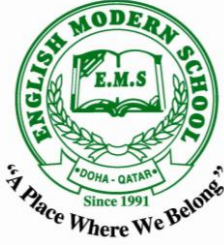


ADMISSIONS POLICY

The English Modern
School, Al Khor Campus
2019/2020



المدرسة الإنجليزية الحديثة THE ENGLISH MODERN SCHOOL AL KHOR CAMPUS

P.O Box: 875, Al-Khor – Qatar . Tel.: 44502172 - Fax: 44502066 Mobile :55369675
Email: office@emskhor.net Website: www.emskhor.net
ص.ب.: 875، الخور – قطر . تليفون: 44502172 - فاكس: 44502066 جوال: 55369675

APPLICATION PROCESS

Application forms may be downloaded from the website www.emskhor.net or collected at the Admissions Office of the school. The application form must be completed and submitted along with all required documents to the school's Admissions Officer.

APPLICATION REQUIREMENTS

Applicants are asked to complete the enclosed application form and attach to it the required documentation listed below – **application will not be accepted unless all requested documents are submitted:**

- Copy of Student's Passport
- Copy of Residency and ID (for non-Qatari students)
- 4 passport size photos
- Father/guardian Passport Copy
- Copy of Original academic and behavioural reports from the previous two years
- Copy of Birth Certificate
- Copy of Health Record
- Copy of Health file
- Application Fees (QR 288)
- Reference letter from previous school/Nursery (ECE)

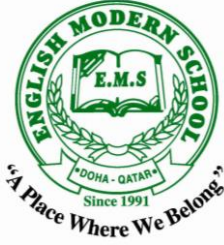
Note: as per the MOE requirements, students without a Residency Permit will not be permitted to be enrolled in school. Admission can only be finalized upon submission of the RP and the Equivalency Certificate.

ADMISSION PROCEDURES

1. The application form and all required documents are submitted to the Admissions Office.
2. An assessment date will be set for the applicant.
3. The admission assessments and interview will take place at the school. The assessment for Year 2 to Year 12 will include English Literacy components (vocabulary, reading comprehension, spelling and writing) and Mathematics components (numeracy, operation, algebra and geometry).
4. Results will be communicated to parents by phone and by email no more than one week after the assessment. Parents will then have 48 hours to pay the Registration Fee to the school's cashier to secure their child's seat. If payment is not made, the seat will be forfeit.

Suitability of an applicant will be determined in light of the following:

- a. academic and behavioural reports from the previous two years
- b. continuity of previous education
- c. scope of educational experience
- d. evidence of emotional stability and maturity
- e. results from previous tests or EMS placement assessments
- f. former teacher and/or administrator comments
- g. references



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ADMISSION POLICY 2019-2020

ADMISSION

The English Modern School is a privately owned school that offers an international curriculum to over 3000 students on 3 different campuses (Al Khor, Doha, Al Wakra). Students are admitted to EMS regardless of race, gender, nationality or religion provided they meet all the admission requirements as outlined in this policy. Applications for admission are accepted throughout the year and EMS seeks to accept all students who apply and meet the requirements, provided seats are available.

All students applying to The English Modern School are selected according to the screening process which corresponds to their grade level.

Note: Submitting a completed application form does NOT guarantee acceptance into EMS. Acceptance is subject to seat availability and candidates meeting the admissions requirements.

SIBLINGS ADMISSION

Siblings of EMS students have priority over other applicants. A special admission period for EMS students' siblings is scheduled before admission is open to other students. Once the sibling registration period is over, all potential students who meet the registration requirements will be eligible to fill any available seats.

WAITING LIST

EMS seeks to accept all students who apply and meet the requirements. Where seats are not available, applicants who meet the admission requirements are placed on the waiting list. This will be done after the parents sign the Waiting List Acknowledgment Form.

While all efforts are made to accommodate parents and students, unfortunately the school cannot always offer a seat to all accepted students. EMS strives to implement a transparent, equitable waiting list policy.

Qualified siblings of EMS students on the waiting list will receive first priority. Thereafter, students on the waiting list are placed based on a first come first serve basis.

SPECIAL CONSIDERATIONS

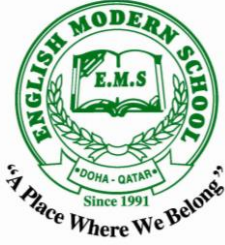
Students will be considered eligible for admission if it is believed that the school can meet their physical, emotional, social and academic needs.

Suspected Learning Difficulties/Disabilities:

While some students might not show evidence of learning difficulties/disabilities during the initial admission process, the school reserves the right to review the initial placement should there be new evidence of suspected learning difficulties/disabilities. In such instances, parents might be required to consult with a specialist for a formal assessment of the child. If the school feels it is in the child's best interest to be moved to a specialized establishment, parents will be asked to make necessary arrangements which will avail their child to such services.

