

# Newton International School Lagoon Campus



*“An international community of learners striving for excellence and celebrating success”*

## Admissions Policy

**Last Reviewed Date: 20th June 2021**

**Reviewed by: Deputy Principal, Mr Hardy**

**Next Review Date: 20th June 2022**

This policy, is designed to provide guidance for the development, implementation and monitoring of students entering at Newton International School, Lagoon Campus (NISL).

### 1. Aims of Admissions Policy:

- To use previous school history to inform admission decisions
- To ensure students are accepted according to their age and previous schooling completion
- To follow correct procedures and provide the correct documentation
- To have relevant information to make an informed decision as to the child’s ability

### 2. Steps to be followed:

The following steps must be implemented before a student enters a classroom and using our Online Registration System.

#### Step 1:

Parents use the link below to fill our online registration system:

**<https://registration.newtonschools.qa>**

Or collect an application form from the Receptionist. This application must be completed and the required documentation must be added to the application when returning it to the Receptionist.

- Previous school report
- Medical report
- Transfer Certificate and confirming his/her previous school
- Photos x4 for the child
- Copy of child’s birth certificate
- Copy of child’s vaccination report
- Copy of the Qatar ID for child and both parents
- Copy of passport for child and both parents

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**All documentation is required before a child enters the school, any application with missing documents will not be accepted.**

The student will be registered in the grade following his/her current grade, provided that the latest school report for the current academic year is submitted, and the final end of year report is submitted by August. If a student fails the end of year exams, and does not provide the completion report he/she will be repeating the same grade based on the non-objection letter from the students' parent as per the directives of the Ministry of Education and Higher Education.

## **Accepting the Student - Step 2:**

The completed application is considered and booked for an entrance test. The Receptionist calls the applicant to arrange and a book a time to have the entrance test taken at school. The KSC involved should then be informed as to when the entrance test will be taking place. The Key Stage Coordinator has to receive an email/written notification of booked entry exams.

The seat will be offered when the student passes the assessment.

**An entrance test fee must be paid to the Accountant before taking the test.**

## **Step 3:**

All tests are formulated and reviewed by NIS staff. A teacher of the relevant key stage is to administer the test. Interviews in certain key stages also forms part of the entrance test. (ie. EYFS & KS1) The test is marked and the teacher will pass or fail the applicant based on the results. The tests are to be reviewed by the Head of Academics and then be given to the Principal to be approved. Different tests are used for each term and should ensure the child is ready and at the correct level for current teaching and learning.

## **Step 4:**

The Principal will inform the Registrar who will then contact the parents regarding the results. If the results are positive, the parents will be informed of payment and start date.

Payment of registration fees are non-refundable and deposit for term 1 must be paid within 3 days of the assessment.

## **Step 5:**

The Registrar is informed and places the student in the correct class. The registrar informs the teacher before the student enters the class.

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## **Step 6:**

Where possible, holiday admissions should be signed off by the Principal at the beginning of the term.

## **Re testing**

*The school does not encourage re testing, however, will be flexible if the following occurs:*

- *Score is close to pass mark*
- *Siblings in the school*
- *Compassionate consideration from Senior Leadership where learning support is put in place*

***Students are to start school 2 days after the application has been approved by the Principal.***

## **3. Withdrawal Policy:**

If withdrawal should occur for any reason Parents need to sign a withdrawal form before one month of leaving school. Deposit will not be refunded if withdrawal was without informing the registration department before the mentioned period.

If parents submitted the necessary documents that confirm the terminal of employment, then tuition fees paid can be refunded partially according to attendance period. (registration fees are non-refundable).

## **4. Transfer to another school:**

● **Among Newton Group:** To transfer to other Newton Branch, parents need to sign a transfer form and submit it to the registration department in the period between 15 Jan -31 Jan of each year. Transfer will take place according to available seats in the preferred branch. No transfer fees requested. No Newton group ensures a seat for your child in any preferred branch if the next year class grade is not provided in the current branch. Parents need to inform the registration department and sign the transfer form between 15 Jan -31 Jan.

**Other Schools in Qatar:** To transfer to another school in Qatar, parents need to sign a transfer form and submit it to the registration department in the period between 15 Jan- 31 Jan of each year. A Vacancy Letter is needed from the other school in order to transfer the student through the Ministry of Education System. Transfer will occur after all due payments are paid.

***Newton Schools are licensed by the Ministry of Edui directives and regulations.***