



<b>Admissions Policy</b>	<b>Prepared By</b>	HR - Admin
	<b>Issued By</b>	HR Department
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## D08: ADMISSIONS POLICY

### In accordance with the Ministry Of Education Admission Guidelines:

Admission includes Qatari and non-Qatari (boys and girls) residents in the State of Qatar.

Students are admitted to the school according to their age as follows:

### Educational Grades:

<b>Grades</b>	<b>Class</b>	<b>Age</b>
<b>Early Years</b>	<b>Preschool</b>	3 - 4
	<b>Reception</b>	4 - 5
<b>Key Stage 1</b>	<b>Year 1</b>	5 - 7
	<b>Year 2</b>	6 - 8
<b>Key Stage 2</b>	<b>Year 3</b>	7 - 9
	<b>Year 4</b>	8 - 10
	<b>Year 5</b>	9 - 11
	<b>Year 6</b>	10 - 12
<b>Key Stage 3</b>	<b>Year 7</b>	11 - 13
	<b>Year 8</b>	12 - 14
	<b>Year 9</b>	13 - 15
<b>Key Stage 4</b>	<b>Year 10</b>	14 - 16
	<b>Year 11</b>	15 - 17

1. The school will not accept any student who has not passed the previous year with the exception of the Early Year students (Preschool & Reception).
2. The school will not accept any student who has been expelled from government or private schools.
3. To be admitted into Edison Global Academy, foreign students should have an abroad equivalent certificate through the Department of Examinations and Student Affairs.

The students should:

Preschool: pass the school interview

Reception: pass the entrance assessment

Years 1 - 6: pass the entrance assessment, and provide latest academic record and behaviour report.

Years 7 - 12: pass the entrance assessment, and provide latest academic record and behaviour report (Year 12 applicants are to submit a minimum of 5 IGCSE results passed at the minimum grade of 5)

When the student is accepted, the parents have to complete the registration form and bring the following documents:

### **Admissions Procedures**

Applicants are asked to complete the application form and send the required documentation listed below:

1. Six passport-size photographs of the student
2. Copy of applicant's previous two years school records
3. Copy of the applicant's passport and Qatar ID
4. Copy of the applicant's birth certificate
5. Copy of the applicant's Immunization card
6. Copy of Health Centre Medical Clearance Certificate
7. Copy of the applicant's Qatari Health Card

8. Copy of the father’s and mother’s passport an ID
9. Proof of fees payment from previous school
10. Letter of employment from child’s sponsor’s workplace
11. Completed Application Form
12. Entrance Assessment
13. Transfer letter from the previous school

## **Procedure 1: ADMISSIONS PROCESS, EDISON GLOBAL ACADEMY, LUSAIL BRANCH**

We are an inclusive school so each application is considered individually. Students will be placed as per their age on 1st September, or according to their transfer certificate if they are joining us from a school inside Qatar. We do not ‘retain’ or ‘accelerate’ students unless there are exceptional circumstances and it is in the child’s absolute best interests.

### **STEP 1: INITIAL APPLICATIONS**

Initial Applications can be submitted

- a. in person at the school
- b. via the school website: we respond to all applicants, using the email and/or telephone number provided with the applications. Please ensure these details are filled correctly.

### **STEP 2:**

Selected applicants will be asked to provide further documentation and payment within 14 working days. Only those applicants asked to provide documents will be considered further. Once all of the required documentation is received, the academic staff responsible will review the application.

Being asked this information, however, does not automatically guarantee a place at Edison Global Academy, Lusail. Initial screening will be from a review of the school reports and behavior reports.

- Copy of child’s final report from the last academic year together with all interim reports issued during the current academic year. Reports should be in English.
- Age relevant photograph
- Copy of child’s Qatar ID
- Reports and documentation relating to additional needs (if appropriate)
- Students applying for a place in Year 11 are required to provide a list of the subjects studied in Year 10 together with the examination board

### **STEP 3:**

If your child’s initial application is successful, your child will be invited to attend an entrance assessment.

**Note:** We are unable to offer admission to children who are considered to have learning/behavioural difficulties as the school is unable to offer appropriate levels of support. Please ensure full disclosure is made during the application process.

If a child is invited for an entrance assessment at Edison Global Academy, Lusail, a day and time will be assigned for each student considered. Should your child not arrive at the scheduled day and time for the assessment without prior notice, the school will reserve the right not to consider the application for the same academic year. Children may reapply for the following academic year.

#### **EYFS assessment:**

The teacher will consider:

- Social skills appropriate to the child’s age
- Ability to understand and follow instructions
- Level of English is age appropriate
- Ability to separate from their parents
- Overall readiness for the Early Years

Assessment Year 1 to Year 9:

Students will be assessed for their proficiency in English and Mathematics (for the academic year 25 -26 we added Arabic)

Students will be assessed for their proficiency in English, Mathematics and Science and overall cognitive ability.

Assessments Year 12 and Year 13

A minimum of five passes at Grade C (5) or above at IGCSE/GCSE is required. The passes must include English and Mathematics. The offer of a place is conditional on the student achieving the grade required and results being handed in to the school as soon as they have been issued.

**STEP 4:**

Successful applicants will receive a formal offer by phone or email. Parents will be asked to provide colour copies of the following documents together with payment within 10 working days to secure the place. After 10 days, the school reserves the right to offer the place to another child.

- Birth Certificate
- Passport Sized Photograph
- Student's Passport front page and information page
- Qatar ID of child and their sponsor (both parents)
- A letter of employment from the child's sponsor's workplace
- Vaccination card for all children in the EYFS and Year 1
- Any medical information that must be known to the school
- Registration Fee
- Students starting at the beginning of the following academic year: advance deposit (deducted from the Term 1 fees)
- Students starting midterm: full term fees must be settled prior to the child's first day

Current Ministry of Education and Secondary Education (MoE) regulations are detailed below. Please note these are subject to change and you should consult the MoE for the latest requirements. It is the parents' responsibility to ensure they apply for the appropriate year group progressing from the child's current school.

International Students:

All children joining Year 2 and above who are transferring from schools outside of Qatar are required to provide all current school reports including the most recent end of year report. The reports must include the official school stamp.

Students transferring from within Qatar

All children are required to provide the existing school with confirmation of acceptance into Edison Global Academy , Lusail .

All Students:

The Ministry of Education and Higher Education will authorize children to join in the year group appropriate to the time of year the transfer takes place. Should the MOE not approve a transfer to the year group offered, the place will be withdrawn and any money paid shall be refunded.

## STUDENT WITHDRAWAL FORM

<b>Name of Student</b>		اسم الطالب:
<b>Class</b>		الصف:
<b>Name of Parent</b>		اسم ولي الأمر:
<b>Mobile Number</b>		رقم للتواصل:
<b>Date Withdrawal Effective</b>		

**Reason for Withdrawal:**

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EDISON Global Academy

Lusail

أكاديمية إديسون جلوبال

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"Empower students to learn for life and strive for excellence so that they can contribute positively to the global society"

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Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Office Use Only:**

Request received on: \_\_\_\_\_

Request received by: \_\_\_\_\_

Approved on: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

**EDISON Global Academy**

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