CANCELLATION OF ENROLMENT

The School reserves the right to verify any information supplied and to require further evidence as necessary. Where fraudulent, deliberately misleading, incorrect or incomplete information has been supplied and that information has led to a seat being offered which would not otherwise have been offered, the School reserves the right to immediately withdraw/cancel the enrolment.



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SCREENING PROCESS

All students applying to The English Modern School are selected according to the screening process which corresponds to their grade level. Successful applicants will be granted acceptance into EMS, except when seats are not currently available, in which case they will be placed on the waiting list.

Applicants for KG 1, KG 2 and Year 1

- Developmental assessment interviews are conducted during the week or on Saturdays.
- Results are announced within one week of the interview.

Applicants for Year 2 to Year 6

- English and Mathematics assessments are conducted during the week, or on Saturdays.
- Results are announced within one week of the completed assessments.
- The student will then be interviewed by a representative from the School Administration.

Requirements: Students are expected to score a minimum of 50% on the Mathematics assessment and achieve grade level on the reading and comprehension assessment. They must also meet all other admission criteria.

Applicants for Year 7 - 10

- English and Mathematics assessments are conducted during the week, or on Saturdays.
- Results will be announced within one week of the completed assessments.
- The student will then be interviewed by a representative from the School Administration.
- For students not meeting the entrance requirements, re-tests are not normally done.

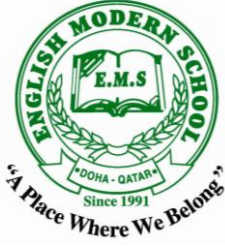
Requirements: Students are expected to score a minimum of 60% on both assessments in addition to meeting all other admission criteria.

Applicants for Year 11

Since we offer the IGCSE courses over a 2 year period, it is unlikely that we would accept new students into Year 11. If circumstances exist where a student is coming out of a similar program with the same courses that we are offering, we may consider the application. In such a case, a full evaluation of the work done may be undertaken. This can also include summative assessments in any or all of the subjects.

Applicants for Year 12

A comprehensive review of results from the previous school will be done. All necessary documents will need to be submitted.



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PLACEMENT CRITERIA:

Placement in all classes will be made by an Admission Committee, on the basis of:

- The student’s previous enrolment year – as per the MOE requirements
(Note: for students coming from outside Qatar, the MOE Equivalency Office will determine the Year level placement)
- The student’s age
- The student’s academic and behavioural reports for the previous 2 years
- The student’s performance on the entrance assessment

Note: EMS works in full compliance with the Ministry of education’s requirements and guidelines. The school does not have the authority to make any exceptions to MOE placement regulations. In the event that the MOE regulations change, EMS will implement the changes accordingly. Any concerns or complaints about MOE placements need to be taken up with the MOE.

AGE OF ADMISSION:

Accepted students from KG1 to Year 1 will be placed in a year group according to the MOE’s “Age of Admission Regulations”. (memo 11)

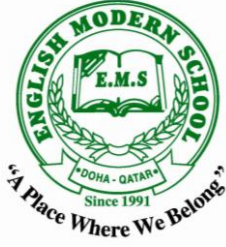
KG1 to Year 1:

Level	Requirement	Division and Programme
KG 1 KG 2	Passes interview	ECE: Early Childhood Education
Year 1	Report from nursery or previous school and passes interview	Elementary School

Accepted students from Year 2 to Year 10 will be placed in the year group that is subsequent to their last academic year – provided they pass the entrance assessment and fulfil the admission requirements.

Year 2 to Year 12:

Level	Requirement	Division and Programme
Year 2 - 6 Year 7 - 9 Year 10 - 12	Successfully completed previous academic year and passed entrance assessment	Elementary School Middle School High School



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DETAILED FEES SCHEDULE - ACADEMIC YEAR 2019-2020

*** The school got Fee increase 3% from MOEHE**

Year Group	Term I (QR)	Term II (QR)	Term III (QR)	Extra Fees ¹ (QR)	Total Fees Per Year (QR)
KG 1 – KG2	8,633	8,633	8,634	1,153	27,053
Year 1	8,800	8,800	8,800	1,153	27,553
Year 2 – Year 6	8,800	8,800	8,800	2,305	28,705
Year 7 - Year 9	13,183	13,183	13,184	2,305	41,855
Year 10-Year 12	13,783	13,783	13,784	2,305	43,655

¹ Extra Fees are due with Term I Fees and include: Stationery, Books, Materials used throughout the year, Classroom Resources, Activities, Trips and Outings.

Registration Fee (one time only)	QR 1,153per student	(paid when student application is accepted)
Bus Fees	QR 2,305per Term	
Year 11-Year 12 (International Exams)	Cambridge Exam fee – updated yearly .	(Paid before the Exam)

Parents wishing to enrol their child must submit the completed application along with all required documents to the Admission Office.

For further information, please contact the Admission Office:

Tel: +974 44502172 Fax: 44502066 Mobile: 55369675 Email: office@emskhor.net