



**International  
School**  
Qatar · Doha

# **Admissions Policy**

**April 2020**



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## Mission

It is the mission of SEK International School Qatar to provide a holistic education and the development in full, of each pupil's individual gifts. The core of the SEK profile is to prepare our students to be capable of guiding their own future and to become lifelong learners. We aim for our students to understand that serving and caring for others brings the highest rewards in life while ensuring that they become skilled and balanced XXI Century productive citizens.

## Vision

SEK International School Qatar has a clear vision: to consistently provide high quality education to an International community of students in order to prepare them to become responsible and productive global citizens who actively contribute to the communities where they live and work.

## Introduction

SEK-Qatar is an international co-educational IB World School educating students from Preschool 3 to Grade 12 from a wide range of different cultures represented by over 55 nationalities. English is the language of instruction, Arabic and Spanish are taught from Preschool 3.

We are authorised to offer the Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme (DP). PYP Classes start from Preschool 3 to Grade 5, MYP classes from Grade 6 to 10 and DP classes are Grade 11 and 12.

We are NEASC Accredited and are part of the prestigious SEK Education Group encompassing 9 international schools worldwide (Spain, France, Ireland, Qatar) and the University Camilo José Cela in Madrid.

Choosing a school for your child implies a long-term commitment between the school, the student and the family. The admissions process will provide an opportunity for parents and the school to gain knowledge about each other and determine whether SEK International School Qatar is the right choice for your child.

We design a learning process that respects each student's pace of progress, his/her unique abilities, ways of thinking and acting, and that takes into account their motivation and interests. In this way, we offer a personalized education, allowing students to develop their full potential.

The admissions process will be consistent with SEK-Qatar commitment to equality and diversity.

## Criteria for admission

SEK International School Qatar is committed to the principle of equal opportunity in education but may take into account factors including an applicant's prior educational, cultural and linguistic background for purposes of admission in order to fulfil the school mission of providing education in an international environment and through the English language. (Refer to Language Policy)

SEK-Qatar students' siblings and SEK students coming from other SEK schools will be considered as long as they comply with SEK International School Qatar's admissions criteria.

### Residency

All students admitted to SEK-Qatar are required to reside either with their parents or with a legal guardian that either or both parents have approved and have their resident permit and Qatar ID number.

### Inclusive education

Students enrolled at SEK-Qatar will have equal opportunities to access the curriculum that meets their needs. The school will admit students whose academic and personal needs can be met by the programmes and student support services available at the time of admission. While we aim for inclusiveness in our admissions decisions, we reserve the right to refuse admission to students whom we determine will not benefit educationally from attending SEK International School Qatar. (Refer to SEN Policy)



## Students who are non-native speakers of English

SEK International School Qatar offers its curriculum in English, in which Arabic and Spanish are also taught as additional languages. Therefore, the child must be at least competent, but preferably fluent in the English language, especially from Primary Grade 1.

The school provides support to students for whom English is not a home language. Students requiring support are admitted when adequate support resources are available to address the student's language learning needs at the time of admission.

The school will admit students requiring support up to a determined threshold for the term. Once that limit has been reached, no additional students requiring support will be admitted until either space becomes available or additional resources are in place to meet their learning needs.

## Placement of student by age groups

Some applicants may come from school systems with different academic years for example, September to August, January to December or others. If this is the case, the student will enter within the grade level which the Admissions team considers to be most appropriate and in the best interests of the student, ensuring no gaps take place in the child's educational process and local regulations are complied with.

For students transferring from another school in Qatar, previous schooling and the equivalent grade/year level achievement are followed as per the Ministry of Education and Higher Education database (NSIS).

## Withdrawal notice

To help the school manage its enrolments efficiently, it is essential that parents give the Admissions department at least one term's written notice of withdrawal.

