



## ADMISSIONS POLICY

**AD01**

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**Policy owner:**

**Head of Admissions**

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**Policy agreed on:**

**September 2013**

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**Policy reviewed on:**

**March 2025**

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**Policy to be reviewed on:**

**March 2026**

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## DOCUMENT CONTROL TABLE

<b>Status</b>		Live
<b>Policy owner</b>		Head of Admissions
<b>Statutory/Recommended</b>		Statutory
<b>Date approved</b>		September 2013
<b>Review period</b>		1 year
<b>Latest review date</b>		March 2025
<b>Next review date</b>		March 2026
<b>Linked documents and policies</b>		Fee Policy
<b>Version</b>	<b>Date</b>	<b>Comments</b>
1	December 2013	Alteration to final decision-making
1.2	May 2016	Sibling consideration
1.3	September 2017	Behaviour reference Addendum Corporate Agreement
1.4	March 2020	Title change
1.5	August 2021	Add in treating all applications with equity. Removed British passport requirement
1.6	August 2023	Age band consideration
1.7	September 2024	Title change of Leadership Group and removal of reference to shortlisting process under Corporate Agreement  Added in all admissions at Principal's discretion  Add in British passport requirement  Replaced student with pupil

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## AIMS

To ensure that the criteria and process for entry into Doha College is clear, transparent, and appropriately documented. The admissions policy should allow all stakeholders to fully understand how a prospective pupil can enter the college.

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce and treat all applications with equity.

All admissions are ultimately at the discretion of the Principal and, prior to being offered a place, the student and their family should meet with one member of the Strategic Leadership Team either in person or remotely if not in Doha at the time of application. If a member of SLT is not available they will delegate this role to an appropriate member of school leadership.

## CRITERIA

Doha College is an academically selective entry school, maintaining a clear and consistent focus on educational excellence. Admission to Doha College is subject to a number of entrance criteria, which can vary according to the pupil's age and the availability of school places.

The admission of a pupil to Doha College must always be a fair and consistent process based on all the information that is made available. Testing on entry provides important data but we also ask that parents submit up-to-date, detailed reports from their child's current school.

In the interests of transparency, the following guiding principles are applied to each application received:

- Does the applicant hold a British passport?
- Has the applicant demonstrated an appropriate level of English language and literacy?
- Has the applicant successfully completed a full entrance assessment?
- Is the applicant the son or daughter of a British Embassy-sponsored or Doha College sponsored parent?

- Does the applicant have one or more siblings already enrolled at or applying to Doha College?
- Has the applicant recently studied in an English National Curriculum school or in an English-medium school?
- Does the applicant demonstrate additional talents or skills that can be developed further at Doha College, including but not limited to – sporting, musical, artistic, linguistic and leadership?

## **AGE BAND CONSIDERATION**

Out-of-chronological-year considerations may be applied for entry to the year group below the chronological year based on:

- Medical or special educational need
- Stage appropriateness, from a delayed start in schooling or relocation
- Summer-born children (children born from 1 April to 31 August ) who have opted to delay the start of school.

**Doha College will not accelerate students beyond their chronological year group at entry or between key stages.**

## **TRANSITION**

Pupils enrolled at Doha College are expected to advance to the next year group at the end of each academic year. There is currently no automatic transition between key stages, however most of our pupils do progress through the key stages without any difficulty.

Pupils who do not make the expected progress, in line with their stage and English National Curriculum expectations, may be offered additional learning support targeted at the area(s) which are causing the most difficulty. Parents will be informed well in advance if there is a chance that a student may not meet the standard required to progress to the next key stage.

## ASSESSMENTS

Doha College is an academically selective school and waiting lists for all year groups are rank ordered based on academic ability as determined by a combination of Cognitive Ability Testing, public examination results, interviews, school reports, behaviour, and academic references.

Pupils who pass the criteria for admission will, if there is no age-appropriate place, be placed on a waiting list.

Siblings on waiting lists will be given priority over those student applicants without siblings.

Open places are **not** offered on a 'first come – first served basis'.

The final decision regarding admission into Doha College or from one Key Stage to the next sits exclusively with the Doha College Strategic Leadership Team.

## CORPORATE AGREEMENT

Only applicants meeting the entry requirements are eligible to be considered for allocation of places under the corporate agreement.

Applicants meeting the entry requirements and falling within the scope of the corporate agreement will be offered immediate places IF there are unallocated places from the corporate reserved places.

If corporate reserved places are not available, applicants within the scope of the corporate agreement, meeting entry requirements by means of the entrance assessment, would receive priority on the waiting list after British Embassy sponsored staff and siblings.