

ADMISSIONS POLICY AND PROCEDURES

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Our Guiding Statements	3
IB Mission	3
QAD Vision	3
QAD Mission	3
QAD Values	3
QAD Definition of High Quality Learning and Teaching	3
QAD Admissions Philosophy	4
QAD Admissions Rights and Responsibilities	4
Admissions and the Learner Profile	5
Connections to other IB Policies	5
Admissions and Language	5
Admissions and Assessment	5
Admissions and Inclusion	6
Admissions and Academic Integrity	6
Internal Admissions Procedures	6
Internal Admissions Procedures in the Early Years	6
Internal Admissions Procedures in the Primary School	6
Internal Admissions Procedures in the Senior School	6
Parent and Family Admissions Procedures	6
Completion of QAD Online Admission Form	6
Submission of supplementary application requirements	7
Appendix	9

Our Guiding Statements

IB Mission

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

QAD Vision

Empowering students to achieve high levels of academic growth and personal wellbeing and to be responsible citizens who are locally rooted and globally connected.

QAD Mission

At Qatar Academy Doha we offer a rigorous academic program with strong Arabic and Islamic Studies. Our school community develops and challenges learners to be active, internationally minded citizens who demonstrate environmental consciousness.

QAD Values

At Qatar Academy Doha we are **SAFE, RESPECTFUL** and **RESPONSIBLE** learners.

QAD Definition of High Quality Learning and Teaching

High quality learning begins with building healthy relationships and cultural identities within the school community through meaningful collaboration. It is a process which includes using a range of strategies to engage and empower students to have agency over their learning. Our focus is on creating a positive environment which encourages academic success, personal growth, risk-taking and resilience.

The learning process incorporates:

- Making connections to prior knowledge, within and between disciplines
- Developing conceptual understandings, knowledge, skills and attributes

-Reflecting on new understandings, acting on new knowledge and applying new skills and attributes

The teaching process incorporates:

- Using evidence based practices
- Using effective differentiation
- Providing opportunities to self-assess
- Using authentic and rigorous data that is qualitative and quantitative

QAD Admissions Philosophy

QAD aims to instill a desire to succeed, independence of thought and action, a sense of responsibility and a readiness to meet the demands of a rapidly changing world. To achieve these aims, we require the full support of all parents. Education is a partnership between teachers, parents, and students, whereby the learning processes initiated at school are maintained and encouraged at home.

QAD Admissions Rights and Responsibilities

Rights	Responsibilities
<p>Students</p> <ul style="list-style-type: none"> -Receive a quality education, as education for <i>all</i> is a human right -Are treated with dignity and respect in the admission process -Are included in the admissions process -Have continuity in their learning 	<p>School Community</p> <ul style="list-style-type: none"> -Understands that every child has a right to education <p>The School</p> <ul style="list-style-type: none"> -Ensures access to IB education to the broadest possible range of students -Is accessible to the whole school community <p>School Leadership</p> <ul style="list-style-type: none"> -Ensures that diversity is understood to include all members of a community - Secures access to an IB education for the broadest possible range of students - Promotes learning diversity as a valued and rich resource for building inclusive communities <p>Teachers</p> <ul style="list-style-type: none"> -Welcome and include new students into their class community
<p>Families</p> <ul style="list-style-type: none"> - Receive timely responses - Receive all the guidelines and necessary information 	<p>Families</p> <ul style="list-style-type: none"> - Equip the school with all required information to enable timely responses and adequate preparation to ensure continuity of learning and inclusion

<p>-Are treated with dignity and respect during the admissions process</p>	
<p>The School -Receives complete and accurate information from families about the student</p>	<p>School Leadership -Communicates with families in a timely manner and provides opportunities for a dialogue -Communicates and provides all guidelines and information about processes and procedures -Listens to the voices of all learners, their parents, support staff and non-teaching staff</p>

Admissions and the Learner Profile

Principled: We will admit students who we believe will be able to succeed academically and emotionally at our school. We will make decisions that are in the best interest of our students and the applicant.

Balanced: We will ensure that we consider applicants from our entire community.

Open-Minded: We will ensure that we consider applicants equally, regardless of nationality, race, gender, color, religion, or special needs.

Caring: We will treat all applicants with kindness and consideration, ensuring clear and timely communication and feedback, safe and appropriate entrance testing environments, etc.