SEK International School Qatar reserves the right to withdraw an already registered student when any or all of the following conditions apply:

- ◇ the student's learning needs cannot be met given the available resources
- ◇ the student's presence in the class has an ongoing negative impact on her/his classmates
- ◇ the student's behaviour is determined to have a detrimental impact on the school community
- ◇ the student's attendance record is unacceptable

If a student is required to withdraw from SEK International School Qatar due to any of the above reasons, tuition refund will be applicable on a pro rata basis of 10 months.

## Application process

Applications for admission will be accepted from October for the next academic year. Application deadlines are published on our Open Apply portal <https://sekqatar.openapply.com/>

In exceptional circumstances and provided there are vacancies, the school will accept applications for admissions throughout the school year and will place students for start dates at the beginning of a term in either September or January.

Occasionally, mid-term placements are accommodated, but only if there is a commitment from the student to continue for the remainder of the term and for the duration of the following term after consultation with the Ministry of Education and Higher Education.

Should a mid-term admission be accommodated, tuition for the term is pro-rated based on the the joining date.

## Steps of the process

### A. Completion of the online application form.

Application forms should be completed online and all requested documents scanned. All details are entered into our **OpenApply** data management system – **we are unable to accept paper copies**.

The following documents should be scanned and uploaded together with the application form:

- ◇ A recent passport size photo of your child on a plain white background.
- ◇ A copy of the child's passport, resident permit (Qatar ID when available) and birth certificate.
- ◇ A copy of the parent's passports and resident permit (Qatar ID when available).
- ◇ A copy of the child's school reports for the last two years, which must contain appropriate assessment information and reference to the curriculum, grade/year in which the student has studied, attendance and the type of school, for example private, independent, public schools system.
- ◇ When the documents are not in English, a notarized translation in English must be provided.
- ◇ When a student comes from abroad, the latest report needs to be attested by the Ministry of Foreign Affairs in the State of Qatar. Previously attested by the relevant departments or ministries in the country where the report has been issued .
- ◇ Childhood immunization records and medical fitness report for school entry/transfer.
- ◇ A copy of any assessments relating to Additional Educational Support Needs (e.g. Educational Psychologist reports, Speech and Language Therapy), if applicable.

### B. Organization of an assessment interview with representatives of the Admissions Committee

When places become available, selected applicants will be invited to undertake an assessment interview that carries a fee. Due to the high demand and limited number of spaces, not all applicants who apply to our school are invited for interview and assessment.

The assessment interview is aimed at establishing a conversation with parents and students to evaluate if and how the school will benefit the candidate's educational experience. For preschool, the assessment interview includes play activities and dialogue in PYP.

As the student progresses in Primary, the importance of the mastery of English becomes apparent. The assessment interview will still be looking at acquired skills and prior knowledge but also at the student's language profile.

The outcome of the interview is the property of the school.

### C. Final decision on the application by the School Admissions Committee

The School Admissions Committee that includes the Counsellor, the Head of the School, the Academic Coordinators, and representatives from the Admissions team makes the final decision on admissions. This decision is final.

This decision may be: acceptance and offer of a place, a waiting pool offer or non-acceptance of application.

## Acceptance and offer of place

The place offer will be subject to the payment of the corresponding fees within a timeline. If the payment is not completed by the identified deadline, the place will be lost.

Students not in possession of their resident permit/Qatar ID number will **not be allowed to attend classes** following a ruling by the Ministry of Interior.

Those parents wishing to reserve their school place whilst the Residency Permit is in process should pay the appropriate term fees.

## Waiting pool

If the child has completed the process successfully, and there are no vacancies to be offered, the application will become part of the school waiting pool, that will be reviewed when a vacancy occurs.

Students in the waiting pool or those not offered a place should re-apply for the following academic year.

## Non-acceptance of application

The school reserves the right to not accept an application if it considers that:

- ◇ the school is not the appropriate environment for the applicant's development;
- ◇ there are elements in the applicant's scholastic background that could potentially harm any progress in the new school community or the school cannot provide the support the applicant needs;
- ◇ required documentation as per admissions procedures is not provided;

It is a condition of any offer that parents/guardians have given all the information relevant to the application, including details of academic, behavioural or social problems. Where it is discovered that information has been withheld, the pupil's placement may be withdrawn.

