



Guidelines for the admission of students into private schools in the State of Qatar

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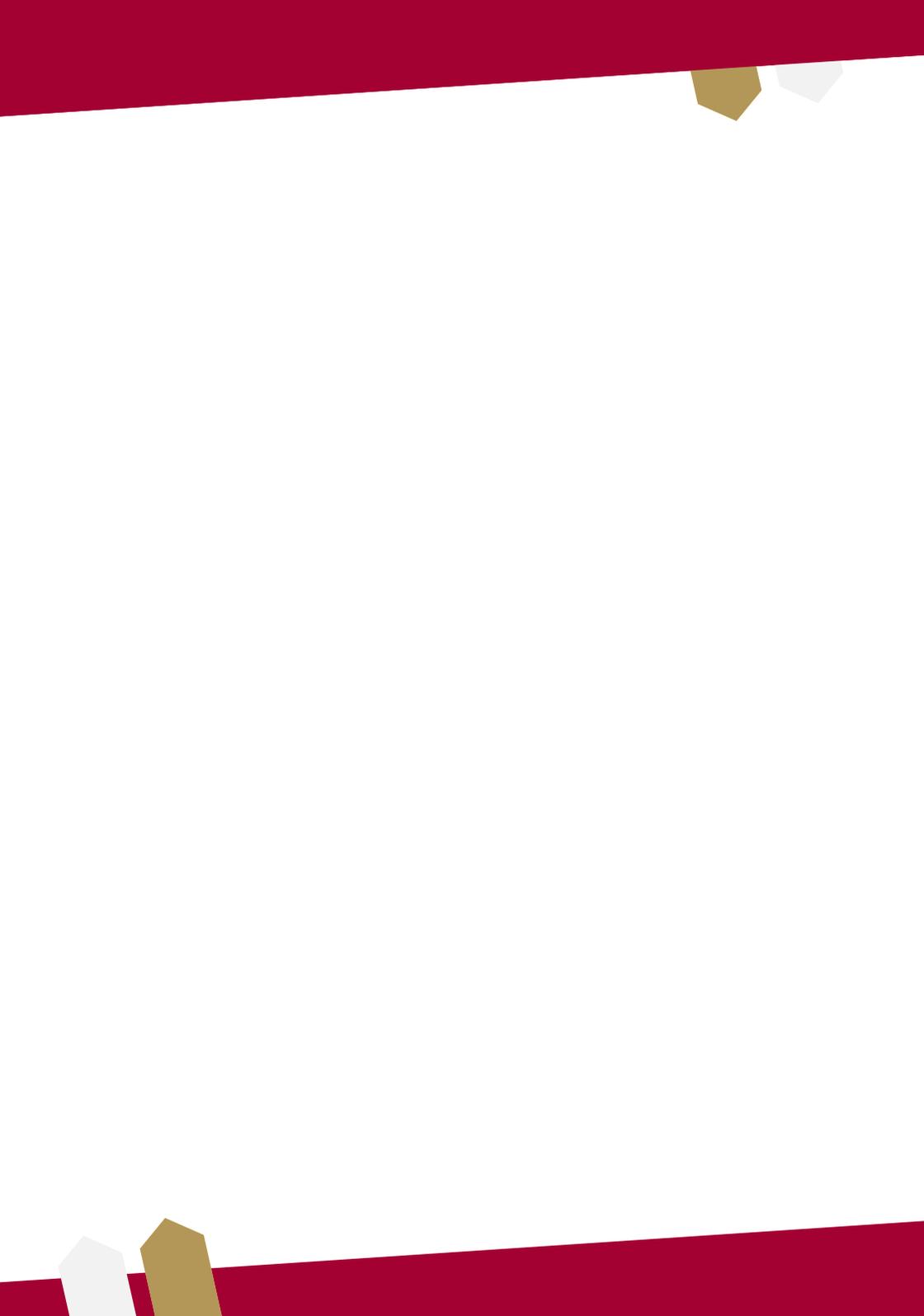




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“In the name of Allah, the Compassionate, the Merciful”

Introduction

The private schools sector plays a key role in the Ministry of Education (MoE) efforts to raise the standards of education services in the state of Qatar and to build an effective partnership that aims at providing high quality and world-class education experiences for all students. Therefore, the MOE is pleased to announce the following guidelines that are related to the admission of students into private schools in Qatar, by which we aim to provide you with clear and detailed information. In addition, we provide a number of important guidelines and recommendations relating to; the transfer of students between schools within Qatar; the short and long term implications of such moves. Also attached to this document is an equivalency table, which identifies ages of entry associated with grades and year groups in various education systems.

