



## Admissions Policy 2017

### Aims

The Admissions Policy of RGS Guildford in Qatar is modelled on that of the RGS Guildford, whilst taking into account the latest Qatari Ministry of Education guidelines.

This document sets out the policy for admissions for students to the RGS Guildford Qatar in order to ensure that:

- ☐ all prospective parents and students are treated fairly, equally and consistently;
- ☐ the policy for admissions is clear, transparent and accessible to all staff and prospective parents;
- ☐ applicants are identified whose academic and other abilities appear to match the ethos and standards of the School, and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered at the RGS Guildford in Qatar.

### Background

The Royal Grammar School, Guildford in Qatar is a British School teaching the British curriculum for boys and girls aged from age 3 to 18, in an international setting. The language of instruction is English in all classes except language lessons and Islamic Studies. From September 2017 we will welcome students in to every year group of our Pre-Prep and Prep School (age 3 to 11) and from 2018 our Senior School will open. Entry to the School is based upon the availability of places, successful assessment and a potential to thrive in our school environment.

For September 2017 we have the following places available:

- Early Years Foundation Stage;
  - o Nursery – 60 places – for students aged 3 on or before 31st August 2017.
  - o Reception – 50 places - for students aged 4 on or before 31st August 2017.

- Prep;
  - o Year 1 – 25 places - for students aged 5 on or before 31st August 2017.
  - o Year 2 – 25 places - for students aged 6 on or before 31<sup>st</sup> August 2017.
  - o Year 3 – 25 places - for students aged 7 on or before 31st August 2017.
  - o Year 4 – 25 places - for students aged 8 on or before 31st August 2017.
  - o Year 5 – 25 places - for students aged 9 on or before 31st August 2017.
  - o Year 6 – 25 places - for students aged 10 on or before 31st August 2017.

### Entering a class which out of year group

In order to comply with Ministry of Education regulations children will not normally be admitted to a year group that doesn't correspond to their age. Only in exceptional circumstances will the Principal agree to place a child in a Year Group either one year above or below their actual age and the School must seek special permission to do this from the Ministry, before a confirmed offer of a place can be made. When such agreement has been reached, parents must undertake to sign an indemnity with the School agreeing that they accept the School's decision to place their child out of year group. This decision is usually only taken when:

- The child has been unsuccessful in achieving the required grades to meet our assessment criteria for their normal age group, but has shown good potential.
- A child is already out-of-year- group in their current school prior to making an application to the RGS.
- The child has not come from a British curriculum school (please see below for further details on this).

The Ministry of Education in Qatar will only allow a child to enter a year group if they have successfully completed the previous full year group and are able to submit an end of year certificate or school report as proof of this.

Pupils coming to the RGS from a school in Qatar will enter the same year group as their current school if a successful application is made for a place during the school year. For applications to a new school year, proof will be required in the form of an end of year school report for the previous full academic year.

Our Admissions team will be happy to discuss this with you in detail to explain the procedures in full.

### **If your child is not coming from a British curriculum school**

Parents seeking a place for a child who has not previously been educated in a British curriculum school should refer to the Year Group Equivalency chart, so that they understand which is the appropriate year group for their son or daughter.

The Royal Grammar School in Qatar are required to seek special permission from the Ministry of Education, following assessment, for all pupils from a different curriculum school, before a confirmed offer of a place can be made.

### **Policy on equal treatment**

As a British School delivering a British curriculum English is the language of communication at the RGS and in all academic lessons, except during language lessons and Islamic Studies. Consequently, prospective students must demonstrate that they are sufficiently fluent in English (written, comprehension and spoken) to be able to communicate effectively. Our partnership with our parents is also extremely important as the school and each child's parent will need to communicate frequently. To this end we would so expect that the parent or guardian responsible for the child should be able to and willing to communicate with our teaching staff in English.

The RGS Guildford in Qatar encourages all of its students to respect and serve other people regardless of ethnic origin, culture, gender, linguistic background, special educational need, religion or disability. The school condemns any form of prejudice or denial of equal opportunity in these areas. Those in a position of responsibility will seek to ensure that all students at the RGS Guildford in Qatar benefit equally from its provision. To this end, the school is committed to an admissions policy which makes no discrimination on the grounds of ethnic origin, disability or religion.

The RGS, Guildford in Qatar is committed to:

- the promotion of a culture within the school which actively discourages discrimination on the grounds of ethnic origin, gender, disability or religion;
- providing a curriculum which emphasises positive aspects of, and contributions to, a healthy and tolerant lifestyle regardless of culture or gender;
- ensuring that disabled members of the school community are not unreasonably disadvantaged, within the constraints of existing buildings and location.

### **Admissions process**

The aim of the Admissions Policy is to select students who will flourish in the particular academic environment the school provides and take full advantage of the opportunities available. Any parent can apply provided that they agree to take a full and active part in supporting their child's education at the RGS Guildford in Qatar and that the child is permanently living in Qatar with them.

Applications for all children who are registered will be considered in exactly the same way.

The Admissions Policy is determined by the Head of School and administered by the Admissions and Marketing Registrar; the Principal's decision on admissions matters is final. The School is not obliged to state its reasons for rejection of a candidate. The admissions process is made up of the following stages: application, assessment, acceptance and registration. Please refer to the [Admissions Process](#) section of the website.

The following criteria are considered when applications are received:

- academic ability;
- previous school reports or assessments;
- gender;
- the ability to communicate effectively in English.

### **Assessments**

It is our policy to test all children as part of our admissions procedure. Please refer to our [Admissions Procedure](#) and [Assessment Guide](#) documents, both of which are available as hard copy and on our website.

