



## **Admission and Registration Policy**

Students are registered according to the age of admission specified in the circular issued by the Private Schools Licensing Department. They are registered according to the last academic certificate obtained, indicating their grades.

Students applying for EIS have to sit an entrance exam that measures their proficiency in the English language and their computation and problem-solving skills in Math. The admission tests are taken on the school campus and are aligned with Common Core and/or AERO standards.

Arabic speaking students will also be tested on language proficiency, reading comprehension and writing skills. The Equivalency table as well as age requirements and other documents set by the Ministry of Education and Higher Education are taken into consideration before admitting and registering students.

### **Admission Standards and Selection Criteria**

Upon receiving a circular from the Ministry of Education and Higher Education about admission opening dates, Elite International School sends circular and SMS to the current parents informing them that the school is open for admission for the next academic year for all grades. Moreover, the school publishes the open enrolment period on its official website and social media platforms. We operate an open admission policy in which places are offered on the basis of first-come first serviced, based on the number of vacant seats available in the grade to which applicants are applying. The Student Affairs / Admissions Department provides parents with information about the curriculum offered by Elite International School, evaluation policy, the academic year calendar, in addition to the accredited certificates that the school provides and informs them of the accreditation body. In the event that the student transfers from a school, whether from inside or outside the State of Qatar, with a curriculum different from that of Elite International School, parents will be informed of the international education systems equivalency table issued by the Ministry of Education and Higher Education.

### **Application Procedure to Be Followed by Parents**

EIS admits students based on its admission assessment policy and requirements as well as the availability of vacant seats.

Guardians visit the school between 7:00 a.m. and 12:00 noon. to fill an entrance exam application form and submit it along with all required documents. Applications can also be downloaded from the school website [www.eliteintschool.com](http://www.eliteintschool.com).

**The documents required for the entrance exam:**

- Duly filled entrance exam application form
- Sight of the original and copy of birth certificate
- Copy of mother's and father's valid passports and Qatar ID cards
- Sight of the original and copy of passport & valid residence visa for students
- Sight of the original and copy of vaccination record
- Report card (original and copy) from previous nursery/school
- Parents' questionnaire
- Undertaking prior to entrance exam
- Recommendation form from previous nursery/school.

Once a fully submitted entrance exam application is received and processed, parents will be notified of the entrance exam date. On entrance exam day, pay assessment fee for grade 1 to up (non-refundable and non-transferable) and applicants will be assessed the same day by the academic team as well as the social worker. Applicants will be individually/group wise assessed. Please advise your child that the entrance exam will be done in the absence of parents, and parents will not be allowed to accompany them in the assessment room.

The initial admission assessment does not guarantee a seat to be held. Seats will be offered based on school board policy and priority once a student qualifies. The result will be informed within three working days.

The successful applicants need to submit the enrollment application form along with all required documents within a week of being informed about the result. The application can be collected from the school or downloaded from the school website.

**Admission Documentation Requirements:**

- Duly filled enrollment application form
- Four (4) recent passport photographs
- A signed fees regulations agreement form
- Fees/payment clearance letter from previous school
- Completed medical form (attached with application form)
- Health evaluation certification and health record document from health center
- Letter of employment from the child's sponsors workplace
- Report card/certificate (original and copy) authenticated by the Ministry of Foreign Affairs of Qatar (only for students coming from schools outside Qatar)

Successful applicants will be enrolled at EIS once they submit the documents mentioned above on or before the date mentioned in the application form and upon the payment of registration fees (non-refundable and non-transferable) and seat reservation fees (non-refundable and non-transferable). Seat reservation fee is a part of first semester tuition fees.

Failure to pay registration fees or to submit the duly filled application form along with all required documents before the deadline will result in applicant losing the seat.

**\*Note: Early Years Children in diapers will not be admitted.**