We recognize that parents face difficult decisions when registering their children in schools for the first time or when transferring them to a new school. We hope that this guide will provide helpful guidance to both parents and schools.

It is the intention of that each child who is educated within the private education sector receives an appropriate and outstanding education experience.

Best Regards,

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Ministry of Education and Higher Education

1. General guidelines in relation to the registration of children in private schools and kindergartens:

- 1.1. There will be a “window for registration” each year, with the exact dates being announced in a circular from the Management of the Private Schools affairs any registrations outside these dates will require the prior approval of the MOE.
- 1.2. The school is required to define and publish its registration procedures.
- 1.3. Different education systems have different requirements regarding the placement of students and often have different names for particular age groups. Reference should be made to the equivalency table provided in appendix 1.
- 1.4. For students coming into Qatar the primary consideration when placing a student in grade or year group will be their age. The school should refer to the equivalency table when making its offer and reference will be made to the documentation provided by the previous school.
- 1.5. Students in very exceptional circumstances can obtain MoE approval to be placed in a grade/year that differs from the equivalency table (appendix 1) by a year. MoE will make their decision based on the best educational, development and emotional interests of the child.
- 1.6. The placement of secondary school students is more complex due to the curriculum and associated public examination system followed each individual the school. For example, a student who should chronologically be placed in Year 13 in the English system may need to be enrolled in Year 12 as the A Level examinations syllabus is based on a two-year study programme. Therefor the student needs to complete the first year of the programme before embarking on the second year of study. This is similar in most international curriculum offers.

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- 1.7. In all cases where a student is enrolled in an age-inappropriate class, the school is required to ensure that the parents are fully aware of the immediate and long-term implications of such a decision. Parents will be required to sign a consent form that shows approval and awareness of implications. In all such situations, the school is required to inform the Management of the Private Schools affairs of the decision and provide supporting evidence.
- 1.8. The Ministry of education and higher education will monitor the adherence of schools to these guidelines and require them to demonstrate compliance. Schools which fail to adhere to these guidelines may be subject to penalties.

2. Documents required by the school as part of the registration process:

- 2.1. The identification card or valid passport of the student (sight of the original, plus one copy).
- 2.2. The birth certificate of the student (sight of the original, plus one copy).
- 2.3. A valid residency permit for all non-Qataris (sight of the original plus, one copy) or
- 2.4. Two recent passport photographs.
- 2.5. A health record document for students between the ages of three and six who are already resident in Qatar (sight of the originals, plus copies).
- 2.6. A letter of employment from the child's Sponsors workplace
- 2.7. A copy of a child's previous record of achievement
- 2.8. A copy of the ID card of the Sponsor

2.9 A copy of the ID card of the Sponsor

3. General provisions:

3.1. The original birth certificate will be used to calculate the age of the student. If this is not available, reference will be made to a valid passport. If the passport does not include the full the date of birth, the age will be calculated as of July 1st of the year of birth shown in the passport.

3.2. Any student who does not have a personal Identification number will not be allowed to register.

3.3. For all Qatari students moving from a private or international education system to the Qatari independent school sector a copy of all final reports/ certificates from the previous school must be authenticated by the Attestation and Equivalency Unit of the MOE in order to demonstrate equivalency. It is the responsibility of the receiving school to inform the parents of the procedures involved in obtaining an equivalency statement. Registration in the independent school cannot be completed without this document being provided.

3.4. Parents have the right to transfer their children between private schools without the need to obtain MOE permission, provided that there are vacancies at the appropriate grade / year group in the receiving school. Where this occurs, the school will follow the guidelines identified in section 1 of this document.

4. Administrative procedures to be followed by private schools / kindergartens when registering students:

- 4.1. No student shall be registered over and above the school's capacity unless an approval is obtained from the MOE. The school's capacity is calculated according to MoE Specifications and reported by the MOE.
- 4.2. All private schools are required to identify the number of vacancies before the registration period begins, as well as after completing the registration process, and inform the MOE annually.
- 4.3. All private schools are required to make use of the student database system in order to enter the following data:
 - Student registrations
 - Removal of a registered student name
 - Student transfers
 - Student Certification
- 4.4. All private schools are required to provide the MOE with an electronic record of registration, by the designated date, for all grades/year groups, annually.

