



## **Admissions and Registration Policy**

### **Purpose:**

This policy aims at facilitating the procedures of admitting and registering new students, clarifying the procedures to the public, and ensuring that the school maintains a convenient and diverse student body according to its principles.

### **Principles**

#### **1. Equity**

This policy ensures that all applicants to Al Mahd International School are treated equitably regardless of gender, race, religion, or nationality. And that they are all subject to the same admission criteria and regulations. Equity does not mean equality in acceptance; it means giving all applicants similar opportunities.

#### **2. Integrity:**

All admission exams and registration procedures are conducted under strict confidentiality, professional standards and firm conditions in order to ensure the integrity of our procedures.

#### **3. Commitment to Regulations**

The school ensures that all procedures are in line with the regulations of the Supreme Education Council as well as its own policies and related procedures.

### **Introduction**

Our Admission and registration policy is based on three main criteria:

- Admission tests
- Student Portfolio
- Age



## 1- Sibling's admission:

Our students' siblings have a priority for admission over other applicants; therefore, an admission period only for AMIS students' siblings is scheduled before admission is open to other students. However, once the initial sibling registration period is over, all students will be given equal chances to admission.

## Placement criteria:

Placement in all classes will be made by the head of admission, assessment coordinator, Subjects coordinator in coordination with the school Principal, on the basis of the student's age, his/her previous academic and behavioral record, and his/her performance on the admission assessment.

Accepted students will be placed in a year group according to their age, not younger than three years old for Foundation 1 and not older than twelve for year 6.

Age		Level
Minimum age	Maximum age	
3	5	Foundation 1
4	6	Foundation 2
5	7	Year 1
6	8	Year 2
7	9	Year 3
8	10	Year 4
9	11	Year 5
10	12	Year 6



## 2- Screening Process

All students applying to Al Mahd International School are selected according to the screening process which corresponds to their year level

- Applicants for Foundation 1, Foundation 2:
  - Parents' orientation tours are organized after the students' interview.
  - Developmental assessment "English & Arabic" interviews are conducted as per a previous appointment.
  - Results are announced within 4 days after the interview.
- Applicants for Year 1 to Year 6:
  - English, Mathematics and Arabic (for Arab students) assessments are conducted as per a previous appointment for Year 1 to Year 6.
  - Results are announced within 5 working days after the assessments.
  - The student will then be interviewed either by the School Counselor or by the head of admission before being accepted in the school.

### Requirements:

Students are expected to score a minimum of 50% on assessments in addition to meeting all other admission criteria – subject to seats availability.

## 3- Application Process

\* Application forms may be downloaded from the website:

<http://amis.qa/admission/applications/> or collected at the Admissions Office of Al Mahd International School. All forms must be completed in English and submitted to the school's Admission Officer.

\*Application is submitted with the cost of 250 QR.



## Admission Requirements

Applicants are asked to complete the enclosed application form and attach to it the required documentation listed below –application will not be accepted unless all requested documents are submitted:

- 4 recent passport Size photo.
- Copy of passport and Copy of Qatari RP (Residence Permit).
- Birth certificate.
- A copy of the father's or guardian's passport
- Parents questionnaire.
- Student school history form.
- Last 2 years reports (officially attested by the Supreme Education Council).
- Health questionnaire (filled by parents).
- Health examination form (filled by a physician).
- Parent's health form.
- A Copy of Immunization record + a medical record for Year 1 students.
- Letter from employer (Company) if child is sponsored by a company.
- Recommendation from previous school.
- Leaving certificate for students transferring during the academic year.

**Students coming from abroad:** Kindly visit Supreme education council for  
Certificates equivalency

[http://www.sec.gov.qa/En/SECInstitutes/EvaluationInstitute/SAO/Pages/Attestation  
and Equivalency unit.aspx](http://www.sec.gov.qa/En/SECInstitutes/EvaluationInstitute/SAO/Pages/Attestation_and_Equivalency_unit.aspx)



The procedure for admission shall be as follows:

1. Application and admission assessments will take place at the school. The assessment will include Arabic, English Literacy components (vocabulary, reading comprehension, spelling and writing) and Mathematics components (numeracy, operation, algebra and geometry).
2. The Principal may involve other professional staff in reviewing admission data.
3. When there is any concern about the suitability of an applicant, the potential of the applicant shall be determined in light of the following:
  - a) Academic reports for the previous two years.
  - b) Behavior reports from the previous school.
  - c) Continuity of previous education.
  - d) References.
4. Applicants from year 3 to year 6 who do not meet the admission requirements in terms of English language ability may be granted Probationary/Conditional Acceptance provided they enroll in appropriate remedial English courses at the school; or they can be provided by a support plan. The school may also ask their parents to enroll them at local centers approved by the school to improve their English language proficiency.

All students are eligible for admission if it is believed that the school can meet their physical, emotional, social and academic needs.



## WAITING LIST

AMIS seeks to accept all students who apply and meet the requirements, provided that seats are available. Where seats are not available, applicants who meet the requirements are placed on the waiting list, after the parents Acknowledgment.

## Re-enrolment

Based on the new and updated regulations of the Supreme Education Council, all students enrolled in any school in the state of Qatar are registered in one electronic database.

Students cannot be registered in two schools at a time, and all schools are expected to update electronic lists continually. Therefore, parents are kindly asked to confirm their child's status for the next year by either:

Completing re-enrollment by paying QR 1000 to confirm the seat and QR 500 for confirm a seat on the school bus this amount will be deducted from next year school fees. OR By signing the "withdrawal form".

## Special Placement Acceptance:

Students with mild physical, emotional, or learning disability MAY be admitted if, in the Principal's judgment, adequate provision and /or special programmes can be provided, **IF** the school is capable of meeting their needs, and **IF** their inclusion in the regular learning environment does not affect or distract the learning of their peers.



Fees for any special materials, supplies, and/or additional support -which may be required- will be the responsibility of the parent(s). These fees are in addition to the regular school tuition fees.

Re-evaluation of the student's placement will take place at regular intervals, as agreed during the initial admission interview with the parents, to determine suitability of placement; in instances where the school feels it is in the child's best interest to be moved to a specialized establishment, parents will be asked to make necessary arrangements which will avail their child to such services.

### Suspected Learning Difficulties/Disabilities:

While some students might not show evidence of learning difficulties/disabilities during the initial admission process, the school reserves the right to review the initial placement should there be new evidence of suspected learning difficulties/disabilities.

In such instances, parents might be required to consult with a specialist institution for a formal assessment of the child. If the school feels it is in the child's best interest to be moved to a specialized establishment, parents will be asked to make necessary arrangements which will avail their child to such services.

### Cancellation:

5.1 The School reserves the right to verify any information supplied and to require further evidence as necessary. Where fraudulent or deliberately misleading or incorrect or incomplete information has been supplied and that information has led to



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a seat being offered which would not otherwise have been offered, the School reserves the right to withdraw or cancel the admission.

5.2 The school has the right to decide not to accept a student for the upcoming year in case there is sufficient evidence that the student has serious ethical or behavioral misconduct.

AMIS has the right to make changes to the policy based on,

- Supreme Education Council/ Private Schools Office new regulations.
- Annual modification by the school management.