



ADMISSION POLICY

Al Faisal International Academy

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Approved by	Governing Body
Last reviewed on	June 2024
Next Review	June 2025

Vision: Leading in education, with an Islamic identity, according to locally and internationally approved standards.

Objective:

The objective of Admission policy of Al Faisal International Academy is to:

- Ensure the admission procedures comply with the guidelines of Ministry of Education (MOEHE).
- Analyze and ensure that the pre-requisite documents received for admission in Al Faisal International Academy are legal and accurate.
- Assign class and section according to the “Entrance test” and “Interview Assessment” conducted by the Management.
- Ensure that the admissions process is equitable and inclusive.

Eligibility Criteria:

As per the guidelines agreed upon with MOE, Al Faisal International Academy ensures that an applicant:

- Does not have a special educational need that the school is unable to accommodate.
- Meet age criteria defined by Ministry of Education and Higher Education for British Curriculum schools.

Academic Year:

School academic session date each year will be decided in conjunction with MOE and communicated to all existing and potential admissions.

Terms:

There are two terms in one academic year. The exact date of the term is communicated by MOE.

1st Term: August - December

2nd Term: January - June

Admission Application:

The application process for admission is detailed as below:

Acceptance Letter:

An “Acceptance Letter” is issued, in accordance with MOE, by the school Registrar for the child who has left a school he/she was enrolled but is still registered in NSIS as a student. On receiving the “Acceptance letter, the previous school issues a school leaving certificate after which admission in Al Faisal International Academy is processed.

Entrance Test:

The applicant is invited by the admissions team for an “Entrance Test” by the Student Affairs Officer. Al Faisal International Academy has designed its admission assessments to evaluate a child’s level and to enroll the child into the appropriate program that could meet the child’s educational need. The assessment includes a written test and an interview session. The tests are designed in English language, Arabic and Math however, the administration supports the children with language difficulty if needed. A child scoring 50% or above is eligible for the tested grade while a child scoring lower than 50% will be enrolled in the Support Program.

The Entrance Test comprises of the following steps:

- Applicant is interviewed by the DH/ MLT/class teacher to assess the academic ability and entrance test level to be taken. School counsellor/psychologist will be present to assess the mental fitness of the applicant. During the school year, if it is suspected that the child has a “special need” that require formal identification, then parent should be asked to provide a formal evaluation from a qualified entity.
- Based on the interview session, the applicant is then taken for a written test which is supervised and marked by the assigned class teacher.
- Final confirmation of the grade is based on interview and the school developed Entrance test which will be given by the Director.

Call for Admission:

If the applicant meets all the requirements derived from the results of document analysis, Entrance test and MOE defined guidelines, the parent/guardian will be requested to visit school to complete the “Admission form” and get details of joining the school, uniform, transport and grade details. The applicant will be assigned a unique reference number and asked to join school within a week’s time (5 school days) else priority will be given to the next applicant in the waiting list.

Approval from MOE:

Ministry of Education (MOE) is the regulatory authority for schools in Qatar, and in some special cases approval from the MOE may be required for admission. In these cases we will be asking for flexibility for NSIS entries to be made to meet, for example, class age criteria or where previous report cards are available.

Withdrawal of Admission during Academic Year:

- Parents may withdraw their child from the school by giving a written notice of at least one month by providing a valid reason for the withdrawal.
- Parents should meet the DH once giving a written request for withdrawal.
- As per the regulations of MOE, School Leaving Certificate will be provided to the applicant if an “Acceptance Letter” is issued from the school the applicant is going to join.
- Parents are solely responsible for the decision to withdraw their child and may be held accountable as per local laws.

Prolonged Absence or Irregular Attendance:

According to the Attendance policy of the school, children who are absent for more than 24 days in the school year, without due reason, may not be offered a place in the following academic year at the school depending upon individual circumstances. In case of irregular attendance or prolonged absence of more than three days from school, the admin will make at least three attempts to call the parent to inquire the reason of absence. If the parents cannot be contacted and 10 school days have elapsed, the MOE Coordinator will write an official letter to MOE for further action. In case of a medical condition, if a student applies for long leave then based on doctor’s report the management will approve accordingly. However, final decision will be taken by the SLT according to the circumstance of the student absence.

School Suspension:

Students may be asked to leave the school on the following grounds:

- ❖ Disciplinary action, as per Reward & Discipline Policy
- ❖ Medical conditions – The decision will be based on a medical report from the doctor (Hamad Hospital) and the management will assess the provision of any special facilities that can be provided in school.
- ❖ Aggression by parents against the school.
- ❖ Continual noncooperation towards school policies and procedures.
- ❖



Re-admission:

School may accept the re-admission of gracefully exited students. Parents may apply for re admission providing a valid reason.

Review and Improvements:

The School Management shall continue to review and improve the policy as a quality process annually.

The date of document collection for reanalysis will be communicated by the school administration. This process is needed to re-evaluate the eligibility of the student in accordance with Alfaisal international school Admission criterion.

