

Admissions Policy

2018-2019 Academic Year

AIMS

The Admissions Policy of Oryx International School is modelled on that of Orbital Education, whilst taking into account the latest Ministry of Education and Higher Education (MOE&HE) guidelines in Qatar.

This document sets out the policy for admissions for students to Oryx International School in order to ensure that:

- all prospective parents and students 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 Oryx International School in Qatar.

INTRODUCTION

Oryx International School is an international British School teaching the National Curriculum of England for boys and girls aged from Foundation Stage 1 (FS1) to Year 13. This curriculum will form the core of the teaching and learning experience of our students and the school will build on the local context and culture of Qatar. The language of instruction is English in all classes except language lessons and Islamic Studies. We will welcome pupils into every year, depending on availability of places and the admissions process.

YEAR GROUPS

For September 2018 we have the following places available:

EARLY YEARS FOUNDATION STAGE - FS

- Foundation Stage 1 – 60 places - for students aged 3 on or before 30 September 2018
- Foundation Stage 2 – 100 places - for students aged 4 on or before 30 September 2018

KEY STAGE 1 - Years 1 and 2

- Year 1 – 100 places - for students aged 5 on or before 30 September 2018
- Year 2 – 75 places - for students aged 6 on or before 30 September 2018

KEY STAGE 2 - Years 3 to 6

- Year 3 – 100 places - for students aged 7 on or before 30 September 2018
- Year 4 – 75 places - for students aged 8 on or before 30 September 2018
- Year 5 – 75 places - for students aged 9 on or before 30 September 2018
- Year 6 – 75 places - for students aged 10 on or before 30 September 2018

KEY STAGE 3 - Years 7 to 9

- Year 7 – 50 places - for students aged 11 on or before 30 September 2018
- Year 8 – 50 places - for students aged 12 on or before 30 September 2018
- Year 9 – 25 places - for students aged 13 on or before 30 September 2018

KEY STAGE 4 - Years 10 to 11

- Year 10 – 25 places - for students aged 14 on or before 30 September 2018

In order to comply with the MOE&HE regulations children will not normally be admitted to a year group that doesn't correspond to their age, but will be admitted to the year group following onto the last academic year that they have just completed. Only in exceptional circumstances will the Executive Principal agree to assess a child in a Year Group either above or below their actual age, this assessment will then need to be approved by the MOE&HE, we will assist you throughout this process if and when necessary. If the assessment and change in year group is agreed by the MOE&HE, parents must undertake to sign an indemnity with the school. It is rare for the MOE&HE to accept a child that is younger than their year group. Parents seeking a place for a child who has not previously been educated in the National Curriculum for England, should refer to the attached Year Group Equivalency chart Appendix 1 and 2, so that they understand which year group is appropriate for their child.

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ADMISSIONS PROCESS

The aim of the Admissions Policy is to select students who will develop in the academic environment that the school provides and take full advantage of the opportunities available. Any parent within the approved Qatar Airways group can apply provided that they agree to take a full and active part in supporting their child's education at Oryx International School and that the child is permanently living in Qatar with them.

The Admissions Policy is determined by the Executive Principal and administered by the Admissions Department; the Executive Principal'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.

The following criteria are considered when applications are received:

- age;
- academic ability;
- previous school reports or assessments;
- outcome of baseline assessments;
- the ability to communicate effectively in English.

ASSESSMENTS

It is our policy to assess children who are applying for a place in the school by evaluating their school reports, sitting a baseline assessment test (if required), as well as by having conversations with and disclosures by parents with regards to their child's development and academic progress and history. The school operates an inclusive approach however, students may be asked to take diagnostic assessments or to have a short interview to assess the extent or nature of any additional English language or learning support that may be required.

- Baseline Assessment Tests will be set according to the availability of the required staff at a specific date and time agreed on. The Admissions Office will communicate the date and specific time to parents.
- A report from the pupil's current school or nursery will be required and should be submitted as part of the registration process.

PARENTAL INTERVIEW

The Executive Principal may request to meet parents following the assessment stage to discuss their child's report and/or the role that parents will be expected to take in supporting their child's education. At Oryx International School we expect all of our parents to take an interest and active role in their child's education.

