

**Review Date:** June 2025-2026 (annually)  
**Review Officer:** Head of Admissions and SLT

## Admissions Policy

### Rationale

The primary goal of admissions policies is to ensure that schools are admitting students who are a good fit for the school's educational programs and resources. This means that schools may consider a variety of factors when making admissions decisions, such as a student's academic performance, extracurricular activities, and personal characteristics.

### 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 Guildford Qatar, in order to ensure that:

- all prospective parents and pupils are treated fairly, equally and consistently.
- the School's Vision and Values are promoted.
- the policy for admissions is clear, transparent and accessible to all staff and prospective parents.
- students are admitted into the correct year group.

### Procedures

#### Background

The RGS Guildford Qatar is an international, British School teaching an English curriculum for boys and girls aged from 3 to 17 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 2025/26, please see the following School Entry Guide:

#### ACADEMIC YEAR 2025-2026

Key Stage	Year Group of Admission	Date of Birth
<b>PRE</b>		
EYFS 1	Nursery	September 2021 – August 2022
EYFS 2	Reception	September 2020 – August 2021
<b>PREP</b>		
KS1	Year 1	September 2019 – August 2020
	Year 2	September 2018 – August 2019
	Year 3	September 2017 – August 2018
KS2	Year 4	September 2016 – August 2017
	Year 5	September 2015 – August 2016
	Year 6	September 2014 – August 2015
<b>SENIOR SCHOOL</b>		
KS3	Year 7	September 2013 – August 2014
	Year 8	September 2012 – August 2013
	Year 9	September 2011 – August 2012
KS4	Year 10	September 2010 – August 2011
	Year 11	September 2009 – August 2010
KS5	Year 12	September 2008 – August 2009

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.

Below is the international education systems equivalency table:

Age	Qatar Curriculum	Jordanian Curriculum	Tunisian Curriculum	Lebanese Curriculum	English (National Curriculum)	USA	International Baccalaureate (IB)	French	German	Filipino	Indian CBSE	Sri Lankan Curriculum
Academic Year	September to June										June to March	April to March
3-4		KG 1	Pre-school	Pre-school	Pre-school	Pre-school	Pre-school 3	PS	Pre-school	Pre-school	KG1	UKG
4-5	Ravens KG1	KG 2	KG 1	KG 1	Reception	Pre-KG	Pre-school 4	MS	KG 1	KG 1	KG2	UKG
5-6	Tamimi KG2	Grade 1	KG 2	KG 2	Year 1	KG	Pre-school 5	GS	KG 2	KG 2	Prim.1	Year 1
6-7	Grade 1	Grade 2	Grade 1	Grade 1	Year 2	Grade 1	Grade 1	CP	Grade 1	Grade 1	Prim.2	Year 2
7-8	Grade 2	Grade 3	Grade 2	Grade 2	Year 3	Grade 2	Grade 2	CE 1	Grade 2	Grade 2	Prim.3	Year 3
8-9	Grade 3	Grade 4	Grade 3	Grade 3	Year 4	Grade 3	Grade 3	CE 2	Grade 3	Grade 3	Prim.4	Year 4
9-10	Grade 4	Grade 5	Grade 4	Grade 4	Year 5	Grade 4	Grade 4	CM 1	Grade 4	Grade 4	Prim. 5	Year 5
10-11	Grade 5	Grade 6	Grade 5	Grade 5	Year 6	Grade 5	Grade 5	CM 2	Grade 5	Grade 5	Middle 6	Year 6
11-12	Grade 6	Grade 7	Grade 6	Grade 6	Year 7	Grade 6	Grade 6	6e	Grade 6	Grade 6	Middle 7	Year 7
12-13	Grade 7	Grade 8	Grade 7	Grade 7	Year 8	Grade 7	Grade 7	5e	Grade 7	Grade 7	Middle 8	Year 8
13-14	Grade 8	Grade 9	Grade 8	Grade 8	Year 9	Grade 8	Grade 8	4e	Grade 8	Grade 8	Secom. 9	Year 9
14-15	Grade 9	Grade 10	Grade 9	Grade 9	Year 10	Grade 9	Grade 9	3e	Grade 9	Grade 9	Secom. 10	Year 10
15-16	Grade 10	Grade 11	Grade 10	Grade 10	Year 11	Grade 10	Grade 10	2 de	Grade 10	Grade 10	Secom. 11	Year 11
16-17	Grade 11	Grade 12	Grade 11	Grade 11	Year 12	Grade 11	Grade 11	1 ere	Grade 11	Grade 11	Secom. 12	Year 12
17-18	Grade 12	---	Grade 12	Grade 12	Year 13	Grade 12	Grade 12	Terminale	Grade 12	Grade 12	---	Year 13
18-19	---	---	---	---	---	---	---	---	---	---	---	---
Public Exams	Grade 12 Certificate	Grade 12 Certificate	---	---	Yr 10/11 (IGCSE or IGCSE) Yr 12/13 (A's and A level) or other	Grade 11 Certificate Grade 12 Diploma	IB Certificate or Diploma	Baccalaureat e (Prof, Tech, General)	Grade 11/12 Abitur	Grade 10 Certificate Grade 12 Diploma	Grade 12 CBSE	---

### Required Documents:

- One passport size recent photo.
- A copy of the latest school reports. (For Year 1 to year 12).
- A copy of a nursery report for Preschool or Reception (Early years – FS1&FS2)
- A copy of the applicant's and parents' passports.
- A copy of the applicant's and parents Qatar Resident Permit/QID.
- A copy of the child's birth certificate and vaccination record.
- Assessment fee paid.
- Accepted students are required to get a 'Fit for School Certificate' from a Hamad Medical Health Centre in accordance with the instructions of the Ministry of Education and Higher Education for Early Years (FS1 and FS2) and students going to Year 1. This is also required of all new international students to Qatar, for all ages. Certificates issued by private medical center/clinics are not accepted.
- All new international students, joining any school in Qatar must get the most recent school report attested and delivered to the school at the start of the academic year.