Connections to other IB Policies

Admissions and Language

QAD has a clear policy regarding student admission; the school administration reserves the right to place the student at the most appropriate grade level based on results of entrance exams, which includes English and Arabic language proficiency and Mathematics. Students are required to exhibit sufficient listening and speaking proficiency in English and Arabic with which to follow instructions and explanations in the classroom. Students must be able to express their ideas in written form and read aloud appropriately and with comprehension at the required grade level.

Admissions and Assessment

In Preschool, children are accepted according to a screening assessment which assesses fine and gross motor skills, child's disposition (making eye contact, sustained focus), basic literacy and numeracy skills.

In Primary School K-5, we assess admissions based on 2 years of report cards, an evaluation form, any school related documents. All applicants are asked to come in to take an admissions test (MAP) which involves reading and mathematics, along with a writing assessment portion. Each parent and applicant are interviewed with either a Coordinator, Counselor, Admissions Officer, or Assistant Principal.

In the Senior School, all MYP grade 6-10 applicants are required to take the NWEA MAP test that involves reading and math. A writing test must be written as well. All applicants are required to submit the report cards for the past three years and a confidential school report from the school last attended. All DP (mainly grade 11) students are required to take a math and English test in addition to submitting all required admissions documents including report cards, confidential school reports, etc. Each tentatively accepted applicant will have a meeting with their family and an administrator prior to final acceptance.

Please refer to the [flow chart](#) for further details.

Admissions and Inclusion

During the admissions process, applicants will need to provide complete documentation of their academic history, educational evaluations, and details of extra academic or specialist support they have had or are currently receiving (evaluation reports, individualized learning plans or individualized education plans, documentation of diagnosis, etc.). QAD expects families to disclose evaluation reports (educational psychological speech, occupational therapy etc.) or documentation that informs if a student is to receive additional services in class.

Admissions and Academic Integrity

On submission of admission documents, students and parents are required to follow all integrity aspects laid out in the process of admissions. If there are discrepancies, there will be follow up with previous schools or institutions during the process. Should integrity transgression occur during admissions, a student's admittance to the school will be questioned and could be denied. Previous student transgressions in other schools may also affect admission status.

QAD Admissions Procedures

QAD Admissions Procedures in the Early Years

Early years preschool admission is based on the following criteria:

- Primarily, children in preschool are accepted from our three early years centers (EEC). Other priorities are given to siblings of children in the primary school, QAD alumni children, and QF staff children.
- Children are also accepted according to a screening assessment which assesses fine and gross motor skills, child's disposition (making eye contact, sustained focus), basic literacy and numeracy skills.
- The screening team includes: school psychologist, speech and language pathologist, occupational therapist, student support coordinator, Arabic and English teachers, and Admin.

QAD Admissions Procedures in the Primary School

In KG and Grade 1, all parents of applicants are interviewed with either a Coordinator, Counselor, Admissions Officer, or Assistant Principal.

In Primary School 2-5, we assess admissions based on a collection of various academic data:

- The latest school report cards
- An evaluation form and any QAD school related documents, including a

questionnaire

- MAP admissions test in Reading, Math & Language
- A piece of independent writing
- Student and parent interviews

QAD Admissions Procedures in the Senior School

In grades 6-10, we assess admissions based on a collection of various academic data:

- The latest school report cards
- Any QF school related documents, including a confidential score report
- MAP admissions test in Reading and Math
- A piece of independent writing
- Student and parent interviews pending admittance

In grade 11, we assess admissions based on a collection of various academic data:

- The latest school report cards
- Any QF school related documents, including a confidential score report
- Student and parent interviews pending admittance

Parent and Family Admissions Procedures

Completion of QAD Online Admission Form

The first step toward being considered for enrollment at QAD involves filling out our online admission form with all the required documents. Please click on the following online admission link <https://qad.openapply.com/> to access our online application form. Upon completion of the online admission form, you will receive an email confirming that your account has been created. It includes as well the Login and password information in addition to a link that refers you to the parent login page.