This is also an opportunity for parents to ask the Executive Principal any questions they may have about the school.

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 or she will be placed on the Waiting List. Places in the school are then granted as they become available, at the discretion of the Executive Principal, based on the above criteria, but not on a first come, first served basis. Whilst we cannot give a guaranteed place to children who have a brother or sister at the school, we will look favourably at sibling applications that meet the academic and other standards required for entry into the school.

CLEARANCE LETTER – Qatar schools only

Student's transferring from another school in Qatar to Oryx International School are required to provide a Clearance Letter from the previous school. To acquire this letter, please ask us to supply you with an Offer Letter to Oryx International School.

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The previous school will then issue the Clearance Letter, the following information must appear on it:

- Student's name
- Qatar ID Number
- Student's Date of Birth
- Date started at x school
- Date completed at x school
- Last Year/Grade completed
- School Fees paid
- Special Educational Needs and/or Disabilities (SEND)

In order to meet the standards expected of BSO (British Schools Overseas) the school has regard for the guidelines as outlined in the revision to the UK SEND Code of Practice 2015, the UK Equality Act 2010 and the UK Childcare Act of 2006.

Oryx International School adopts an inclusive policy and students with SEND are offered the opportunity to join the school providing they satisfy the school's selection criteria; and we possess the facilities and expertise to meet their needs. However, due to the limitation of our facilities and our expertise we cannot cater to all needs of a complex nature.

The school expects parents to inform us, prior to the assessments, if their child has any SEND requirements. Please advise us the results of any assessments which may have been carried out in order that appropriate arrangements may be made.

Parents may be asked to contribute to any special resources required in order for their child to successfully access the curriculum. Students with SEND will be expected to fully partake in all aspects of the curriculum and be fully integrated into the school. Exceptional circumstances which may affect such access will be dealt with on an individual basis in consultation with the Executive Principal and relevant staff. The school will have to obtain special approval from the MOE&HE for a programme if it differs substantially from the agreed Education Plan for the school.

OTHER LEARNING DIFFICULTIES

Parents are asked to send in a copy of the most up to date psychologist's report before meeting with the Executive Principal.

EXCLUSIONS

Oryx International School in Qatar reserves the right to exclude students 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 Oryx International School.

Good behaviour and discipline are key foundations for good education and at Oryx International School we follow a strict behaviour policy. Without a happy and orderly atmosphere effective teaching cannot take place. Students whose behaviour is considered unacceptable may also be excluded.

All children must be toilet trained before they can be admitted to Oryx International School, if a child is not and a parent marks that they are, these children will be sent home until they can go to the toilet without assistance.

It is the school policy to teach children according to the National Curriculum of England, this includes teaching subjects such as music, PE and swimming. All children are expected to participate in all curriculum subjects and activities which may include school theatre plays, excursions to the theatre or other such events, as well as sporting events and swimming galas. If for any reason your child cannot participate in any of these activities, reasons must be given in writing to the school before being admitted, children may be excluded from attending Oryx International School if they cannot participate in all curriculum subjects.

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DOCUMENTS REQUIRED

The following documents are required to complete the admissions process:

- Completed and signed Admissions Application Form;
- Passport copies for father, mother and child;
- Child's birth certificate;
- Child's Vaccination / Immunization Record;
- Child's previous school reports;
- Qatar ID/Passport for father, mother and child for Qatari citizens only;
- Qatar Residence Permit for Father, Mother and child (your child can start school if you have started applying for a RP, this has been agreed between Qatar Airways and the MOE&HE);
- Clearance Letter from previous school if moving from one school to another in Qatar;
- Health Record from local Qatar Medical Centre - Only for children aged 3 to 6 years, that are already resident in Qatar.

LEAVING / WITHDRAWALS

Parents should inform Oryx International School in writing of their intention to withdraw their child from the school. Failure to provide this notice period may result in a penalty fee being imposed as follows: If your child has been in school for over 1 month, the full terms fees will be retained; if your child has been in school for less than one month, the charge will be pro-rated.

