

Admission and registration policy

The registration door is opened annually and the period prescribed for registration is announced through a circular issued by the Private Schools Licensing Department in this regard, and any registration after the mentioned period will require the approval of the Director of the Schools Licensing Department

Procedures

Opening the door to registration and announcing the period prescribed for registration after the circular issued by the Private Schools Licensing Department in this regard

Providing clear instructions for the guardian regarding the admission of students and presenting them to the guardian

Providing the guardian with information about the curriculum offered by the kindergarten and the policies and systems for evaluating students there

The required documents

ID card or passport in which the student is registered (valid) + a copy of it

Original birth certificate + a photocopy of it

A valid residence permit on the passport + a copy of it (for all resident students)

Temporary residence permit card issued by the Ministry of the Interior in the State of Qatar for holders of this card (valid) and a copy of it and registering the nationality of residents of Qatar

recent photos of the child 2

Health documents for Qatari students and residents from the age of 3-6

In calculating age, the original birth certificate is relied upon, and in the event that it is not possible to obtain a birth certificate, the valid passport is used as a guide

Registration

Attendance of the guardian with the student to the kindergarten

Conducting an assessment for the student that shows the student's communication with the surroundings and his ability to learn

Fill out the kindergarten registration form

Receiving the documents from the guardian and reviewing them and verifying the conditions and requirements of the Ministry of Education and Higher Education

Student registration on the NSIS National System

Determine the stage in which the student must be registered

The age of the student is the main determinant that is used to determine the grade level and the academic stage and the student's admission to it

Ages are calculated according to the circular issued by the Ministry of Education and Higher Education and the Private Schools Licensing Department

Refer to certificates and student documents issued by another school

Review the student's file and see the documents and certificates issued from the previous kindergarten

And in exceptional and very pure cases, approval can be obtained from the Ministry of Education, Education and Higher Education after the approval of the kindergarten for the guardian to register the student in a lower grade and the same curriculum, provided that the student's age is suitable according to what is required by the interest of the student, and the guardian must write an acknowledgment of the undertaking With knowledge of the equivalence table of international education systems and the difference in curricula
When a student moves from one curriculum to another

Passing admission requirements and it will be

There will be a personal interview for the student and his parents with the class teacher and another interview with the kindergarten principal

Bring all papers from documented certificates that the student passed the previous stage

Register fees

Registration fees are non-refundable and are collected only once for each new student

The school or kindergarten informs parents of the students of the fees approved by the Ministry and the method of collecting them before the student actually enrolls in the kindergarten, by all possible means

Important points to pay attention to during the student registration process

It is not permissible to register any student who does not have a personal number from the Ministry of Interior in Qatar

It is not permissible to register any student who entered the country on a visit visa

The guardian may transfer or transfer the student to another school after notifying the kindergarten administration and signing a withdrawal form

The kindergarten is committed to the capacity allocated to it by the Ministry of Education and Higher Education

Using the student database system to enter the following personal data (student registration - striking off the name of a registered student - transferring a student - issuing statements)

Sending an electronic copy of the enrollment records for all students at grade levels to the Private Schools Licensing Department approved by the Kindergarten Principal

In the event of accepting a student from another school that follows a curriculum other than the one approved for the kindergarten, the kindergarten administration must inform the parent of the equivalency schedule, the academic regulations, .and the consequences of that

Commitment to the Ministry's circulars regarding registration and reviewing them periodically