- No entrance assessment may be taken more than once, however, pupils who are not successful in one age category can apply again in future years provided the school has places available.
- Candidates applying for Year 3 to Year 6, who are living overseas at the time of testing may in certain instances be assessed at their current school, under examination conditions. This will involve the current school agreeing to conduct the tests in compliance with our assessment regulations. An offer of a place may be made based upon external assessments or reports, however, the RGS Guildford in Qatar may subsequently withdraw this offer or terminate the enrolment contract, if they subsequently discover the reporting to be a misrepresentation of the child's actual abilities.
- Children applying for Nursery to Year 2 are required to be assessed in Qatar by our staff. However, we understand that this may not always be possible and we are prepared to offer a provisional place based upon a current nursery or school report. Once in Qatar, an assessment will be made and the provisional offer may be withdrawn if we do not think that the child has the ability or potential to access our curriculum and be happy at our school.
- The school does not provide assessment marks to candidates' parents as it considers these to be meaningless in isolation, although the Head of Prep is always happy to discuss a candidate's performance.

### **Parental interview**

The Head of School may request to meet parents following the assessment stage to discuss the assessment and/or the role that parents will be expected to take in supporting their child's education. At the RGS Guildford in Qatar we expect all of our parents to take an interested and active role in their child's education.

This is also an opportunity for parents to ask the Head of School any questions they may have about the school.

### **Waiting Lists**

Due to the high demand for places at the RGS Guildford in Qatar we expect that we will have to disappoint a number of families whose children do not meet the standards required for entry.

If a child meets the criteria to gain entrance to the School but the relevant year group is full at that time, he or she can be placed on the Waiting List. Places in the School are then granted as they become available, at the discretion of the Principal, based on the above criteria, but not on a first come, first served basis. Whilst we cannot give a guaranteed place to children who have a brother or sister at the School, we will look favourably at all sibling applications that meet the academic and other standards required for entry into the School

### **Appeals**

Parents can lodge an appeal if they are not satisfied with the decision reached. They should write or email the Principal ([prepschoolhead@rgsgq.com](mailto:prepschoolhead@rgsgq.com)) stating clearly the reasons for their appeal. If parents continue to be dissatisfied, they can write to the Chairman of the Governing Body stating clearly their reasons for appealing.

### **Transfer Certificate**

Pupil's transferring to the RGS Guildford in Qatar from other schools in Qatar are required to provide a transfer certificate. This will usually be issued by your current school on the last day of attendance and will confirm dates of attendance and full school years successfully completed.

### **Special Educational Needs and/or Disabilities (SEND)**

In order to meet the standards expected of BSO (British Schools Overseas) the School has regard for the guidelines as outlined in the revision to the UK SEND Code of Practice 2015, the UK Equality Act 2010 and the UK Childcare Act of 2006.

The RGS Guildford in Qatar adopts an inclusive policy and students with SEND are offered the opportunity to join the School providing they satisfy the School's selection criteria; and we possess the facilities and expertise to meet their needs. However, due to the limitation of our facilities and our expertise we cannot cater to all needs of a complex nature.

The school expects parents to inform us, prior to the assessments, if their child has any SEND. Please advise us the results of any assessments which may have been carried out in order that appropriate arrangements may be made.

Parents may be asked to contribute to any special resources required in order for their child to successfully access the curriculum. Students with SEND will be expected to fully partake in all aspects of the curriculum and be fully integrated into the school. Exceptional circumstances which may affect such access will be dealt with on an individual basis in consultation with the Principal and relevant staff.

### **Candidates with disabilities**

The school wishes to make itself as accessible as possible to students with disabilities within the constraints of access to buildings, but it is important that the school is advised of the nature

of any disability before the child comes to an assessment. On the assessment day, a special examination room can be set up if required.

#### **Dyslexia and other learning difficulties:**

Parents are asked to send in a copy of the most up to date psychologist's report before the day of the assessment.

#### **Physical disabilities of a temporary nature**

If a candidate has an injury which temporarily prevents him/her from taking part in our assessments (broken arm, etc.), please inform our admissions office as soon as possible so that the assessment can be rearranged.

#### **Partially-sighted candidates**

The school can provide large print assessment papers for older pupils who are required to read and write throughout their assessment. Please notify the admissions office.

#### **Exclusion**

The RGS Guildford in Qatar reserves the right to exclude pupils whose learning requirements we are unable to meet. This may be an existing or newly identified learning need and our right to exclude is regardless of any assessments carried out at the admissions stage. If we are unable to support or meet the needs of your child then it would not be in their interest to remain at the RGS Guildford in Qatar.

Good behavior and discipline are key foundations for good education and at the RGS Guildford in Qatar we follow a strict behavior policy. Without a happy and orderly atmosphere effective teaching cannot take place. Pupils whose behavior is considered unacceptable may also be excluded.

Attendance and punctuality are extremely important and the School reserves the right to withdraw places from students whose levels of attendance or punctuality falls below the standards expected.

#### **Leaving the RGS Guildford in Qatar**

Parents should inform the RGS Guildford in Qatar in writing of their intention to withdraw a child at least a full term before the leaving date. Failure to do so could result in a penalty of a term's fees being imposed. You are required to complete a withdrawal form, so that we can make the necessary arrangements and inform the Ministry of Education in Qatar. Contractual obligations will be overseen by our Finance office. Reports and transfer certificates will not be released until all outstanding fees have been settled.

#### **Accessibility**

This policy can be made available in other languages, large print or other accessible format if required.

#### **Fees**

The fees include the cost of most stationery and textbooks, curriculum activities, games and school societies, but excludes ECA's and a small number of items, e.g. individual music tuition

is provided at an extra charge. The fees have been set and agreed by the Qatar Ministry of Education and are reviewed by the Ministry annually. Please refer to our Financial Policy.