You are required to complete a Withdrawal Form, so that we can make the necessary arrangements and inform the MOE&HE in Qatar. Contractual obligations will be overseen by our Finance office. Reports, Clearance Letters and Transfer Certificates will not be released until all outstanding fees have been settled and books returned.

FEES

The fees include the cost of most stationery and textbooks, games and school societies, but exclude a small number of items, e.g. school uniforms, bus transportation, educational trips, extra special needs requirements, external suppliers of after school activities such as sailing, individual music tuition, IGCSE examination fees, etc. The school fees have been set and agreed by the MOE&HE and are reviewed by them annually.

POLICY ON EQUAL TREATMENT

As a school delivering the National Curriculum of England, English is the language of communication at the school and in all academic lessons, except during Modern Foreign Language (MFL) and Islamic Study lessons

Oryx International School encourages all of its students to respect and serve other people regardless of ethnic origin, culture, gender, linguistic background, special educational needs, religion or disability. The school does not support any form of prejudice or denial of equal opportunity in these areas. Those in a position of responsibility will seek to ensure that all students at the school 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.

Oryx International School 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 emphasises 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;
- Our admissions team are here to help guide you through the various stages of the admissions process and to ensure that the whole process is as smooth as possible.

Admissions Procedure

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We are currently accepting applications for the 2018/19 academic year for children between the ages of 3 and 16 (National Curriculum of England: Foundation Stage 1 & 2, Years 1 to 10).

We are an inclusive school, but operate a selective admissions policy, based upon the identification of students whose academic and other abilities appear to match the ethos and standards of the School. Our language of learning is English.

Whilst Oryx International School in Qatar is considered an academic school, we also look for personal qualities which suggest a child has the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered at the school.

The Admissions procedure is made up of the following stages:

- Application
- Assessment
- Acceptance and Registration

Application

Once you have decided that Oryx International School is the best choice for your child, the next step is to apply by submitting an Admissions Application Form to us.

Forms can be collected from the School's Admissions Office or can be downloaded from our website. Please submit your completed form with the following documents:

- Copy of Qatari ID (father, mother and child – for Qatari Citizens only), we will require sight of the original;
- Copy of Passport (father, mother and child) showing the page with the photograph, we will require sight of the original;
- Copy of a valid Residency Permit (father, mother and child - for all non-Qatari applicants). You child can start school if you have started applying for a RP, this has been agreed between QR and the MOE;
- Copy of child's birth certificate, we will require sight of the original;
- Two recent passport sized photographs of your child;
- Copy of Vaccination record, we will require sight of the original;
- The latest Nursery Report or Early Years Foundation Certificate for Foundation Stage 1, 2 and Year 1 students. Two school reports for Year 2 and above. All school reports must be translated into English;
- Clearance Letter if transferring from another school in Qatar to Oryx International School;
- Health Record from your local Medical Centre in Qatar - Only for children aged 3 to 6 years, that are already resident in Qatar;
- Non-refundable Application fee of QAR 450.

By submitting the Application Form and fee, you are not automatically guaranteed a place at Oryx International School.

Assessments

Once you have submitted your Application Form and Fee, your child will need to sit a Baseline Assessment Test in school, we will then review the documentation as follows:

- Review of school reports;
- Review of Baseline Assessment Test;
- Review any special needs requirements;
- Parent/s and student meet with the Executive Principal or senior member of faculty if required;
- Our Admissions Department will contact you with availability;
- An Offer Letter will be sent to you to accept the registration of your child to the school, return this to the admissions office with the Registration Fee payment of QAR 3,190 within seven working days of receipt.

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Acceptance and Registration

Following a formal acceptance via the Offer Letter, parents have seven days in which to confirm their acceptance of the place by returning a signed Offer Letter to school.

The school will register students on behalf of parents from September to mid / end October 2018, while the MOE&HE online system is open.

Parents will have to visit the MOE&HE for approval of their child's registration into the school if registering between mid / end October 2018 and end January 2019. Once this approval has been received, parents must communicate the approval to the Admissions Office to register their child. You will need to supply us with your child's Residency Permit before he/she can be enrolled in school.

