

SECTION 20

**ADMISSIONS POLICY**

## **Policy**

### **20.1 Policy Context**

The International School of London Qatar operates within Qatar and under the guidance and parameters of the Ministry of Education and Higher Education (MOEHE) in Qatar. As an International Baccalaureate (IB) School, we are authorized to offer educational programs in accordance with the published IB standards and practices and accompanying program requirements. In addition, the school is a member of the Council of International Schools (CIS) and is accredited by the New England Association of Schools and Colleges (NEASC) and must comply with the NEASC standards for re-accreditation every five years.

### **20.2 Inclusion and Admissions Policy ISL Qatar**

Students enrolled at ISL Qatar will have equal opportunities to access the academic curriculum that meets their needs, to take part in co-curricular activities and to take part in the full life of the school. The school will endeavour to meet the needs of each individual so that they benefit fully from the education they receive and achieve their full potential. The school aims for a policy of inclusion, and we will seek to provide an education for any child who we determine can benefit from enrolment at ISL Qatar. However, we acknowledge that in certain cases i.e., students with significant academic or physical needs, we may not be able to provide the support a student requires with the resources that are available to the school. In these cases, admission to the school may be declined.

Education at ISL Qatar is holistic, aiming to support the growth of the child in all aspects, including personal and social development. All employees of ISL Qatar play a role and share a responsibility in this regard. We recognize the importance of establishing a constructive, working partnership between the school and the parents, and the building of student self-esteem to help them realise their own potential.

The student and staff population at ISL Qatar is culturally and linguistically diverse and great importance is placed on promoting international mindedness and multicultural understanding within the curriculum and various activities and school events.

### **20.3 Admissions**

Equality of opportunity applies to all members of the school community and is based on the core value expressed in the school's mission statement. The school accepts children without discrimination of gender, religion, race, sexuality, or nationality. Upon receipt of the required and fully completed documentation, admission to the school will be determined by the Admissions Committee, with the advice, where required, of the specialist teaching staff, based on information obtained with respect to:

- The capacity of the school
- The capacity of the school to meet the educational needs of the applicant
- The potential of the applicant to benefit from the learning experiences that ISL Qatar can provide
- The eligibility of the student to reside and study in Qatar

Applications for admissions will be considered in chronological order, according to the date of application. Students are assigned to classes primarily based on age (see Grade Level Placement in Appendix 1) and according to the MOEHE guidelines (Ministry of Education in Qatar equivalency table of different curriculums, see Appendix 2). However, factors such as

previous reports, assessment / interview results, physical and emotional development and other relevant details are also considered. The final decision rests with the Admissions Committee. If in the judgement of the Admissions Committee, an applicant meets the criteria described above, and space is available, acceptance may be offered.

The conditions of acceptance will be clearly stated. Students that were previously accepted, enrolled, or waitlisted but did not join ISL Qatar will be reassessed one year after the initial assessment took place. The Admissions Committee reserves the right to deny admission to any applicant reassessed if there were reasons to believe that it is in the best interest of the applicant. All documentation (latest nursery / school report and teacher recommendation form) should be updated and submitted in the applicant's portal. The school also reserves the right to postpone admission if the maximum class capacity has been reached in a particular grade level. In this case, the successful applicant is placed on a waiting list. It is the decision of the parents whether their child/children will remain on the waiting list after the re-enrolment process for current ISL Qatar students' ends, and if still there is no available seat.

When capacity allows the enrolment of a new applicant, the Admissions Committee will select and accept a qualified applicant from the waiting list, according to various factors (age, gender, nationality, personality etc.) that affect the dynamics of the current grade of ISL Qatar and not according to the date of placement in the waiting pool. Priority is provided to those who have already siblings in the school, and to the children of members of ISL Qatar staff.

#### **20.4 Required Documentation for Admissions**

The following documentation needs to be submitted for an application to be considered complete and for the Admissions Office to review it:

- Online application with one passport – size photo
- Passport copy of the applicant, and the parent or guardian
- QID (Residence permit number) of applicant (if applicable)
- Vaccination card copy
- Evaluation fee of QAR 530 (for Grades 1-12). The Evaluation Fee covers administrative costs only and does not guarantee a place in the school
- For Grade 2 to Grade 12: School reports for the previous two years and reports of the current year
- For Early Childhood to Grade 1: Current or previous nursery/school report if the student is attending any
- The results of all standardized testing, including educational evaluations or other medical reports
- Completed Teacher Reference Form (online in student's portal and for all Grades)
- For Middle and High school students: Head of Middle and High school online recommendation form (online in student's portal). The reference forms address the applicant's overall academic ability, any specific ability or learning need and behavior.
- For Grade 9,10,11 and 12 applicants: the latest transcript.

