



Policy: Admission

Academic Year 2023-24

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Written By:	SLT & Consultant
Approved by the Principal:	
Approved by Management Representative:	
Next Review	May/June 2024

Vision: To be a welcoming and diverse international school that nurtures students to acquire, articulate and establish the necessary skills and knowledge to become a citizen in a global environment.

Mission: To create an inclusive environment of responsibility, respect and tolerance, based on Qatari values, for all members of the school community. To deliver an in-depth consistent learning program, which provides opportunities to display their learnings.

Objectives: Spectra Global School helps individuals to become life-long learners with **STEPS**.

We provide

S-STIMULATING environment for learning.

T-TRANSPARENT vision helps us to communicate easily.

E-EMPATHY- towards others helps us to learn life skills lessons and values of the country that we are growing.

P-PROGRESS to achieve and attain better.

S-SUSTAIN with what we do and maximize it.

RATIONALE

In line with our school Objectives, this policy has been written to ensure that we provide a **Stimulating** environment for our students and adults with **Transparency**. To **Sustain**, we need to be **Progressive** and attain what we are capable of and ensure that we remain human and **Empathetic** with one another.

Spectra Global School has a comprehensive system to support the student learning in every way, and ensure the well-being of all in the community.

Spectra Global School is a private school that offers the CIE Cambridge international Primary Curriculum and MoEHE's Arabic, Islamic & Qatar History curriculum. Students are admitted to SGS regardless of race, gender, nationality or religion, provided they meet all the admission requirements as outlined in the school's admission policy. Application to the new academic cycle for admissions are accepted throughout the year (In concurrence with MEHE's approval) and SGS seeks to accept all students who meet the requirements, provided seats are available.

All students applying to Spectra Global School are selected according to the screening process, which corresponds to their grade level.

SIBLINGS ADMISSION

Siblings of current SGS students have priority over other new applicants. A special admission period for SGS students' siblings is scheduled before admission is open to other students. Once the sibling registration period is over, all potential students who meet the registration requirements will be eligible to fill any available seats.

WAITING LIST, SGS seeks to accept all students who apply and meet the requirements. If seats are not available, applicants who meet the admission requirements are placed on the school waiting list. Qualified siblings of SGS students on the waiting list will receive priority. Thereafter, students on the waiting list are placed based on a first come first serve basis.

CANCELLATION OF ENROLMENT

The School reserves the right to verify any information supplied and may require further evidence where necessary. Where fraudulent, deliberately misleading, incorrect or incomplete information has been supplied and that information has led to a seat being offered which would not otherwise have been offered, the School reserves the right to immediately withdraw /cancel the enrolment.

Assessment fee, Registration fees, Insurance fees and Books fees are not refundable.

APPLICATION PROCESS

Once the parent has received the confirmation email, they can download the official Application forms via the link in the email, the school website, or collect at the Admissions Office in school.

The application form must be completed and submitted along with all required documentation to the school Admission Officer within a week after receiving the confirmation email

Application and registration fees will not be accepted unless all requested documents are submitted

Required documents:

- Copy of student's Birth Certificate
- Copy of student's Vaccination Card
- Medical record from HMC or Primary health centre.
- Copy of Student's Passport
- Copy of Parent's Passport
- Copy of Student's Qatari ID
- Copy of Parent's Qatari ID
- Official Letter from the father Place of work that he is still working for his employer
- Last 3 years reports from the child's previous school for the primary students.
- Nursery report for the KG1 Students.
- 3x Student Photos (Passport size)
- Transfer Certificate from the previous school

ADMISSION PROCEDURES

- Fill the on-line enquiry form or leave your contact details with the school receptionist.
- You will receive a phone call or SMS confirming the student's assessment date and time.
- The admission assessments and interview will take place at the school. The assessment from KG1 to Year 6 will include English Literacy components (vocabulary, reading comprehension, spelling and writing) and Mathematics components (numeracy, operation, algebra, geometry and mental math).
- Results will be communicated to parents by phone or by email no more than 5 working days after the assessment. Parents will then have 72 hours to pay the seat reservation fee to the school cashier to secure their child's seat.
- The seat will not be guaranteed, if the application form and all required documents are not submitted to the Admissions Office.

PLACEMENT CRITERIA

Placement in all classes will be made by an Admission Committee, based on:

- The student's previous enrolment year – as per Ministry of Education & Higher Education (MoEHE) guidelines.
- The student's age.
- The student's academic and behavioural reports for the previous 2 years.

The above is valid, providing that the student has passed the previous grade in a recognised institution.

