

 <p>مدرسة ستب ون الدولية Step One International School</p>	DEPARTMENT: STUDENT AFFAIRS PROCEDURE	Doc. No. - SOP-010 Rev. No. - 04 Rev. Date – June 2020 Page - 1 of 3
Title: ADMISSION POLICY		

	PREPARED BY	CHECKED BY	APPROVED BY		
Name	Executive Director	Mrs. Dalia	SMT		
Position	Executive Director	Admission Coordinator	SMT		
Prepared	SY 2016-2017	Reviewed	SY 2019-2020	Valid until	SY 2020-2021

Rationale:

The school will have an open admission policy allowing for any child to be enrolled in the school based on the MOE legal requirements, school capacity and resources availability. The school is committed to serving the local community.

Purpose:

To clarify procedures for student enrolment

Guidelines:

Application & admission of new students to the school is conducted according to the following guidelines.

Waiting List:

- Current students to indicate their return during February
- Vacant places for each grade will be determined by the end of the month of February.
- Student will be enrolled on a first in first serve bases.
- Parents complete and hand in an application form (available from school).
- The school reserves the right to reject applicant based on Health and Safety issue.
- Application will be accepted with full required documentations as clarified in the application form.
- If a space is available, the student will be asked to sit the entrance test to judge her/his level.
- A place will be offered where possible, and Parents will be contacted.
- If a student to be identified to be at risk student, parents will have to sign a commitment sheet for extra support.
- Registration fees and other fees requested will need to be settled as per fees policy, procedures and guidelines.
- A waiting list will be formed as the school reaches its capacity.

Waiting List:

1. Current students to indicate their return during February
2. Vacant places for each grade will be determined by the end of the month of February



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Enrolment and Registration Procedures

- Applicants are required to complete an Application Form and return it to the School Office together with the supporting information requested on the form and the application fee. If applying from outside Qatar, we do accept applications by fax or email.
- Students are expected to sit a test prior to a place being offered. Acceptance will be according to the schools discretion. If classes are full a waiting list will be set.
- Once a child is accepted, parents will need to provide all of the documents needed. Registration forms are available online.
- Applicants who do not meet the admission requirements in terms of English language ability may be granted Conditional Acceptance provided they enroll in appropriate English courses.
- If a place becomes vacant, first on the waiting list will be contacted.

Entry Tests

Candidates will be invited to the school to sit an entrance test at scheduled dates if a place is available. Tests involve examination in English and Mathematics according to applicants' levels. Candidates will be notified of their test results by telephone within one week of the test date. If they are successful, they will be offered a place.

This Policy is linked to the Fees Policy and Admission Form.

During any mitigating factors affecting the country, the virtual admission will take place and the entrance exams will be conducted remotely.

Approved By:

Principal



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سياسة القبول

الأهداف:

للمدرسة سياسة القبول المفتوحة وهي السماح للطلاب بالالتحاق بالمدرسة في اطار موافقة متطلبات وزارة التعليم و التعليم العالي و توافر القدرات و الموارد . وتلتزم المدرسة بخدمة المجتمع المحلي

الغرض :

لتوضيح إجراءات الإلتحاق

الإرشادات

- سيتم إدراج الطلاب على نظام تقديم الاول فالذي بعده -
- (اتمام اولياء الامور لاستمارة التقديم الكاملة وتسليمها الى الادارة (تطلب من المدرسة -
- تحتفظ المدرسة بالحق في رفض الطلب بناء على اسس الصحة والسلامة -
- سيتم استلام استمارة التقديم مع الوثائق المطلوبة كاملة وكما هو موضح في الاستمارة -
- إذا كان هناك مقعد متاح، سيطلب من الطالب أن يجلس اختبار الدخول للحكم على المستوى -
- سيتم تقديم مكان حيث أمكن، وسيتم الاتصال بولي الامر لاتمام الاجراءات -
- إذا كان الطالب يحتاج الى دعم اضافي ،على ولي الامر توقيع ورقة التزام وتعهد -
- رسوم التسجيل والرسوم الأخرى المطلوبة يتم تسويتها وفقاً لأجراءات الرسوم والمبادئ التوجيهية -
- سيتم تشكيل لائحة انتظار في حالة وصول المدرسة طاقتها الاستيعابية المحددة -