



DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

FOUNDATION STAGE 2 to YEAR 6 ADMISSION POLICY

PURPOSE

To provide a consistency of approach for admissions for Foundation Stage 2 to Year 6 at DESS and a fair and equitable process in view of the demand for places in the school.

This Policy is separate to the school's Foundation Stage 1 Admission Policy. Should any inconsistencies between the two policies arise, this Foundation Stage 2 to Year 6 Policy will take precedence for Foundation Stage 2 to Year 6 applications only.

DEFINITIONS

Learning/Behavioural Difficulty means a child who would require additional adult support, beyond that available within the normal classroom environment.

Sibling means one of two or more individuals having one or both parents in common; a brother or sister

POLICY STATEMENT

DESS is committed to ensuring that all children who are admitted to the school will thrive in an environment of high academic expectation, will benefit from the rounded education provided and be happy within the nurturing school community.

DESS is aware of the high demand for school places in Doha and is consistently oversubscribed with applications for year groups. As a consequence, and in order to be in a position to manage the volumes of applications and maintain its close ties to the British Community, British passport holders will be given priority for places at DESS. For the avoidance of doubt, it is the child who must hold the British passport, not the parent.

As DESS is aware of the importance of family members attending the same school wherever possible, siblings of current DESS children, regardless of nationality, will also be given priority.

Due to the rising costs of operating the school, DESS is pursuing a new Sponsorship scheme which provides corporate sponsors the ability to gain priority on the Waiting List over a five year period depending on the scheme they choose. We have currently capped the number of sponsored Waiting List priority spots to 47 across all years.

Due to demand, applications for places from children who do not have siblings at DESS and do not hold a British Passport cannot be accepted unless the Waiting List can accommodate such an application, or unless the discretion of the Board of Governors is exercised. Waiting Lists will accommodate up to 20 children per year. The Waiting List will remain open at all times for Qatari applicants.

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Ministry of Education
Qatar



Applications for placements at DESS must meet eligibility, assessment and weighting criteria before a child is offered a place.

THE PROCESS

1. Eligibility

1.1. In order to be eligible to apply for a place a child must be able to communicate in English at a level appropriate to their age and development and meet one of the following criteria:

- 1.1.1. Have a corporate sponsored spot
- 1.1.2. Have a sibling attending DESS
- 1.1.3. Hold a British passport
- 1.1.4. Hold a Qatari passport
- 1.1.5. One or both parents are DESS Alumni

1.2. Where the Wait List for particular year groups is 20 children or less, the school will accept applications from non-British passport holders. This will be communicated via the school website.

1.3. Eligibility does not guarantee a place being offered to the child, but is the threshold test prior to placement on the waitlist/assessment.

2. Application and Waitlist

2.1. Applications may be received at any time of the school year, provided the child is able to demonstrate eligibility.

2.2. Parent submits application form (available from the website), the child's Qatar Residence visa (or company letter indicating family sponsorship), a copy of their child's passport and latest full school report to the Registrar.

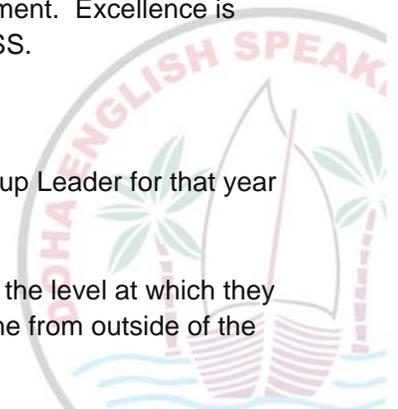
2.3. Once the application and associated documents are complete, the application is placed on a waitlist according to date of completion of the application. The waitlist is confidential and a parent cannot be informed of their child's specific place on the waitlist, or a likely timeframe to be offered a place.

2.4. The Head teacher and Board of Governors reserve the right to give a child priority when on the Wait List, if they demonstrate excellence within their academic achievement. Excellence is defined as achieving standards within the top 10% of their peers at DESS.

3. Year Group Leader Review

3.1. When an application moves into the top 10 on the waitlist, the Year Group Leader for that year group reviews the application.

3.2. Depending upon the information within the child's school reports and/or the level at which they are working, an assessment may take place either at the school or online from outside of the



school where appropriate. The style of assessment will vary according to the child's age, educational history and the academic review by DESS to previous, authenticated academic reports.

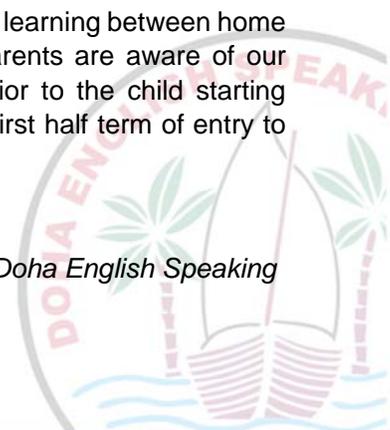
- 3.3. Where children have been offered a place at DESS, parents must confirm in writing their acceptance of the place by the due date as stated on the offer email, and provide a copy of the child's Qatar Residence Visa and the Qatar Work Visa or Qatar ID Card number of their parent sponsor. Fees should be settled in accordance with the school's fees policy. Failure to adhere to these requirements will lead to the place being offered to the next eligible child on the waiting list.
- 3.4. In cases where children have undertaken an entry test and only just achieve the grade for entry they will receive a further assessment if a place does not become available for a period of 6 months or longer. This will be communicated to parents during feedback from initial assessment.

