



Oxford English School

مدرسة أكسفورد الإنجليزية ذممر

Admission Policy **2021-2022**

Rationale

Oxford English School welcomes students of all nationalities provided they pass the school's assessment procedures including fluency in English, past school records and that a space is available within the intended year level and in appropriate Registration for new enrollees for all grades will take place during January every year up to the required number in each class.

Admission is offered depending on the following:

A student must:

- Have a valid Qatar National ID card or resident permit.
- Be the appropriate age for the class.
- Achieve the criteria of the entrance test.
- Submit school health assessment and immunization card

Objective

The objective of the Admission policy is to:

- Define requirements for the admission for all students to the appropriate class.
- Encourage partnership between school, parents and students.
- Ease the process of admission for parents and students.

Admission Testing

At O.E.S, we want every pupil to have the smoothest possible transition into our Early Years group – whether they are starting school for the first time or are transferring from another educational setting.

We strongly believe in the importance of an age-appropriate and a non-stressful admissions procedure as this is best way to assess a child's readiness to join our Early Years. All preschool and reception students have an interactive play session assessment with our Early Years teachers who will greet you at the reception area and invite you to proceed to their classroom. Parents are welcome to remain in the room during the assessment to help their child to feel comfortable, KS1 and KS 2 pupils have



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to do a written assessment according to their age and current year group. students are place in the year level according to the ability .

Admission Age

Year Group	Class	Minimum Age	Maximum age
Early Years	Pre school	3 years	4 years
	Reception	4 years	5 years
Key Stage 1	Y.1	5 years	6 years
	Y.2	6years	7 years
Key Stage 2	Y.3	7 years	8 years
	Y.4	8 years	9 years
	Y.5	9 years	10 years
	Y.6	10 years	11 years

Approval from Ministry of Education and Higher Education

- Ministry of Education and Higher Education is the regulatory authority for schools, thus; its approval is required for admission.
- The student's year group will be determined according to his/her results on the Ministry of Education and Higher Education system, his / her behaviour and abilities.**



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Re-registration procedures

1. Priority for admission will be given to our students currently enrolled and their siblings.
2. The school registrar distributes re-registration forms for all OES students electronically and manually
3. Parents are requested to sign the application form and return it back to us with refundable caution deposit of **2500** Riyal.
4. Students currently enrolled in OES are required to re-register before the **END OF MARCH**. After this date, registration will be opened for new students and our students might lose their seat if the payment is not made for seat reservation.

New Admission procedures

1. Parents contact the school registrar to give his/her child's data to be added on the waiting list.
2. Admission Test /Interview: Your child will be requested to attend a written test and/or an interview at a fixed time and date.
3. Confirmation: As soon as the test/interview results are declared, the Registrar will inform the parent that his\her child is accepted and they should provide the school with the following documents:
 - Two Passport- size photos of the student
 - Applicant's health file.
 - Copy of the applicant's passport.
 - Copy of applicant's immunization card.
 - Copy of the applicant's birth certificate.
 - Copy of applicant's Qatari health card.
 - Copy of applicant's previous 2 years reports (from Y.1 – Y.6 student).



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- Copy of applicant's previous 2 years behavior reports (from Y.1 – Y.6 student).
 - Copy of parent's passport and the father Qatar ID.
 - Copy of parent's passport or \ and the mother's Qatar ID
 - Reference report from the previous school (applicable for KS2 students only)
4. School registration department provides parents with the application form.
5. Parents should complete the application form along with the necessary documents and a nonrefundable registration fee of **1020 Qatar Riyal** and a deposit fee of **2500** Qatari Riyals must be paid within **one week** of the confirmation in order to secure the place.

Forms:

- Registration Requirement form
- Medical Form (English/Arabic)
- Fees Policy
- Pass and fail policy
- School/Parent Agreement
- School Policy regarding Discipline of the students
- Recommendation Form
- Academic Probation Form
- Parent communication policy