### **Transfer Certificate**

Pupils' transferring to The RGS Guildford 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.

### **Overseas students**

Candidates who are living overseas at the time of application are required to submit to The RGS Guildford Qatar a recent attested school report. Overseas students' attestation must include:

1. School Stamp
2. Attestation from the Ministry of Education in the home school country
3. Attestation from the Ministry of Foreign Affairs in the home school country
4. Stamp of the Qatar Embassy\* in the home school country
5. Attestation from the Ministry of Education in Qatar
6. Stamp of the Ministry of Foreign Affairs in Qatar

### **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 Guildford Qatar and that the child is permanently living in Qatar with them.

Our online application is free of charge and will be available on our website on the published admission dates. All relevant information should be completed fully and a recent school report must be attached. If the report is not in English, you should provide a translated version along with the original. Applications without school reports will automatically be rejected.

You will receive a notification email from our Admissions Team about the status of your application.

A Qatar Residence Permit is not a mandatory document to apply. However, if your application is successful, the applicant will need to submit a valid copy of his/her QID prior to the actual admission to The RGS Guildford Qatar.

This requirement is mandatory as per the Ministry of Education and Higher Education rules and regulations for all students in Qatar. The RGS Guildford Qatar reserves the right to withdraw the offer of a place if the applicant is not in possession of a Qatar Residence Permit prior to starting at The RGS Guildford Qatar.

All overseas parents will be required to visit the equivalency department at the Ministry of Education and Higher Education to seek the right equivalent year group for their child to start in school in Qatar. The deadline for final overseas registration for children for each academic year is 31<sup>st</sup> January.

### **Entry 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 will be required and should be submitted as part of the registration process.

All the students must have a complete admissions file before being invited in for assessment. The assessment fee is 500 Qatari Riyals from Year 1 to Year 12. The assessment fee is nonrefundable.

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

Early Years 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. This will take place in an early year's environment where assessors will gather information by observing and assessing the children through play. The assessment may be part of a group or individually dependent on the number of applicants.

### **Primary (Year 1 to Year 3)**

Primary students (Year 1 to Year 3) will have to sit entry assessments in English (reading and writing) and Math's. Due to the young age of the students, they will be supported by a member of the academic team to access the assessments. 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 and paper-based activities. We will also consider children's behavior and attitude.

### **Primary (Year 4 to Year 6)**

Primary students (Year 4 to Year 6) will have to sit the CAT4 assessment. CAT4 is a variety of computer adaptive tests that are divided into shorter assessments, which take around two hours overall. This test determines overall academic strengths and weaknesses and is administered by computer with a headphone set to ensure that instructions and questions are read out loud. Children are expected to have a high level of English comprehension as well as age-appropriate reading skills according to the English curriculum. We will also consider children's behavior and attitude.

### **Secondary (Year 7 to Year 12)**

Secondary students will sit CAT4 assessments. The CAT4 assessment comprises a variety of computer-adaptive tests that are divided into shorter tasks which take around two hours overall. This assessment determines overall strengths and weaknesses and is administered by computer with a headphone to ensure that instructions and questions are read out loud. The assessment consists 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.

Please note the assessments for both Primary and Secondary will take place during set session times each week. Current session times can be found out from the school office and admissions officer.

**Parent 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 Qatar, we expect all of our parents to take an interested and active role in their child's education, and we take for granted that parents fully and actively support all policies implemented in our school. This is also an opportunity for parents to ask the Head of School any questions they may have about the school.

**Offer Stage**

Following the assessment, the academic team will evaluate the school reports and the results of the assessment in order to decide whether it can be offering a place or reject the applicant. The assessment response should be completed in 48 hours (working days).

**Acceptance Stage**

The Admissions Team will contact the parents explain that an offer will be sent with agreement forms (including the Home-School Agreement) that should be signed and returned back within a period of seven days. A payment is also required to reserve the seat.

**Rejection**

If an applicant is not successful, the Admissions team should contact the parent in order to explain the reason of the rejection.

**Important Note**

The RGS Guildford Qatar reserves the right to withdraw the offer of a place if the applicant is not in possession of a Qatar Residence Permit and School Report attested prior to starting at The RGS Guildford Qatar.

**Registration Fee for new students**

If an offer is being made the payment of QR 2500 nonrefundable registration fee should be done in 7 days. This fee is required to guarantee the place and is not refundable under any circumstances. If you miss the deadline, without consulting the Admissions Office, the offer will be withdrawn. The RGS Guildford Qatar 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.

**Deposit Fee for current students**

A payment of QR 2500 should be done for all the current students that already joined the school. This deposit fee is to reserve and guarantee a place for the following academic year. The failure of the payment may result in the loss of the seat. The deposit fee can be refundable if:

- Parents inform before the end of the academic year ends.
- The notice is at least one month before the end of the academic year.
- A vacancy letter is provided with the acceptance of the student.

### **Refund Fees and Withdrawal Policy**

When the student has attended the school for any part of the term, the refund of the fees owed to the parent will be calculated by the finance department. The more time that the student has spent in the school during the term will, understandably, reduce the refund. After attending for 50% or more of the term, no refund is available.

### **Withdrawal Policy**

Parents should inform The RGS Guildford Qatar in writing of their intention to withdraw a child, 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.

### **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.

### **Completion of the application file**

Any application that is missing required document is considered incomplete and cannot be moved forward until all necessary documents are submitted to the school. An incomplete application file will result in delays finalizing all the stages of the admission process and enrolling the child at school.

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