4. Weightings

- 4.1. Where potential pupils meet the eligibility criteria, places will be allocated according to the following weighting system:
 - 4.1.1. Children of diplomatic staff at the British Embassy and children of DESS full time teaching staff
 - 4.1.2. Corporate sponsored children
 - 4.1.3. Prioritised pupils due to academic excellence. (As detailed in section 2.4)
 - 4.1.4. British passport holders with siblings in the school
 - 4.1.5. Non-British passport holders with siblings in the school
 - 4.1.6. One or both parents are DESS Alumni
 - 4.1.7. British passport holders with no siblings in the school
 - 4.1.8. Non-British passport holders, transferring from a compatible British curriculum school
 - 4.1.9. Non-British passport holders, transferring from a non-British curriculum school

5. Parent Interview

- 5.1 At DESS we value the contribution that a collaborative approach to learning between home and school can provide. In order to ensure that any prospective parents are aware of our expectations a Parent Interview will take place, where possible, prior to the child starting school. If this is not possible a meeting will be scheduled within the first half term of entry to DESS. The following areas will be covered:
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 - An opportunity for parents to ask questions about DESS
 - Parental use of Social Media (*Specifically when making reference to Doha English Speaking School, the Students, Staff and other Parents*)
 - Complaints Procedure



- Homework Expectations and Policies
- Supporting the school through the PTA, attending school events and ensuring documentation from the school is read and, where necessary, responded to
- How the school supports parents and how the parents can be involved in developing a positive parent-teacher working relationship
- The role of the SMT, SLT and Governors within the school
- Participation in DESS cultural traditions, musical productions and lessons and all physical education lessons including mixed gender swimming
- Parents will be provided with a Parental Support Agreement to review and return to the school the following day

5.2 Should any major concerns be highlighted as a result of the Parent Interview, DESS reserves the right to remove their child/ren from DESS with immediate effect.

6. Attendance

6.1. At DESS we pride ourselves on ensuring all children can achieve their full learning potential. By missing out on lessons, children are vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school, therefore in order to access the full curriculum, and give children the best chance of success, DESS requests that all pupils attend school every day, barring legitimate illness.

When children are absent from school, or arrive late, gaps are created in their education which often results in them finding it difficult to 'catch up' with the learning they have missed. Whilst DESS endeavours to support absent children once they return to school, this cannot be to the detriment of other students within the class, therefore lesson materials will not be provided following an absence unless under exceptional circumstances.

The teacher will monitor any continued absences. The School will not tolerate any prolonged absenteeism unless there is a legitimate reason. Time out for travel must be taken during the holidays set by the School and not during term time.

Following phone calls, meetings with the teacher and an official letter, there will be a meeting with the Headteacher who will reinforce the School's expectations. If these expectations are not followed then the child will lose their placement at DESS.

7. Punctuality

7.1 Parents should ensure that their child arrives promptly to school, in full uniform and ready to learn, arrival should be between 7.00a.m. and 7.20a.m. to ensure a prompt start to the school day. Any child arriving after the register closes at 7.30a.m. must collect a late slip from the office and take it with them to their class teacher.

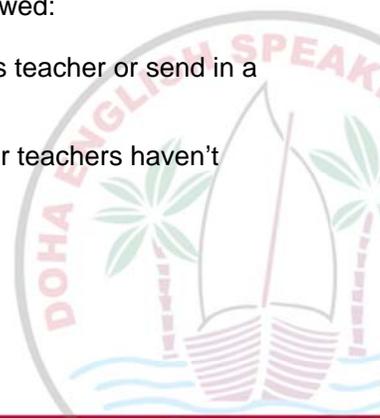
Punctuality is closely monitored by all members of staff at DESS, if children are persistently late the school will contact parents.

7.2 When a child is absent from school, the following process should be followed:

7.2.1 The parent can either telephone the school office, speak to the class teacher or send in a letter with the child on their return

7.2.2 If a child is absent for longer than two days and the school office or teachers haven't been notified, then parents will be contacted by the School

8. Discretion of the Board of Governors



- 8.1. The above eligibility criteria, weightings and processes may only be varied in exceptional circumstances, and with the approval of the Board of Governors.
- 8.2. In accordance with DESS' commitment to establishing closer links with the Qatari community, applications are welcomed from Qatari passport holders who meet the academic entry requirements and who can participate fully in the enriched British curriculum which the school offers. The waiting list shall remain open for Qatari applicants at all times.
- 8.3. Recommendations for admission for those Qatari applicants (in accordance to clause 1.1.4.) and who meet the necessary entrance requirements shall be referred to the Board of Governors for approval.

