



Admissions and Continuing Enrolment Policy (Qatar)

Please note:

In countries where ACS International Schools is operating outside of the United Kingdom the UK regulatory framework will provide the foundation for best practice as far as this policy is concerned. All ACS schools will operate in compliance with the relevant legislation of the country in which they are operating.

ACS International Schools is committed to protecting individual's personal data, and aims to remain at all times fully compliant with data protection laws and guidance from the relevant regulators. ACS further commits to ensuring that the planning and writing of all policies and procedures that involve the handling of personal data are guided by the principle of privacy by design, and that individuals' rights to have their data safeguarded are a paramount consideration in ACS' pursuit of all its operational and strategic practices.

Document Status

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Change Control

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Policy Statement

ACS International Schools (henceforth referred to in this policy as ACS) is committed to ensuring equality of access and opportunity for all individuals seeking to study at our School. In line with our purpose, vision, and values, we welcome applications from all like-minded families with qualified students.

Policy Guidelines

Aims of the Policy

1.1 This policy governs the admission of individuals to the Schools as students. The Schools' aim is to provide:

- a fair admissions process;
- a process whereby, through a review of the application and supporting documents, individual needs (for example, academic, physical, medical, social, emotional and behavioural) are identified, and through which an evaluation is carried out to determine whether such needs can be met within the school, and specifically whether these can be accommodated within the profile of the relevant existing cohort;
- effective support mechanisms for applicants and enrolled students;
- a process which is consistent with the schools' need to ensure their obligations regarding child protection and safeguarding are met and that ACS' duty of care to staff, students and third parties is discharged.

2. Scope of the Policy

2.1 This policy is relevant to individuals (and their parents/guardians) who are seeking admission for a place at ACS International Schools Doha, including existing students who apply to re-enrol. In this policy "applicant" refers to the prospective student for whom the parent/guardian is seeking admission or re-enrolment.

3.1 Information and guidance for Applicants, Parents and Guardians

3.1 Information about the Schools, their relevant entry criteria and other useful information is available from the following sources:

- The ACS website www.acs-schools.com
- The ACS application webpage: <https://www.acs-schools.com/Apply-now>
- The Admissions teams
- Open mornings

4. A Qualified Applicant

4.1. The school to which the family applies will evaluate an application based on these requirements and in accordance with the school's resources, programmes, (including, where applicable, admission to the Diploma Programme and/or Career-related Programme of the International Baccalaureate or College Board Advanced Placement courses), and place availability.

4.2 A qualified applicant is one who, based on the information received:

- meets the requirements of this policy based on a review of completed application materials;
- is likely to demonstrate an ability to access content, knowledge and skills in the curriculum;
- can integrate with, and be accommodated within, the profile of the relevant existing cohort; and
- meets the appropriate school age and grade/year placement requirements <https://www.acs-schools.com/doha/admissions/grade-placement>

4.3 ACS will offer places to qualified applicants subject to the availability of places. Qualified applicants for whom a place is not available will be notified that they will be placed on a waitlist.

4.4 The language of instruction is English. Applicants to grade 8 and above must demonstrate a sufficient level of English to access the curriculum, which will be tested by an assessment, as part of the application process.

4.5 If, during the review of the application, ACS identifies that additional testing is required in order to review the application, this will need to be arranged and paid for privately by the parents, before a final decision is made.

5. How to Apply

5.1 A visit by the family is highly encouraged, but not necessary, prior to applying. The objective is to ascertain whether the school's environment and academic programmes are appropriate and suitable for the applicant's learner profile.

5.2 Details regarding the application process and procedures can be accessed on each school's webpage referenced here <https://www.acs-schools.com/apply-now-doha>. Applications are considered for admission on a rolling basis, throughout the year.

5.3 Applications and enrolments are bound by ACS' Terms and Conditions which can be viewed on the ACS application webpage: <https://www.acs-schools.com/apply-now-doha>



6. Admissions Decision

6.1 The final decision whether to offer a place at the school, with or without conditions, to place the applicant on a wait list, or decline an applicant for admission resides with the Dean of Admissions at the campus applied to. This decision will follow consultation with administrators and staff in the relevant campus and division. The following list of grounds for declining an application is offered for guidance purposes only and is not intended to be exhaustive. The term “admissions team” used in this list is intended to describe those who are consulted by the Dean of Admissions before a decision is reached.

