 6 to10 follow the IB Middle Years Programme; We accept students at any grade level. Students who join us in grade 9 and at the start of grade 10 are registered for MYP Certification for the May/June session in Grade 10. Students will be registered for onscreen examinations, eportfolios and are expected to successfully complete the Personal Project. Students who join us from October to December in Grade 10 are given the option to enter as course candidates for a range of on-screen examinations. Students will complete the Personal Project. Students who join us in January onwards are not entetered for MYP Certification. Students who are transferred from another IB school will be registered for MYP certification.

Currently students must successfully complete the Personal project with a Grade 3 and above to enroll in the IB DP.



## **1-Completion of QAK Online Admission Form**

The first step toward being considered for enrolment at QAK involves filling out our online admission form with all the required documentations. Using the following link <http://qak.qa/online-admission> to access the online application form.

## **2-Submission of supplementary application requirements**

The parent must to scanned and submitted the following application requirements within the online application form in order for their child (ren) to be considered:

- passport-sized photograph of the students recent
- Applicant's 3 end of year reports (for applicants to Kindergarten, please provide the most recent report from Nursery or Pre-K only)
- Applicant's passport
- Applicant's birth certificate.
- Father's (or Guardian's passport), including a scanned copy of the visa for non GCC nationals
- Mother's passport
- Medical form
- leaving certificate (for students transferring during the academic year).

## **3- Admission Assessment:**

Candidates to QAK Gr 3-11 go through MAP screening, results are compared to the norm of the specific grade level, candidates will also go through placement tests which will be complied by the relevant Lead teachers, (Arabic, English and Maths). The tests are specific for each grade from Pre3 to GR11 currently.

Results of the screening and the tests will be compared to the norms of specific grades. (Placement tests are similar to diagnostic tests given to students of specific grade level).

The placement tests are checked to ensure suitability and signed off by the Director. The entrance exams provide Qatar Academy Al Khor with a clear of understanding of the capabilities of each student tested to ensure he/she is placed in the correct grade according to their age and academic abilities.

#### **4- Waiting List:**

If there is no vacancy, the student will be placed on the waiting list. When a vacancy arises in the school, the parents are informed about the availability of a place for the student. The parents are given five workdays to accept the offer.

- Priority is given to siblings and Qatari students.
- If the parents accept the place, the student should successfully pass the entrance exams and the parent must complete the registration procedures.
- If the parents refuse the place, it will be offered to the next student on the waiting list and the student who refused is then removed from the list.

#### **5- Late Admission and Early Withdrawals:**

If there is still a vacancy in any of the classes, new students may be admitted during first term only from the date the school year commenced based on: consultation with the respective Department Heads; careful evaluation of the student's tests results (Arabic, English and Math); and the ability of the prospective student to catch up with the materials he/she may have missed.

The parents or legal guardians may withdraw their children from the Academy following the commencement of the school year. The parents must complete the withdrawal form and submit it to the administration.

Term tuition and other fees paid by the parents or legal guardians are not refundable.

#### **6- Re-Admission of Students:**

All students who are asked to leave for behavior and academic reasons have the right to re-apply after two years. Re-admission is conditional on having satisfactory reports from their current school and passing the entrance exams.

#### **7- Student Transfers:**

Students transferring to other schools are provided with an official copy of their school records at the Academy provided the parents have fulfilled all their financial obligations to the Academy.

## **8- Acceptance of Records from Other School:**

Qatar Academy Al Khor shall accept records from other schools provided they fulfill the following conditions:

- The records carry the official seal and signature of the school the student attended.
- The records are provided by a school either recognized by an accrediting agency or a governmental body.
- The records are complete and include all the years during which the student was enrolled.