5. Guidelines for schools with regard to the transfer of students from other schools:

5.1. General guidelines

- 5.1.1. Schools should have clear guidelines on the admission of students and make these available to parents. The guidelines should make reference to MOE policy and the equivalency table provided in appendix 1.
- 5.1.2. As part of the registration process it is recommended that receiving schools refer to documentation provided by the previous school. They may also decide to administer an initial / baseline assessment in order to establish if there are gaps in a student's core knowledge and skills.

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Where necessary, schools may decide to develop a support plan so as to ensure the child's learning needs are met.

- 5.1.3. Private schools which provide modified and alternative study pathways in order to address the learning needs of students (e.g. vocational pathways and special needs programmes) should seek the approval of the MOE if this is different from the agreed Education Plan for the school.

5.2. The implications of transferring a child between schools which are from different education systems and offer different curriculum.

- 5.2.1. All private schools and kindergartens should supply parents with information about the curriculum they offer and associated assessment arrangements. In addition, information should be provided in relation to internationally or nationally accredited qualifications that are offered by the school, along with information about the accrediting body and its recognition status.
- 5.2.2. The receiving school has a responsibility to ensure that parents fully understand the implications of transferring students between different education systems. Each system has its own regulations regarding the placement of students, the curriculum to be followed, the organization of the school year and the examinations system. Transfer could result in students missing or having to repeat core elements of the curriculum. This could potentially impact on the learning process for the student and might have implications for subsequent transfers, examination classes and university access.
- 5.2.3. For all students who move from the private sector to the independent sector the receiving school must ensure that the certificate from the previous school is authenticated and that the equivalency process has been accomplished in accordance with MOE regulations. The student will then be placed in the appropriate grade in accordance with the recommendation of the Attestation and Equivalency Unit of the Evaluation Institute.



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- 5.2.4. Qatari students who complete their schooling in the private sector and receive internationally accredited / recognized certificates are obliged to acquire attestation of their achievements from the Attestation and Equivalency Unit. For non-Qatari students, this is optional.
- 5.2.5. Under no circumstances will attestation be accorded to internal secondary certificates not approved by the MOE.

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Appendix One: International education system equivalency table.

Age	Qatar Curriculum	Arabic Curriculums	English (National Curriculum)	USA	International Baccalaureate (IB)	French	German	Filipino	Pakistan	Indian CBSE
Academic year	September to June									
3-4			Pre-school	Pre-school	Pre-school 3	PS	KG	KG 1	April to March	KG1
4-5	Rawda KG1	KG	Reception	Pre-KG	Pre-school 4	MS	KG	KG 2	KG-I	KG2
5-6	Tamhidi KG2	KG	Year 1	KG	Pre-school 5	GS	KG	Grade 1	KG-II	Year 1
6-7	Grade 1	Grade 1	Year 2	Grade 1	Grade 1	CP	Grade 1	Grade 2	Grade 1	Year 2
7-8	Grade 2	Grade 2	Year 3	Grade 2	Grade 2	CE 1	Grade 2	Grade 3	Grade 2	Year 3
8-9	Grade 3	Grade 3	Year 4	Grade 3	Grade 3	CE 2	Grade 3	Grade 4	Grade 3	Year 4
9-10	Grade 4	Grade 4	Year 5	Grade 4	Grade 4	CM 1	Grade 4	Grade 5	Grade 4	Year 5
10-11	Grade 5	Grade 5	Year 6	Grade 5	Grade 5	CM 2	Grade 5	Grade 6	Grade 5	Year 6
11-12	Grade 6	Grade 6	Year 7	Grade 6	Grade 6	6 e	Grade 6	Grade 7	Grade 6	Year 7
12-13	Grade 7	Grade 7	Year 8	Grade 7	Grade 7	5 e	Grade 7	Grade 8	Grade 7	Year 8
13-14	Grade 8	Grade 8	Year 9	Grade 8	Grade 8	4 e	Grade 8	Grade 9	Grade 8	Year 9
14-15	Grade 9	Grade 9	Year 10	Grade 9	Grade 9	3 e	Grade 9	Grade 10	Grade 9	Year 10
15-16	Grade 10	Grade 10	Year 11	Grade 10	Grade 10	2 de	Grade 10	Grade 11	Grade 10	Year 11
16-17	Grade 11	Grade 11	Year 12	Grade 11	Grade 11	1ere	Grade 11	Grade 12	Grade 11	Year 12
17-18	Grade 12	Grade 12	Year 13	Grade 12	Grade 12	Terminale	Grade 12	Grade 12	Grade 12	
Public Exams	Grade 12 Certificate	Grade 12 Certificate	Yr 10/11 (GCSE or IGCSE), Yr 12/13 (As and A level)	Grade 11 Certificate Grade 12 Diploma	IB Certificate or Diploma	Baccalaureate (Prof, Tech General)	Grade 11/12 Abilur	Grade 10 Certificate Grade 12 Diploma	Grade 9/10 SSC Grade 11/12 HSSC	Grade 12 CBSE

