



POLICY NUMBER:

OWNER: BROOKE MACDONALD

DATE OF ISSUE/LAST REVIEW: JAN 2025

REVIEW DATE: OCT 2025

POLICY

RATIONALE

Admissions Policy 2024/2025

AIMS AND OBJECTIVES

This admissions policy has been written to ensure that the Park House English School is following fair and appropriate procedures in the selection of students.

PROCEDURES

Park House English School has a transparent admissions policy to ensure all applicants are treated fairly. Kindly note that as part of our admissions and safeguarding policies, we will contact all applicants' current schools directly. If you would prefer us not to contact them until such time that an offer can be made, please advise us directly by email: registrar@parkhouseschool.com

Children from all nationalities are welcome to apply, however please see below the details regarding our priority admissions.

English Language

Children are expected to have a good command of the English language as the school follows the English National Curriculum. All children are required to complete our assessment procedure before being offered a place at Park House English School. Honest and accurate information regarding your child's language background is in their best interest. It allows us to provide the appropriate language support and ensure a successful transition to our school. Your child's educational experience and well-being are our top priorities, and your transparency in this matter is greatly appreciated.



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Priority Admissions

Park House gives priority to siblings of current students, first language English speakers and children attending “Primrose”, “Little Learners”, “Acorn” and “Redwood” nurseries. However, this does not guarantee admission, all children applying for a place including those with priority will be required to pass an entrance assessment or an entrance test.

Applications

Initial applications to Park House are free. Applications can only be submitted online and must be completed in full. Families invited to be considered further are required to pay 230 QAR application fee per student. Should places not become available, the application does not roll over to the following academic year.

Sibling Applications

In November each year, we invite current parents to apply for siblings for the following academic year.

Family Applications

If your application is for more than one child, each child will need to pass the assessment or interview for their application to be successful. Not all family members will be guaranteed places. It is the policy of Park House English School to consider the whole family, each child must pass their assessment before places can be offered to the family. If one child fails their assessment, all applications will be withdrawn.

Nursery Applications

When starting in the nursery all children are required to be fully toilet trained and should be able to remove and replace clothing.

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مدرسة المنتزة الإنجليزية
PARK HOUSE ENGLISH SCHOOL

Sixth Form Applications

Students who apply for a place in Year 12 and are invited to be considered for a place in the waiting pool will be requested to provide their predicted IGCSE grades (or equivalent) together with the latest full school report. Selected applicants will be invited to attend an interview with the Head of Sixth Form. Successful applicants will receive an offer of a place conditional on achieving a minimum of 6 IGCSE at grade C or 5 and above (or equivalent) including English language and mathematics. Students must have grade B or 6 and above in their chosen AS/A2 subjects except Mathematics where students are required to achieve grade A or 7 and above. Admission into Year 12 will be confirmed once the final IGCSE results (or equivalent) have been received in August. It is the applicant's responsibility to provide the school with their results as soon as they have been announced.

In Year Applications

Although the school year starts in September, we do accept children throughout the year depending on the availability of seats. Admission into Years 10, 11, 12 and 13 are not normally possible after December as a considerable amount of examination work will have been completed in the first term. Entry into Year 10 after this date will only be considered in exceptional circumstances.

Students applying for a place in Year 11 must consult the IGCSE prospectus to view the IGCSE subjects and examination boards we offer. Year 11 is the second year of the two-year IGCSE course and students are required to have studied the same subjects and examination boards in their previous school as those offered by Park House. Please contact the registrar for further details.

Entrance Assessment

All children applying for a place including those with priority will be required to pass an entrance assessment or an entrance test. Applicants who pass the test will be offered a place or will remain in the waiting pool. When a place becomes available in the school, all candidates in the pool are considered. If a place has not been offered to a child within six months of passing the initial assessment, they may be required to sit a second assessment.

All children applying to Nursery – Year 1 are required to complete an entry assessment/observation.

All children applying to Year 2 – Year 12 are required to complete a CAT4 assessment. In addition, all children applying will be required to complete a short, written assignment. If your child scores below 110 in the CAT4 assessment your child may be invited back for a further assessment with a member of our inclusion team to identify any learning requirements. If a child fails an entrance assessment the school will not reassess until the next academic year. Pupil behaviour and attitude is also taken into consideration during the assessment.



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Age Groups

Children will only be admitted to the appropriate year group by age as detailed during the initial online enquiry form. If your child is currently studying in a school in Qatar, please refer to the Ministry of Education and Higher Education (MoE) rules for transferring children.

Information Provision

Parents/Guardians must ensure they have provided all the relevant information in their application, including details of behavioural, social, or academic support needs. If information is withheld and Park House English School is unable to meet your child's educational and/or social/behavioural needs, we reserve the right to withdraw the application/school place.

Medical Records

Park House English School requires current and accurate information regarding your child's medical requirements, and that you update the school should the circumstances change. We require records of previous medical treatments, allergies, and vaccination records on registration.

Ministry of Education (MoE) Requirements to Complete Registration. (Subject to Change)

All children joining Year 2 and above and transferring from schools outside of Qatar are required to provide a copy of the previous Year End full school report together with any interim reports issued. To comply with the MoE requirements please ensure the report includes the official stamp of the school. Children will only be accepted into the same year group or progressive year group as appropriate and in conjunction with the MoE equivalency table. Should there be a discrepancy between the year group offered and the year group the MoE will accept the child, the offer of a place will be withdrawn.



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Students transferring from a school within Qatar are required to provide the existing school with confirmation of acceptance into Park House English School together with our NSIS Code 30185. Children will only be accepted into the same year group or progressive year group as appropriate and in conjunction with the MoE equivalency table. Should there be a discrepancy between the year group offered and the year group the MoE will accept the child, the offer of a place will be withdrawn.

In accordance with Ministry of Education regulations, we can only accept students transferring from schools within Qatar up until the end of January of the academic year.

Behaviour

Park House English School believes that good student behaviour is fundamental in enabling the best learning experience possible, and all students enrolled at the school should have a positive attitude to learning and respect for the school community. Registration and re-registration are offered subject to this.

Class Capacity

Class sizes will not exceed 28 students unless in exceptional circumstances.

Gender

Park House English School is a co-educational school from FS1 to Year 13.

EVALUATION

EVALUATION

APPENDICES