** No admission decision can be made prior to the completion of the online application process.

Submission of supplementary application requirements

The following application requirements must be scanned and submitted within the online application form in order for your child(ren) to be considered:

- recent passport-sized photograph of the student
- 3 end of year reports (for applicants to Kindergarten, please provide the most recent report from Nursery or Pre-K only)
- applicant's passport and birth certificate
- father's (or Guardian's passport), including a scanned copy of the visa for non GCC nationals
- father's ID for Qataris
- Mother's passport
- immunization card
- language profile form
- medical form
- leaving certificate for students transferring during the academic year

Non Refundable Application Fee

A total of QR 500 non-refundable application fee is due after the application is submitted online. You will be receiving an electronic invoice by email. You can also access this invoice from your

personal Applicant Status page by logging in to https://qad.openapply.com/parents/sign_in At this stage, parents can proceed with online payment.

Checklist Items Pending parent completion

In case any of the application requirements mentioned above were not appropriately fulfilled, you will be receiving a note via email with the list of checklist items that are still pending your completion. You will be asked to review and complete these items on your Application status login page here: https://qad.openapply.com/parents/sign_in. Once you have completed uploading the missing items, we can move to the next stage in the admissions process.

Testing Schedule

At this stage, parents should understand that this is an application for admission, and filling the online admission form does not guarantee enrollment. The Admissions Office reviews the completed online applications and determines whether the applicant may be tested for admission. The Admissions Office then notifies parents of the decision and schedules testing dates for applicants proceeding to the next stage of the process. Parents will be automatically notified by email and the same notification will appear on the parent dashboard.

Previous Learning Support Assessment

At the point of admission to Qatar Academy Doha, it is made clear to all prospective students and their parents that they are expected to cooperate with the teaching and support staff and to promote the greater good of the whole community. It is our goal to establish a full partnership with parents in order to promote the interests of the student body. This partnership must be based upon mutual honesty and respect. We have the right to expect full submission/disclosure of any learning support assessment or identified need, or medical condition or disability, which could require specialist treatment, support or equipment, and any behavioral or disciplinary issues known to parents at the point of application, and thereafter. This information is essential to assist with any interview or other admissions screening processes.

On-site Admissions Screening and Entry Assessments Procedures

Students who apply to the school must meet the school's academic entrance requirements. At each grade level, we administer a screening assessment that is designed specifically for the grade for which a student is applying for admission that is focused on the skills embedded in the Common Core State Standards (CCSS) of the United States and the standards from the SEC in Qatar. In certain circumstances, a cognitive ability test might also be administered to ensure we are making a decision in the best interest of the child. Parents are asked to submit/disclose any information that might help us make an informed admissions decision at the time of application.

At all levels, we reserve the right to make direct contact with any previous school or educational establishment and to request a confidential report. This will ask for comments on academic progress to date, involvement in the broader life of the school, and general behavioral standards.

Collectively, all this information allows Qatar Academy Doha to be reasonably confident that it is the right school academically for each student and to tailor our academic courses to meet the needs of students. The school wants to be able to educate and develop each student to the best of his or her ability, and to ensure that any prospective student will be academically and socially at ease with his or her peers. In this way, there is every chance that all students will emerge at the end of their time at Qatar Academy Doha having enjoyed the school and be confident in their next steps.

Admission Policy & Selection Criteria

** New or wait pool students will be admitted according to seat availability and QF schools priority policy while maintaining the required nationality percentages and gender balance:

1. Overseas QAD staff (doesn't apply for nurseries)
2. Qatari Siblings
3. Non Qatari Siblings
4. Qatari Alumni
5. Non Qatari Alumni
6. Qatari QF Staff
7. Non Qatari QF Staff
8. Qatari public
9. Non Qatari public

Appendix

Letters and Parents Communication:

- [W Upper Primary Screening Invitation.docx](#)
- [W Preparing for preschool from Admissions-English.docx](#)
- [W Preparing for preschool from Admissions الاستعداد لمرحلة ما قبل المدرسة -Arab...](#)
- [W Parent invitation for screening \(Pre School\).docx](#)
- [W Not Accepted 21-22.docx](#)
- [W KG, G1 and G2 Screening Invitation.docx](#)
- [W Conditional Placement 21-22.docx](#)
- [W Communication for lower primary screening.docx](#)
- [W Admissions Decline Letter - upper primary.docx](#)

Policy Review

Review – Pedagogical Leadership Team (June 2020)

Review – Leads and faculty (October 2021)

This policy shall be reviewed on a 2-year cycle, at the end of academic year.