Appendix Two: Scenarios to illustrate the application of MOE policy

Scenario 1.

A newly arrived expatriate family from the UK is seeking a place for their daughter, who has just completed Year 3, in a school following the English National Curriculum.

The parent	The school	The MOE
<ul style="list-style-type: none">▪ Acquires their own ID / RP.▪ Acquires an ID/ RP for the child.▪ Acquires a record/ report/certificate from the previous school.▪ Approaches schools to check vacancies▪ Registers the child in the chosen school during the prescribed registration period.▪ Provides the school with all required documents.	<ul style="list-style-type: none">▪ Publishes data re its vacancies.▪ Publishes information about its curriculum and organizational structure.▪ Receives and reviews the documentation from the parent and checks that it meets MOE requirements.▪ Conducts a baseline assessment and reviews the paperwork from the previous school.▪ Allocates a place in a year group, in accordance with the equivalency table (likely to be Year 4, unless the student has learning difficulties).▪ Informs the MOE of the registration.	<ul style="list-style-type: none">▪ Provide data on private schools in the Private Schools portal▪ Receives information about the registration from the school.▪ Investigates the registration decision if it feels it is inappropriate.

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Scenario 2.

A Qatari parent whose son has just completed Grade 4 in an independent school wishes to enroll him in a school following either the English National Curriculum or an American curriculum.

The parent	The school	The MOE
<ul style="list-style-type: none">▪ Approaches schools to check vacancies▪ Registers the child in the chosen school during the prescribed registration period▪ Provides the school with all required documents.	<ul style="list-style-type: none">▪ Publishes data re its vacancies.▪ Publishes information about its curriculum and organizational structure.▪ Conducts a baseline assessment and reviews the paperwork from the previous school.▪ Allocates a place in a year group, in accordance with the equivalency table (likely to be Year 6 in the English curriculum school or Grade 5 in the American curriculum school, unless the student has learning difficulties).▪ Decides on whether the student will require additional support▪ Informs the MOE of the registration	<ul style="list-style-type: none">▪ Provide data on private schools in the Private Schools portal▪ Receives information about the registration from the school▪ Investigates the registration decision if it feels it is inappropriate.

Scenario 3.

A Qatari family, whose child has just completed Grade 7 in a Qatari private school offering an American curriculum, wishes to transfer their child to a school following the English National Curriculum.

The parent	The school	The MOE
<ul style="list-style-type: none">▪ Access to the portal to private schools at the Ministry of Education and Higher Education to choose the right school.▪ Approaches schools to check vacancies▪ Registers the child in the chosen school during the prescribed registration period.▪ Provides the school with all required documents.	<ul style="list-style-type: none">▪ Publishes data re its vacancies.▪ Publishes information about its curriculum and organizational structure.▪ Conducts a baseline assessment and reviews the paperwork from the previous school.▪ Allocates a place in a year group, in accordance with the equivalency table (likely to be Year 9 unless the student has learning difficulties).▪ Decides on whether the student will require additional support▪ Informs the MOE of the registration.	<ul style="list-style-type: none">▪ Provide data on private schools in the Private Schools portal▪ Receives information about the registration from the school▪ Investigates the registration decision if it feels it is inappropriate.

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Scenario 4.

A family, whose child has just completed Grade 7 in a Qatari private school offering the English National Curriculum, wishes to transfer their child to a school following an American curriculum.