SPECIAL CONSIDERATIONS

- Students will be considered eligible for admission if it is believed that the school can meet their physical, emotional, social and academic needs.
- S.E.N Students: While some students might not show evidence of learning difficulties during the initial admission process, the school reserves the right to review the initial placement should

there be new evidence of suspected learning difficulties. In such instances, parents might be required to consult with a specialist for a formal assessment of the child. If the school feels it is in the child's best interest to be moved to a specialized establishment, parents will be asked to make necessary arrangements which will avail their child to such services.

- The student counsellor will be present during the assessment of EYFS and Year 1 to observe the general behaviour of the child. If the child is recognized to have any signs of concern, then the further process follows. For year 2 onwards the child will be assessed in the classroom by the teacher and for any concerns the teacher will refer the child to student counsellor.
- **Assessment fee, Registration fees, Insurance fee and Books fees are not refundable.**
- As per the Ministry of Education & Higher Education (MoEHE) requirements, students without a Residency Permit will **not** be allowed to be enrolled in school. Admission can only be finalized upon submission of a copy of a valid RP (Qatari Residency Permit).
- SGS works in full compliance with the Ministry of Education and Higher Education's requirements and guidelines for schools. In the event that the MoEHE regulations change, SGS will implement the changes accordingly and will inform the parents.
- There will be no retesting if the students have not passed the schools entrance test.
- Based on MoEHE approval there may be changes in the fee structure.
- Academic Calendar is published on the School website.
- All FS1 and FS2 children must be potty trained before they attend the school as we are not able to accept children who are not potty trained.

School Fees Structure for Academic Year 2022/2023

Grade:	FS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Annual Tuition Fees	19570	22660	22660	22660	22660	22660	22660
Term 1 Fees	6530	7560	7560	7560	7560	7560	7560
Term 2 Fees	6520	7550	7550	7550	7550	7550	7550
Term 3 Fees	6520	7550	7550	7550	7550	7550	7550
School Books	1000	1500	1500	1500	1500	1500	1500
Examination fees	600	600	600	600	600	600	600
Transportation fees	5000	5000	5000	5000	5000	5000	5000
Registration Fees *	1000	1000	1000	1000	1000	1000	1000
Entry Assessment *	0	300	300	300	300	300	300
Insurance Fees **	1500	1500	1500	1500	1500	1500	1500
Seat reservation ***	2000	2000	2000	2000	2000	2000	2000

- **TUITION FEES AND OTHER FEES**

Tuition Fees:

Please find below the due date for each term:

<u>Fees</u>	<u>Due on or before</u>
Term 1	30 th September (For current student)
	30 th August (For new students)
Term 2	31 st January
Term 3	30 th April

Transportation Fees:

School is not providing the transport service currently due to COVID precautionary measures.

When applicable:

- Transportation fees has to be paid by those who would use the Transport facility for pick up/ drop off their child.
- Paid once before starting the service and after receiving a confirmation call from the transportation team.
- This fee is not refundable.

Entrance assessment fees:

- Paid only once, before accepting the child in the school.
- This fee is not refundable.

Examination fees:

- To be paid every academic year.
- The fee covers external assessment processes within the school.
- This fee is not refundable.
- External exam fees on CIE checkpoints exams, PIRLS exam, GL assessments.

Book fees:

- Paid every year before the school starts.
- Covers all subject / copy books.
- Not including stationary (parents needs to provide basic stationary for their own child's daily use).

Insurance fees:

- The insurance fee will be refunded for student who have completed 1 full academic year with the School and provided notice of leaving on or before the 15th May of that academic year.
- The insurance fee will not be refunded for student who have not completed 1 full academic year with the school (August to June).
- Insurance fee will not be refunded to student who are leaving during the academic year. This is applicable to all student irrespective of their tenure with the school.

Registration Fees:

- Once the student will pass the entrance assessment, Parents are asked to pay the registration fees.
- Registration fee is non-refundable.
- The registration fees are charged only when the student is enrolled, not when applying.

Non-Payment of School Fees:

School herein publishes a clear, transparent policy for their response to non-payment or late payment of School fees.

Students will not be permitted to attend the School if fees are not paid on time. As per MoEHE's Pre-Approval, Students will be asked not to attend the school unless the overdue fees are paid fully.

Further, School will withhold examination report cards, transfer certificate (or block a transfer on NSIS) and/or refuse re-registration for a student until all outstanding dues are settled.

For further information or assistance, please do not hesitate to contact our Admissions team.

Email: registrar@sqsdoha.com

We look forward to welcoming your child into the Spectra family.