6.2 The admissions team may in its absolute discretion decline an application on the following grounds:

- if the minimum entry requirements for admission have not been demonstrated;
- if the admissions team considers, in its reasonable opinion, that the applicant may endanger or pose a risk of harm to staff or students of the school;
- if the admissions team identifies that complete or accurate information was not disclosed in the application process by omission, or misleading information was provided;
- if the admissions team considers, in its reasonable opinion, from the submitted application documentation, that there are relevant disciplinary or behavioural grounds for not admitting the applicant;
- if the applicant has specific academic, physical, medical, social, emotional or behavioural needs which the admissions team considers, in its reasonable opinion, that ACS is unable to meet;
- if the admissions team considers there is another proportionate and justifiable reason for refusing admission.

7. Appeal Procedure

7.1 ACS shall, at its absolute discretion, be entitled to offer or decline a place to an applicant. An unsuccessful applicant who wishes to raise an appeal against ACS’ decision may do so in accordance with the appeal procedure outlined in the Terms and Conditions.



8. Continuing Enrolment

8.1 The school will monitor the student's progress and produce regular written reports, [which will be provided to parents/guardians]. The school will advise the parent or guardian if there are any concerns about the student's progress, but the school will not undertake to diagnose special educational needs. The school reserves the right to require a formal external assessment at the parent or guardian's expense.

8.2 If the school identifies that complete or accurate information was not disclosed in the application process by omission, or misleading information was provided, then the parent or guardian may be asked to withdraw the student immediately, or at the end of the semester. Complaints against such a decision may be brought under the complaints procedure. (www.acs-schools.com/Policies)

8.3 A parent or guardian may be asked to withdraw a student, or not re-enrol the student for the following school year, if, in the opinion of the Head of School, the School cannot continue to provide adequately within the resources reasonably available in the relevant School or if any of the criteria under the heading 'Admissions Decision' above are met. Complaints against such a decision may be brought under the complaints policy. (www.acs-schools.com/Policies).

8.4 Admission and continued enrolment of all ACS students is guided by national laws regarding school attendance, and by schools' statutory duties to report absence. These duties are outlined in the ACS Attendance policy, which is published on the ACS Website.

9. Students with Learning Support Needs

9.1 Applicants with Special Education Needs and Disabilities (SEND) are considered for admission provided that ACS's programmes are educationally appropriate for them, and that the school can meet their mild to moderate learning support needs. ACS is unable to serve students with severe behavioural, emotional, or learning difficulties / disabilities.

9.2 For more information parents may refer to the ACS Student Support Services (Including SEN/D) Policy at <https://www.acs-schools.com/Policies>.

10. Qatar Visa and Immigration

10.1 At the time of application, applicants must submit a copy of their passport. Applicants will need to submit a copy of their Qatari Residency Permit on or before the first day of School. All accepted students MUST have a valid Qatari Residency Permit to attend the School as per the Ministry of Education requirements.



11. Application Document Retention

11.1 Applicants' personal information is processed solely by those members of staff involved in considering the information submitted as part of the application or any appeal, or as part of a response to an appeal, or by a member of staff involved in investigating and/or responding to a complaint or formal claim.

11.2 All application documentation will be securely disposed of one year after date of:

- admission (in the case of a successful application) or
- closure of application (if the application was incomplete or the parents/guardians did not accept the place offered), or
- the refusal of a place, or
- the resolution of the case (in the case of an unsuccessful appeal),

unless it is reasonable, proportionate, and necessary for this information to be retained for longer as a result of a complaint or formal claim being raised.

11.3 The ACS Privacy Notice is published on the ACS website and this should be referred to for updated guidance on data privacy concerns as they relate to ACS.

11.4 The ACS Data Retention policy is published on Schoology and is also available in printed form from the ACS Data Protection Office (dpo@acs-schools.com).

13. Deferred and Pending Applications

13.1 If an application is left incomplete, and ACS does not receive any communication or additional documents submitted for more than 3 months, then the application will be closed.

13.2 A parent can request in writing for their child's application to be deferred for 12 months, but ACS will require updated school reports and references within the 6 months prior to the applicant's expected start date and any new documentation that may be required as part of our application process. No second application fee will be required for one year's deferral.

13.3 If a parent applies for their child to start more than 12 months after the original start date, ACS will require a full new application and application fee.

14. Monitoring and Review of this Policy

14.1 ACS will review this policy on an annual basis to ensure that it meets all legal requirements and reflects best practice. Such changes as may be required will be made and the amended policy published on the ACS website.



15. Other relevant policies

15.1 The attention of parents and applicants is drawn to other policies published by ACS which relate to and inform admission and continued enrolment at ACS. These include:

1. Attendance Policy
2. Behaviour Policy
3. Employee Bursary Policy
4. Fee Recovery Policy
5. SEN/D Policy
6. Terms & Conditions