The parent	The school	The MOE
<ul style="list-style-type: none">▪ Access to the portal to private schools at the Ministry of Education and Higher Education to choose the right school.▪ Approaches schools to check vacancies.▪ Registers the child in the chosen school during the prescribed registration period▪ Provides the school with all required documents.	<ul style="list-style-type: none">▪ Publishes data re its vacancies.▪ Publishes information about its curriculum and organizational structure▪ Conducts a baseline assessment and reviews the paperwork from the previous school.▪ Allocates a place in a year group, in accordance with the equivalency table (likely to be Grade 7 unless the student has learning difficulties).▪ Decides on whether the student will require additional support▪ Informs the MOE of the registration.	<ul style="list-style-type: none">▪ Provide data on private schools in the Private Schools portal▪ Receives information about the registration from the school▪ Investigates the registration decision if it feels it is inappropriate.

Scenario 5.

A Qatari parent whose son has just completed Grade 11 in an independent school wishes to enroll him in a school following the English National Curriculum so that he can take A level examinations.

The parent	The school	The MOE
<ul style="list-style-type: none">▪ Access to the portal to private schools at the Ministry of Education and Higher Education to choose the right school.▪ Approaches schools to check vacancies▪ Registers the child in the chosen school during the prescribed registration period▪ Provides the school with all required documents▪ Arranges for the attestation of A level certificates from the Attestation and Equivalency unit at the end of Year 13	<ul style="list-style-type: none">▪ Publishes data re its vacancies▪ Publishes information about its curriculum and organizational structure▪ Conducts a baseline assessment and reviews the paperwork from the previous school▪ Allocates a place in a year group, in accordance with the equivalency table (likely to be Year 12 unless the student has learning difficulties as this is the beginning of the two year A level programme. The student will be with other students who are up to two years younger)▪ Decides on whether the student will require additional support▪ Informs the MOE of the registration	<ul style="list-style-type: none">▪ Provide data on private schools in the Private Schools portal▪ Receives information about the registration from the school▪ Investigates the registration decision if it feels it is inappropriate▪ Reviews and attests the A level certificates at the end of Year 13.

Scenario 6.

A parent whose son has just completed Year 8 in a private school following the English National Curriculum wishes to enroll him in an independent school.

The parent	The school	The MOE
<ul style="list-style-type: none"> ▪ Access to the portal to private schools at the Ministry of Education and Higher Education to choose the right school. ▪ Approaches schools to check vacancies ▪ Registers the child in the chosen school during the prescribed registration period ▪ Arranges for the attestation of certificates / reports from the Attestation and Equivalency Unit . ▪ Provides the school with all paperwork 	<ul style="list-style-type: none"> ▪ Publishes data re its vacancies. ▪ Publishes information about its curriculum and organizational structure. ▪ Conducts a baseline assessment and reviews the attested paperwork from the previous school ▪ Allocates a place in a year group, in accordance with the equivalency table (likely to be Grade 8 unless the student has learning difficulties). ▪ Decides on whether the student will require additional support. ▪ Informs the MOE of the registration. 	<ul style="list-style-type: none"> ▪ Provide data on private schools in the Private Schools portal ▪ Reviews and attests the documentation from the previous school ▪ Receives information about the registration from the school ▪ Investigates the registration decision if it feels it is inappropriate.

Scenario 7

A family, whose child is studying in year 5 in a school offering the English National Curriculum, wishes to transfer their child in the second Semester to a private school offering an American-based curriculum.

The parent	The school	The MOE
<ul style="list-style-type: none">▪ Access to the portal to private schools at the Ministry of Education and Higher Education to choose the right school.▪ Approaches schools to check vacancies.▪ Registers the child in the chosen school during the prescribed registration period▪ Provides the school with all required documents.	<ul style="list-style-type: none">▪ Conducts a baseline assessment and reviews the paperwork from the previous school.▪ Allocates a place in a year group, in accordance with the equivalency table (likely to be in grade 4 unless the student has learning difficulties).▪ Decides on whether the student will require additional support▪ Informs the MOE of the registration.	<p>Provide data on private schools in the Private School's portal</p> <ul style="list-style-type: none">▪ Receives information about the registration from the school▪ Investigates the registration decision if it feels it is inappropriate.