## **9- Admission Fees:**

- There is an additional non-refundable QR 500 Application fee is due at the time of application.
- There is an additional non-refundable QR3000 registration fee payment for each student, when parents accept an offer of placement.
- If student withdraw within 10 school days from the start date of the academic year, no payment is required.
- If student withdrawal within 11– 20 school days from the start date of the academic year, 50% of semester fees have to be paid.
- If student withdrawal after 20 school days from the start date of the academic year, 100% of semester have to be paid.
- If a student attends semester 1 and any part of Semester 2, a full term's tuition fee will be charged.
- Tuition fees are invoiced as two equal payments to be paid before the beginning of the term.
- No portion of the tuition will be refunded for a student dismissed by expulsion.
- Textbooks, activities and Field Trip fees are non-refundable.
- All new returning students are required to pay a non-refundable QR 1000 re-enrolment fee, which is applied, to the first term tuition of the following school year.
- All IB related testing fees, remarking and extra transcripts are the responsibility of the parents and are non-refundable.

## Appendix B: Admission age and grade-level nomenclature at QF schools.

Age on 1 <sup>st</sup> September (at the start of the academic year).	QF Schools	US schools	UK schools	IB programmes
3	Pre-3	Nursery	Nursery	EC1
4	Pre-4	Pre-kindergarden	Reception	EC2
5	Kindergarden	Kindergarden	Year 1	KG
6	Grade 1	Grade 1	Year 2	PYP 1
7	Grade 2	Grade 2	Year 3	PYP 2
8	Grade 3	Grade 3	Year 4	PYP 3
9	Grade 4	Grade 4	Year 5	PYP 4
10	Grade 5	Grade 5	Year 6	PYP 5
11	Grade 6	Grade 6	Year 7	MYP 1
12	Grade 7	Grade 7	Year 8	MYP 2
13	Grade 8	Grade 8	Year 9	MYP 3
14	Grade 9	Grade 9	Year 10	MYP 4
15	Grade 10	Grade 10	Year 11	MYP 5
16	Grade 11	Grade 11	Year 12	DP 1
17*	Grade 12*	Grade 12	Year 13	DP 2
18+	Academic Bridge Program only.	College	Higher education	Higher education

\* as per 4.3 above: Students will not be admitted into Grade 12 except in extenuating circumstances and with the written approval of the school Director.

## Appendix C: Determination of seats available and oversubscription criteria.

Priorities for admission shall be attributed according the following criteria. Seats are prioritized within each school, not within the QF school division as a whole.

1	Siblings of Qatari / GCC students currently in the QF school.
2	Children of newly hired QF teachers.
3	Siblings of students currently in the QF school who are not Qatari, GCC or the child of teacher in that QF school.
4	Siblings of students currently in the QF school who are the children of other QF employees.
5	New students in earmarked or reserved seats.
6	New Qatari students without siblings already in the school.
7	New students of QF employees without siblings already in the school.
8	New students of other nationalities and other employers without siblings already in the school.
9	Geographical location of student and family housing. (Proximity to Al Khor or Al Wakra)
10	Random 'lottery' determination for all remaining applicants.

## Appendix D: Qatar Ministry of Health immunization schedule

Schedule/Vaccines	At Birth	2 Months	4 Months	6 Months	12 Months	15 Months	18 Months	24 Months	3 - 4 Years	4 - 6 Years	11 - 12 Years
Bacille Calmette-Guerin	BCG										
Hepatitis B	HBV0							HBSeries			
*Hexa(DTaP+Hib+HBV+IPV)		Hexa									
**Penta(DTap+Hib+HBV)			Penta-1	Penta-2		Tetra			DTaPB		Td
Rotavirus		Rota1	Rota2								
Oral Polio Vaccine			OPV1	OPV2			OPV1B		OPV2B		
Pneumococcal Vaccine		PCV1	PCV2	PCV3		PCV8					
MMR Vaccine					MMR1		MMR2				
Varicella					Varicella1				Varicella2		
Hepatitis A					HepA1		HepA2				
Influenza								Influenza			
Meningococcal ACYW135								2Yrs			