Incomplete applications of over 1 month will be archived. Student's applications, that do not show up on their scheduled assessments without prior notice, will be archived after 3 days.

#### **20.5 Grade Placement**

To enter Early Childhood 1 (EC1) the child must be aged at least three years by September 30. Where it is of benefit to the student, they may be placed in a grade other than that requested. For students who are already in Qatar and registered in the registration system of the Ministry of Education in Qatar, placement will be decided according to the Ministry's equivalency (see Appendix 2 – MOE equivalency table) of the curriculum that the student is coming from with the IB curriculum.

For students that come from abroad and applying for Grade 2 and up, placement will be decided according to the equivalency table (see appendix 2) of the Ministry of Education in Qatar.

## **20.6 Learning Support at ISL Qatar**

ISL Qatar has a specialist Learning Support Team that supports students with a range of academic, emotional and language needs. Parents of applicants with a specific need must submit complete reports with the application, these may include Individualized Education Programs (IEPs), Educational Psychologist reports, Occupational or speech and language reports. The school will only admit students whose specific academic, physical, or other learning needs can be provided for by the existing resources and personnel at the school. Students who require additional Learning

Support may be admitted if it is believed that the school can offer an appropriate level of support and that the child can be placed in the regular mainstream classroom.

When reviewing the application of a student with specific needs, the Admissions Committee will consult with the Learning Support Specialists. Students may be admitted pending agreement to engagement in a program of additional support, e.g., Individualized Education Plan, counseling, and other kinds of learning support as appropriate, which may incur additional fees. In the case where a specific need has not previously been identified, the school reserves the right to review the situation to assess the appropriateness of the student's presence in the school based on our capacity to address their needs.

## **20.7 English as an Additional Language (EAL)**

ISL Qatar offers a research-based, highly effective English as an Additional Language (EAL) program for students who are new to learning in English or continue to benefit from English language support. The EAL department uses a range of assessments to determine placement in, and exit from, the EAL program.

ISL Qatar uses the WIDA Measure of Developing English Language (MODEL) as its standards-based formal assessment. It is used internationally, it is specifically designed for language learners, and offers a comprehensive measurement of the four domains of language. It is used to place students and measure progress, serving as a snapshot to determine the initial map of the student's language skills and for teachers to provide appropriate support.

As part of the admissions process, some applicants to the school are designated for EAL testing prior to being offered acceptance. In these cases, the admissions department will notify the EAL staff to set up an appropriate time for administering the WIDA MODEL Screener. Upon completion of the assessment, the test administrator will promptly email the results to admissions and include a short commentary of the student's disposition, ability to sit the test,

and an early determination of whether the student, if accepted, would be likely to require EAL support.

### **20.8 Reserving seats and payments**

Once a candidate is accepted academically, and according to availability of seats, an email will be sent to parents with an enrolment offer. The offer must be signed electronically and payment has to be made within 5 (calendar) days after the offer date. Where there is no payment made, or proof of payment offered, the offer will be withdrawn, and the application will be archived.

### **20.9 Re-enrolment of students**

Student re-enrolment should be completed for each Academic Year and parents should inform the school of the student's intention to continue studying at the school. The school will seek confirmation and communicate deadlines by which re-enrolment fees should be received. If re-enrolment information is not received within these deadlines, student places cannot be guaranteed for the following Academic Year.

### **20.10 Entrance Requirements to the full IB Diploma Programme**

Students applying to enter Grade 11 and/or Grade 12 must demonstrate adequate fluency in English through their academic transcripts. All applicants, from English and non-English medium schools, will be evaluated holistically and on an individual basis. Additional WIDA testing may be required before determining acceptance or after acceptance, in some cases, to determine appropriate placement.

## Appendix 1

Grade Level Placement 2023-2024		
Age	D.O.B (30 September Cut-off)	ISL Qatar Grade Level
3 - 4	Oct. 1, 2019 - Sept. 30, 2020	Early Childhood 1
4 - 5	Oct. 1, 2018 - Sept. 30, 2019,	Early Childhood 2
5 - 6	Oct. 1, 2017 - Sept. 30, 2018,	Kindergarten
6 - 7	Oct. 2016 - Sept. 30, 2017,	Grade 1
7 - 8	Oct. 2015 - Sept. 30, 2016,	Grade 2
8 - 9	Oct. 2014 - Sept. 30, 2015,	Grade 3
9 - 10	Oct. 2013 - Sept. 30, 2014,	Grade 4
10 - 11	Oct. 2012 - Sept. 30, 2013,	Grade 5
11 - 12	Oct. 2011 - Sept. 30, 2012,	Grade 6
12 - 13	Oct. 2010 - Sept. 30, 2011,	Grade 7
13 - 14	Oct. 2009 - Sept. 30, 2010,	Grade 8
14 - 15	Oct. 2008 - Sept. 30, 2009,	Grade 9
15 - 16	Oct. 2007- Sept. 30, 2008,	Grade 10
16 - 17	Oct. 2006 - Sept. 30, 2007,	Grade 11
17 - 18	Oct. 2005 - Sept. 30, 2006,	Grade 12

