



DOHA BRITISH SCHOOL

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.

Admissions Policy 2016-17: Ain Khaled

Doha British School operates an open access policy. People of all nationalities are welcome to apply for places. We are a popular school and applications are often well in excess of places available. Our priorities for acceptance are as follows:

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

Required documents

Application Forms should be submitted, with the application fee of QR250 (non-refundable), to the Admissions Department with the following documentation:

- 2 recent passport size photographs for the applicant; 2 passport size photographs of either family member or carer/driver who will be collecting the children from school;
- Medical form (to be completed by parents);
- A copy of the applicant's last 2 school reports (which must contain appropriate assessment information);
- A copy of the applicant's and parents' passports;
- 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;
- A copy of the applicant's birth certificate;
- A copy of the applicant's childhood immunisation certificates.

It is a condition of any offer that parents/guardians have given all the information relevant to the application, including details of academic, behavioural 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 Where it is discovered that information has been withheld, the pupil's placement may be withdrawn.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, we reserve the right to withdraw the school place.

Admission process

The admission process is as follows:

- 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.
- All applicants incur an initial charge of QR250 (non-refundable). At this 1st stage every application is assessed by our Admissions team. Priority is given to those applicants that our initial assessment

indicates meet our minimum entry requirements. 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.

- 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 QR300 (non-refundable). The results of these assessments are the property of the school and places will be allocated at the discretion of the Principal.
- 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.

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 at a cost of QR100. The school will guide the parents about where improvements need to be made in order to improve the chances of a positive outcome the next time.

- Pre-School, Reception, Years 1 and 2 will be assessed by members of the Primary Senior Leadership Team. The focus of the assessment will be the children's communication and social skills.
- Years 3 to 6 will be assessed using Progress in English (PiE) and Progress in Mathematics (PiM) tests.
- Years 7 to 10 will be assessed using the digital Cognitive Abilities Test (CAT).
- Applicants seeking entry into Year 12 will be subject to meeting our minimum entry requirements:

International Baccalaureate (IB)

For the IB Diploma: minimum requirements are 6 A*- C including English and mathematics at (i)GCSE (or equivalent). Students wishing to study higher-level subjects must obtain at least a B in those subjects. Mathematics at higher-level requires a minimum of A*.

For the IB Certificate: minimum requirements are 4 (i)GCSEs A*- C including English and Mathematics.

AS Levels

For AS Levels: minimum requirements are 5 A*- C including a B in the 4 subjects that applicants wish to study.

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 and/or IB Coordinator before being offered a *provisional place*. Applicants who are not from an (i)GCSE background will be assessed by the Head of Secondary and/or IB Coordinator.

- 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.

Notes

- 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 within the age appropriate year group.
- Final decisions on admission are the responsibility of the Principal working closely with the Board of Governors.
- If English Language skills are deemed to be inadequate the parents will be called for a meeting with the Principal – whose decision on entrance / conditions of entrance will be final.
- 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 support.
- Parents of applicants with specific learning difficulties, and where the school feels able to provide appropriate support, will be asked to fund additional support where required.

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

Please note that the school will do everything it can to ensure the highest standards of teaching and learning. We also aim to provide a very high standard of customer service. If you ever feel that we are not meeting these high standards please voice your concern(s) to the admissions office in the first instance. We want to deal with concerns before they become complaints.

Online applications

Applications can be made online. Please see 'Admissions' on the website www.dohabritishschool.com