

**ROYAL GRAMMAR SCHOOL QATAR**  
**Admissions Policy**

**Aims**

The Admissions Policy of the RGS Qatar is modelled on that of the RGS Guildford, UK, whilst taking into account the latest Qatari Ministry of Education guidelines. This document sets out the policy for admissions for all pupils to the RGS Qatar, in order to ensure that:

- all prospective parents and pupils 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 Qatar.

**Background**

The RGS Qatar is an international, British School teaching a British curriculum for boys and girls aged from 3 to 16 years old. The language of instruction is English in all classes except language lessons and Islamic Studies. We welcome pupils into every year, depending on availability of places and the assessment process.

For academic year 2022/23 please see the following **School Entry Guide**:

<b>Academic Year 2022/2023</b>			
<b>PRE-PREP</b>			<b>Date of Birth</b>
EYFS 1	Nursery	Turns 3 between	September 2018 - August 2019
EYFS 2	Reception	Turns 4 between	September 2017 - August 2018
<b>PREP</b>			
KS1	Year 1	Turns 5 between	September 2016 - August 2017
	Year 2	Turns 6 between	September 2015 – August 2016
KS2	Year 3	Turns 7 between	September 2014 – August 2015
	Year 4	Turns 8 between	September 2013 – August 2014
	Year 5	Turns 9 between	September 2012 – August 2013
	Year 6	Turns 10 between	September 2011 – August 2012
<b>Senior School</b>			
	Year 7	Turns 11 between	September 2010 – August 2011
	Year 8	Turns 12 between	September 2009 – August 2010
	Year 9	Turns 13 between	September 2008 – August r 2009
	Year 10	Turns 14 between	September 2007 – August 2008
	Year 11	Turns 15 between	September 2006 – August 2007
	Year 12	Turns 16 between	September 2005- August 2006

In order to comply with the Ministry of Education and Higher Education (MoEHE) regulations, pupils will be accepted in a specific year group according with their age and previous school report. However, in some circumstances the Head of School may agree to place a child in a year group below their actual age if it is in the best interests of the child. When such agreement has been reached, parents must undertake to sign a pledge with the school. Parents should refer to the above School Entry Guide, so that they understand which appropriate year group is for their child.

### **Policy on Equal Treatment**

As a British School delivering a British curriculum, English is the language of communication at the RGS Qatar and in all academic lessons, except during language lessons and Islamic Studies. Consequently, prospective pupils must demonstrate that they are sufficiently fluent in English (written, comprehension and spoken) to be able to communicate effectively and progress in school.

The RGS Qatar encourages all of its pupils 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 pupils at the RGS 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. However, we are fully aware of the amount of effective provision we can offer so we therefore limit the places for children who may need extra support.

The RGS 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 emphasizes 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 pupils who will flourish in the particular 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 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 Head of Admissions; the Head of School'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 is considered when applications are received:

- academic ability;
- enthusiasm for learning and engagement with learning;
- previous school reports or assessments;

- the ability to communicate effectively in English.

### **Assessments**

It is our policy to assess all children as part of our admissions procedure. Please refer to our Admissions Procedure on our website.

A report from the pupil's current school or nursery will be required and should be submitted as part of the registration process.

Candidates who are living overseas at the time of application are required to submit a recent school report attested to the RGS Qatar. Please refer to our Admissions Procedure section which is available in our website.

### **Entry Assessments**

All the students must meet the entry requirements. The assessment fee is 500 Qatari Ryals from Year 1 to Year 12. The assessment fee is nonrefundable.

### **Early Years (FS1 & FS2)**

Early Years shortlisted students will have to sit an assessment that measures their readiness to enter school. It will evaluate their language knowledge, motor skills, personal attitude and parental support.

### **Primary (Year 1 to Year 6)**

Primary shortlisted students (Year 1 to Year 6) will have to sit entry assessments in English (reading and writing) and Math's. Children are expected to have a high level of English comprehension as well as age-appropriate reading skills according to the English curriculum. They will be assessed in Math's, number recognition and various arithmetical activities. We will also consider children's behavior and attitude.

### **Secondary (Year 7 to Year 13)**

Secondary shortlisted students will sit Cognitive Abilities Tests (CATS)

The Cats exam comprises a variety of computer-adaptive tests that are divided into shorter assessments, but which takes around two hours overall. This test determines overall strengths and weaknesses and is administered by computer with a headphone set to ensure that instructions and questions are reads out loud.

The assessments consist of four areas: verbal, non-verbal, quantitative, and spatial reasoning – and it provides an objective perspective on potential students' achievement. This means the tests will show how well the student will cope with our curriculum and also predict likely grades in future IGCSE examinations.

### **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 RGS 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 or the Deputy Head any questions they may have about the school.

### **Offer a Seat**

Following the assessment, our Admissions Team will communicate with parents. An offer will be sent to parents with payment details in case seat availability. Otherwise, the student will remain in our waiting list until a place becomes available.

If a place is available, the payment of QR 2500 nonrefundable registration fee should be done within 7 days to guarantee the slot.

RGS has three terms per academic year. Tuition fees for each term are payable before the start of the term. You will receive an invoice for each term with a due date for settling the payment. **If you miss the deadline, without consulting the Admissions Office, the offer will be withdrawn.**

[Kindly note that the current fee's structure is subject to change based on the approval of the Ministry of Education.](#)

### **Waiting Lists**

If a child meets the criteria to gain entrance to the school, but the relevant year group is full at that time, he/she can be placed on the Waiting List. Places in the School are then granted as and when they become available, at the discretion of the Head of School, based on the above criteria but not necessarily on a first come, first served basis. Whilst we cannot give a guaranteed place to children who have siblings at the school, we will look favorably at all sibling applications that meet the 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 to the Head of School ([D.baker@rgsgq.com](mailto:D.baker@rgsgq.com)) stating clearly the reasons for their appeal. If parents continue to be dissatisfied, they are asked to refer to the complaints policy published on the school website.

### **Transfer Certificate**

Pupils' transferring to the RGS Qatar from other schools in Qatar are required to provide a Transfer Certificate. This will usually be issued by the pupil's current school on the last day of attendance and will confirm dates of attendance and amount of full school years successfully completed.

### **Candidates with disabilities**

The school wishes to make itself as accessible as possible to pupils 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 for an 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.

### **Exclusion**

The RGS 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 Qatar.

Good behavior and discipline are key foundations for good education and at the RGS 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.

### **Leaving the RGS Qatar**

Parents should inform the RGS Qatar in writing of their intention to withdraw a child, at least one full term before the leaving date. Failure to do so could result in a penalty of a term's fees being imposed. Parents 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.

### **Fees**

The fees include the cost of most stationery and textbooks and school societies, but excludes a small number of items; e.g., educational visits and residential trips, individual music tuition, ECAs and school uniform are provided at an extra charge. The school fees have been set and agreed by the Qatar Ministry of Education.

**For further information, please do not hesitate to contact us on [admissions@rgsgq.com](mailto:admissions@rgsgq.com)**