## Appendix 2

الفئات العمرية وفقاً لمتطلبات التعليم الإلزامي في البلد الأصلي باستخدام تصنيفات المدارس الحكومية

Age ranges according to compulsory education requirements of home country using government school classifications

Qatar Curriculum (Government)	Qatar National Curriculum (private)	Jordanian	Palestine	Tunisian	Lebanese Curriculums	English (National Curriculum)	USA	International Baccalaureate (IB)	French	German	Canadian	Filipino	Indian CBSE	Pakistan	Sri Lankan Curriculum
September to June												June to March	April to March	September to June	
-	-	Pre-school	KG 1	Pre-school	Pre-school	Pre-school	Pre-school	Pre-school 3	PS	Pre-school	Pre-school	Pre-school	KG1	pre	LKG
Rawda KG1	KG1	KG 1	KG 2	KG 1	KG 1	Reception	Pre-KG	Pre-school 4	MS	KG 1	Pre-KG	KG 1	KG2	KG-I	UKG
Tamhidi KG2	KG2	KG 2	Year 1	KG 2	KG 2	Year 1	KG	Pre-school 5	GS	KG 2	KG	KG 2	Prim.1	KG-II	Year 1
Grade 1	Grade 1	Grade 1	Year 2	Grade 1	Grade 1	Year 2	Grade 1	Grade 1	CP	Grade 1	Grade 1	Grade 1	Prim.2	Grade 1	Year 2
Grade 2	Grade 2	Grade 2	Year 3	Grade 2	Grade 2	Year 3	Grade 2	Grade 2	CE 1	Grade 2	Grade 2	Grade 2	Prim.3	Grade 2	Year 3
Grade 3	Grade 3	Grade 3	Year 4	Grade 3	Grade 3	Year 4	Grade 3	Grade 3	CE 2	Grade 3	Grade 3	Grade 3	Prim.4	Grade 3	Year 4
Grade 4	Grade 4	Grade 4	Year 5	Grade 4	Grade 4	Year 5	Grade 4	Grade 4	CM 1	Grade 4	Grade 4	Grade 4	Prim. 5	Grade 4	Year 5
Grade 5	Grade 5	Grade 5	Year 6	Grade 5	Grade 5	Year 6	Grade 5	Grade 5	CM 2	Grade 5	Grade 5	Grade 5	Middle.6	Grade 5	Year 6
Grade 6	Grade 6	Grade 6	Year 7	Grade 6	Grade 6	Year 7	Grade 6	Grade 6	6 e	Grade 6	Grade 6	Grade 6	Middle.7	Grade 6	Year 7
Grade 7	Grade 7	Grade 7	Year 8	Grade 7	Grade 7	Year 8	Grade 7	Grade 7	5 e	Grade 7	Grade 7	Grade 7	Middle.8	Grade 7	Year 8
Grade 8	Grade 8	Grade 8	Year 9	Grade 8	Grade 8	Year 9	Grade 8	Grade 8	4 e	Grade 8	Grade 8	Grade 8	Secon.9	Grade 8	Year 9
Grade 9	Grade 9	Grade 9	Year 10	Grade 9	Grade 9	Year 10	Grade 9	Grade 9	3 e	Grade 9	Grade 9	Grade 9	Secon.10	Grade 9	Year 10
Grade 10	Grade 10	Grade 10	Year 11	Grade 10	Grade 10	Year 11	Grade 10	Grade 10	2 de	Grade 10	Grade 10	Grade 10	Secon.11	Grade 10	Year 11
Grade 11	Grade 11	Grade 11	Year 12	Grade 11	Grade 11	Year 12	Grade 11	Grade 11	1ero	Grade 11	Grade 11	Grade 11	Secon.12	Grade 11	Year 12
Grade 12	Grade 12	Grade 12	-	Grade 12	Grade 12	Year 13	Grade 12	Grade 12	Terminale	Grade 12	Grade 12	Grade 12	-	Grade 12	Year 13
-	-	-	-	Grade 13	-	-	-	-	-	-	-	-	-	-	-
						Yr 10/11 (GCSE or IGCSE), Yr 12/13 (As and A level) or other	Grade 11 Certificate Grade 12 Diploma	IB Certificate or Diploma	Baccalaurate (Prof, Tech General)	Grade 11/12 Abilur	Vocational or academic	Grade 10 Certificate Grade 12 Diploma	Grade 12 CBSE	Certificate	

**ملاحظة /** - يتعين على المدرسة تسجيل الطالب القادم من منهج غير مذكور بجدول معادلة أنظمة التعليم الدولية وفقاً لآخر شهادة دراسية مع مراعاة السن المحدد للصف، وفي حال صغر سن الطالب يتعين على المدرسة تسجيل الطالب بصف أقل بعد موافقة ولي الأمر، وإخطار إدارة تراخيص المدارس الخاصة بذلك..