If you are transferring between schools in Qatar, a parent requires an Offer letter from Oryx International School, this must be taken to the school you are transferring from and they will provide a Clearance letter. This letter must be handed to ourselves and the previous school will then transfer your child on the MOE&HE online system from their school to ours.

Once the admissions process is complete, the Admissions Department will contact you to agree a start date and will send you a copy of our 'Parent / Student Handbook'. The Handbook should answer all the questions that you may have regarding joining our school, including uniform, drop-off and pick-up times, lunch and snacks, our school day and school policies and rules.

Our admissions team are here to help guide you through the various stages of the admissions process and to ensure that the admission of your child to our schools is as smooth as possible.

General Enquiries:	+974 4036 0063	reception@oryxschool.qa
Admissions Office assistance:	+974 4036 0085	admissions@oryxschool.qa
Finance Office assistance:	+974 4036 0081	finance@oryxschool.qa



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Appendix 1

Admissions by age 2018-2019

2018-2019			
Year Group	Age	From Sept - Dec	From Jan - Sept
FS1/Nursery	3 - 4	September 2014	September 2015
FS2/Reception	4 - 5	September 2013	September 2014
Year 1	5 - 6	September 2012	September 2013
Year 2	6 - 7	September 2011	September 2012
Year 3	7 - 8	September 2010	September 2011
Year 4	8 - 9	September 2009	September 2010
Year 5	9 - 10	September 2008	September 2009
Year 6	10 - 11	September 2007	September 2008
Year 7	11 - 12	September 2006	September 2007
Year 8	12 - 13	September 2005	September 2006
Year 9	13 - 14	September 2004	September 2005
Year 10	14 - 15	September 2003	September 2004
Year 11	15 - 16	September 2002	September 2003
Year 12	16 - 17	September 2001	September 2002
Year 13	17 - 18	September 2000	September 2001

Appendix 2: International Education System Equivalency Table (Examples)

Age	Oryx School (English Syst)	Qatari SEC Independent	Arabic	USA	French	German	Filipino	IB/ SEK IB / ISL IB	Pakistan	Italian	India CBSE
September to June											
3-4	Foundation Stage 1			Pre-school	PS	KG	KG 1	Pre-school 3			KG 1
4-5	Foundation Stage 2	Rawda KG1	Pre-KG 1	Pre-KG	MS	KG	KG 2	EC2/ Pre-school 4	KG 1	KG 1	KG 2
5-6	Year 1	Tamhidi KG2	KG	KG	GS	KG	Grade 1	KG/ Pre-school 5	KG II	KG 2	Prim 1 / Year 1
6-7	Year 2	Grade 1	Grade 1	Grade 1	CPI	Grade 1	Grade 2	Grade 1	Grade 1	Year 1	Prim 2 / Year 2
7-8	Year 3	Grade 2	Grade 2	Grade 2	CEI	Grade 2	Grade 3	Grade 2	Grade 2	Year 2	Prim 3/ Year 3
8-9	Year 4	Grade 3	Grade 3	Grade 3	CE2	Grade 3	Grade 4	Grade 3	Grade 3	Year 3	Prim 4 / Year 4
9-10	Year 5	Grade 4	Grade 4	Grade 4	CMI	Grade 4	Grade 5	Grade 4	Grade 4	Year 4	Prim 5 / Year 5
10-11	Year 6	Grade 5	Grade 5	Grade 5	CM2	Grade 5	Grade 6	Grade 5	Grade 5	Year 5	Mid 6 / Year 6
11-12	Year 7	Grade 6	Grade 6	Grade 6	6 e	Grade 6	Grade 7	Grade 6	Grade 6	Year 6	Mid 7 / Year 7
12-13	Year 8	Grade 7	Grade 7	Grade 7	5 e	Grade 7	Grade 8	Grade 7	Grade 7	Year 7	Mid 8 / Year 8
13-14	Year 9	Grade 8	Grade 8	Grade 8	4 e	Grade 8	Grade 9	Grade 8	Grade 8	Year 8	Year 9
14-15	Year 10	Grade 9	Grade 9	Grade 9	3 e	Grade 9	Grade 10	Grade 9	Grade 9	Year 9	Year 10
15-16	Year 11	Grade 10	Grade 10	Grade 10	2 de	Grade 10	Grade 11	Grade 10	Grade 10	Year 10	Year 11
16-17	Year 12	Grade 11	Grade 11	Grade 11	1 ere	Grade 11	Grade 12	Grade 11	Grade 11	Year 11	Year 12
17-18	Year 13	Grade 12	Grade 12	Grade 12	Terminale	Grade 12		Grade 12	Grade 12	Year 12	
PUBLIC EXAMS	Yr 10/11 - GCSE/GCSE Yr 12/13 - As & A levels	Grade 12 Certificate	Grade 12 Certificate	Grade 11 Certificate Diploma	Baccalaureate Prof. Tech, General	Grade 11/12 Abilur	Grade 10 Certificate Grade 12 Diploma	IB Certificate or Diploma	Grade 9/10 SCC Grade 11/12 HSSC	Qualifica professionale (3 years) Licenza professionale (5 years)	Grade 12 CBSE