## Admissions and the IB Diploma Programme (DP)

### Guiding statement

The admissions process outlined here is driven by the following three objectives:

1. To admit only those students whom the school believes will benefit from the programmes on offer.
2. To admit only those students with sufficient English language ability to attempt a programme in which English is the language of instruction for the majority of classes.
3. To ensure that the school and the student complement each other well in terms of the student's academic aspirations and the school's objectives.

### Process for new applicants

Students, and their family representatives, applying to Grade 10 or 11, if selected for interview, will meet with the Diploma Programme Coordinator (DPC) to review the nature and requirements of the Diploma Programme (DP) and potential subject choices. The school recognises the importance of ensuring that all families are in possession of all of the relevant information regarding the programme, including subject options and the consequences of those choices on tertiary education applications and future careers.

The students will complete the admission test under the supervision of the DPC and those tests subsequently reviewed by both a member of the DP mathematics team and a member of the DP English team. Work will be assessed with a view to deciding on the student's eligibility for DP courses and levels. Where appropriate, an example of the student's additional or further language will be requested to assist with deciding upon language options and levels. An English level equivalent to MYP level 4 will be considered adequate.

Due to the demanding nature of the programme and the shortage of time available to address any deficiencies those students unable to demonstrate a satisfactory level of English language will not be considered for admission to Grade 11.

All families will meet with the University Counsellor to introduce them to the relationship between subject choices and university applications. Tertiary education options and aspirations will be discussed with a view to establishing a provisional set of subject choices.

The Admissions Committee will review both the application and student's past two years' report cards in order to make a decision on whether or not to offer a place at the school.

If successful, the candidate will return for a second visit with the DPC and University Counsellor to finalise subject choices and revisit any further questions or issues arising from the first visit.

## Promotion criteria and High School Diploma pathways

### Criteria required for full IBDP status

- A minimum of 28 points across the 6 subject areas, selecting the highest grade in those areas in which the student has more than one subject (e.g. Design, PE, Visual Arts, Music)
- A minimum of a 5 is required for acceptance onto HL Mathematics or Sciences courses
- Subject teacher recommendations for all chosen DP courses.

### Pathways open to students beyond Grade 10

The school offers three options:

- Continue as a full IBDP candidate
- Continue as a courses candidate, selecting up to 6 DP courses as appropriate but not necessarily 3 HL subjects or TOK and EE – applicable for those subjects in which the student reached level 4 at MYP
- Repeat grade 10 with a view to meeting the entry criteria for full IBDP candidacy (dependent on availability of places)

### Criteria for continuation as a full IBDP candidate or courses candidate beyond Grade 11

A maximum of 2 subjects at grade 2, in order to allow for both the adjustment to the demands of DP subjects and to leave some potential for growth.

(Refer to Assessment Policy)

### Timeline

Grade ten students and their families will receive a presentation from the DPC on the nature and requirements of the IBDP early in term two. This session will also include the University Counsellor to inform on the nature of tertiary education applications around the world and the relationship between subject choices and course acceptance and future careers.

By March in grade ten the students will complete their initial subject choices after individual meetings and group careers guidance sessions with the University Counsellor.

Final subject choices will be presented to the DPC by April of grade ten.

It is anticipated that no students will be admitted to grade 11 later than May; the school is unwilling to admit students after this date due to the demanding nature of the programme and the difficulty of making up for missed class time.

## Policy Revision

Acknowledged as a working document, this Admissions Policy was written and compiled by SEK International School Qatar Admissions Committee consisting of participants from PYP, MYP, DP team, the IB programme coordinators, admissions officer and Head of School.

This policy was revised in April 2020 and it will be subject to a yearly review cycle.