- عند انتقال أي طالب من مدرسة حكومية أو معايير وطنية إلى أي مدرسة خاصة دولية يتم تسجيله بناءً على آخر شهادة دراسية.

تابع جدول معادلة أنظمة التعليم الدولية :

Qatar Curriculum	Egypt	Brazil	Finnish	Italy	Spanish	Australia	South Africa	Bangladesh	Malaysia	Ethiopia	Japan	Scotland	Sudan	Iran
September to June						School year starts January so 6 on the 1st of Jan				September to June	April to March	-	September to June	
-	KG 1	-	-	KG1	KG1	Pre-school	-	-	KG1	-	-	Nursery	KG1	-
Rawda	KG 2	Preschool 1	-	KG2	KG2	Pre-school	-	KG-I	KG2	KG 1	-	Prim. 1	KG2	KG1
Tamhidi	Grade 1	Preschool 2	Grade 0	KG3	KG3	KG	Grade 0	KG-II	KG3	KG 2	-	Prim. 2	Grade 1	KG2
Grade 1	Grade 2	Year 1	Grade 1	Grade 1	Grade 1	Grade 1	Grade 1	Grade 1	Grade 1	Grade 1	Grade 1	Prim. 3	Grade 2	Grade 1
Grade 2	Grade 3	Year 2	Grade 2	Grade 2	Grade 2	Grade 2	Grade 2	Grade 2	Grade 2	Grade 2	Grade 2	Prim. 4	Grade 3	Grade 2
Grade 3	Grade 4	Year 3	Grade 3	Grade 3	Grade 3	Grade 3	Grade 3	Grade 3	Grade 3	Grade 3	Grade 3	Prim. 5	Grade 4	Grade 3
Grade 4	Grade 5	Year 4	Grade 4	Grade 4	Grade 4	Grade 4	Grade 4	Grade 4	Grade 4	Grade 4	Grade 4	Prim. 6	Grade 5	Grade 4
Grade 5	Grade 6	Year 5	Grade 5	Grade 5	Grade 5	Grade 5	Grade 5	Grade 5	Grade 5	Grade 5	Grade 5	Prim. 7	Grade 6	Grade 5
Grade 6	Grade 7	Year 6	Grade 6	Grade 6	Grade 6	Grade 6	Grade 6	Grade 6	Grade 6	Grade 6	Grade 6	Sec. 1	Grade 7	Grade 6
Grade 7	Grade 8	Year 7	Grade 7	Grade 7	Grade 7	Grade 7	Grade 7	Grade 7	Grade 7	Grade 7	Junior high 1	Sec. 2	Grade 8	Grade 7
Grade 8	Grade 9	Year 8	Grade 8	Grade 8	Grade 8	Grade 8	Grade 8	Grade 8	Grade 8	Grade 8	Junior high 2	Sec. 3	Grade 10	Grade 8
Grade 9	Grade 10	Year 9	Grade 9	Grade 9	Grade 9	Grade 9	Grade 9	Grade 9	Grade 9	Grade 9	Junior high 3	Sec. 4	Grade 11	Grade 9
Grade 10	Grade 11	Senior 1	Grade 10	Grade 10	Grade 10	Grade 10	Grade 10	Grade 10	Grade 10	Grade 10	high 1	Sec. 5	Grade 12	Grade 10
Grade 11	Grade 12	Senior 2	Grade 11	Grade 11	Grade 11	Grade 11	Grade 11	Grade 11	Grade 11	Grade 11	high 2	Sec. 6	-	Grade 11
Grade 12	-	Senior 3	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	high 3	-	-	Grade 12
-	-	-	-	-	-	-	-	-	-	-	-	-	-	Grade 13
Grade 12 Certificate	Grade 12 Certificate / not possible to take outside Egypt	Certificate	Grade 12	Vocational qualification or Academic qualification	Baccalaureate or vocational options	Vocational or academic options	Matriculation Certificate			Grade 12	Secondary School Diploma	Higher or advanced higher exams		

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To be reviewed November 2023