Age	Oryx School (English Syst)	India CBSE	Sri-Lanka	Pakistan	Japan	Scotland	Filipino	Australia	South Africa	Bangladesh	Iran
Sept to June											
April to March school year											
June to March											
January to November / December											
3-4	FS 1	KG1	LKG	Pre		Nursery		Pre-school	Grade 000		
4-5	FS 2	KG2	UKG	KG1		Prim.1	KG 1	Pre-school	Grade 00	KG1	KG 1
5-6	Year 1	Prim 1 / Year 1	Year 1	KGII		Prim.2	KG 2	KG	Grade 0	KGII	KG 2
6-7	Year 2	Prim 2 / Year 2	Year 2	Grade 1	Grade 1	Prim.3	Year 1	Grade 1	Grade 1	Grade 1	Grade 1
7-8	Year 3	Prim 3/ Year 3	Year 3	Grade 2	Grade 2	Prim.4	Year 2	Grade 2	Grade 2	Grade 2	Grade 2
8-9	Year 4	Prim 4 / Year 4	Year 4	Grade 3	Grade 3	Prim.5	Year 3	Grade 3	Grade 3	Grade 3	Grade 3
9-10	Year 5	Prim 5 / Year 5	Year 5	Grade 4	Grade 4	Prim.6	Year 4	Grade 4	Grade 4	Grade 4	Grade 4
10-11	Year 6	Mid 6 / Year 6	Year 6	Grade 5	Grade 5	Prim.7	Year 5	Grade 5	Grade 5	Grade 5	Grade 5
11-12	Year 7	Mid 7 / Year 7	Year 7	Grade 6	Grade 6	Sec.1	Year 6	Grade 6	Grade 6	Grade 6	Grade 6
12-13	Year 8	Mid 8 / Year 8	Year 8	Grade 7	Junior high 1	Sec.2	Year 7	Grade 7	Grade 7	Grade 7	Grade 7
13-14	Year 9	Sec9/Year 9	Year 9	Grade 8	Junior high 2	Sec.3	Year 8	Grade 8	Grade 8	Grade 8	Grade 8
14-15	Year 10	Sec10/Year 10	Year 10	Grade 9	Junior high 3	Sec.4	Year 9	Grade 9	Grade 9	Grade 9	Grade 9
15-16	Year 11	Sec11/Year 11	Year 11	Grade 10	High 1	Sec.5	Year 10	Grade 10	Grade 10	Grade 10	Grade 10
16-17	Year 12	Sec12/Year 12	Year 12	Grade 11	High 2	Sec.6	Year 11	Grade 11	Grade 11	Grade 11	Grade 11
17-18	Year 13	-	-	Grade 12	High 3	-	Year 12	Grade 12	Grade 12	Grade 12	Grade 12
18-19	-	-	-	-	-	-	-	-	-	-	-
PUBLIC EXAMS	Yr 10/11 - GCSE/IGCSE Yr 12/13 - As & A levels	Grade 12 CBSE		Certificate	Secondary school diploma	Higher or advanced higher exams	Grade 10 Certificate Grade 12 Diploma	Vocational or academic options	Matriculation certificate	Secondary school certificate	