

Circular No(5)

Principals of private schools,

After Greetings,

Subject: Registration of students in private schools

Please note that it has been decided to open the registration in all private schools for all grades for the academic year 2023/2024 according to the following rules and regulations.

1. The registration is open form 1 March 2023 to 12 October 2023; and for students who come from abroad, the registration is open till the end of January 2024.
2. The school should follow a proper registration/admission mechanism and it should notified publically; keeping in mind that the same should not be against the rules and regulations stipulated by the Ministry in this regards.
3. The school should follow the age criteria prescribed hereby knowing that the minimum and maximum age limit has been fixed in the document.

KG AND PRIMARY LEVEL

CLASS	AGE			
	Minimum	maximum		
		Day	Month	Year
KG1	3	29	11	4
KG2	4	29	11	5
YEAR-1	5	29	11	7
YEAR-2	6	29	11	8
YEAR-3	7	29	11	9
YEAR-4	8	29	11	10
YEAR-5	9	29	11	11
YEAR-6	10	29	11	12

Please see the following details regarding the admission in KG1, KG2 & Grade1 for the academic year 2023/2024.

KG1

The minimum age level of a student (Qataris/Children of Qatari mothers/the children of GCC citizens/any other nationality) for the admission in KG1 – they were born till 30/09/2020. The school has the discretion to admit a new student who was born latest by 31/12/2020 (optional for school; not mandatory).

KG2. The minimum age level of a student (Qataris/Children of Qatari mothers/the children of GCC citizens/any other nationality) for the admission in KG2 – they were born till 30/09/2019. The school has the discretion to admit a new student who was born latest by 31/12/2019 (optional for school; not mandatory).

Grade1: The minimum age level of a student (Qataris/Children of Qatari mothers/the children of GCC citizens/any other nationality) for the admission in Grade1 – they were born till 30/09/2018. The school has the discretion to admit a new student who was born latest by 31/12/2018(optional for school; not mandatory).

Note: October,November,December are the months exempted for the admission in KG1,KG2&Grade1.

Preparatory and secondary levels:

CLASS	AGE		
	maximum		
	Day	Month	Year
YEAR-7	29	11	14
YEAR-8	29	11	15
YEAR-9	29	11	16
YEAR-10	29	11	17
YEAR-11	29	11	18
YEAR-12	29	11	19
YEAR-13	29	11	19

- Every student who passed the previous class; will directly be admitted to the next class in the preparatory level(grades:- 7,8 &9)
- Every student who passed the previous class; will directly be admitted to the next class in the secondary level(grades:- 10,11&12)

Documents required for registration/Admission

1. Valid Personal ID card with passport entry of the student in it + copy of the same (for all Qatari students)
2. Original passport + copy of the same (for all non-Qatari students)
3. Original Birth Certificate + copy of the same (for all students)
4. Personal ID number from the Ministry of interior (for all students)
5. Valid resident permit on passport+ copy of the same (for all resident students)/ Personal ID card.
6. Valid resident permit of the parent.
7. 'Whom it may concern' certificate from the employer of the parent.
8. Valid Temporary resident permit card issued by the Ministry of Interior-Qatar +copy (special case)
9. Two new photo graphs (all students)
10. Health record of the student in addition to the vaccination card from health centers for- KG1, KG2&Grade1.
 - Vaccination certificate for students coming from outside Qatar and that is in accordance with National vaccination program of Qatar.

General Rules

1. Age is calculated based on the Gregorian calendar on September 30 of the year of admission.
2. In calculating the age, the original birth certificate is relied upon; In the event that it is not possible to obtain a birth certificate, the passport will be considered (and if the day and month of the birth are not mentioned in the passport), the estimated date of birth is calculated from July 1 of the year of birth shown in the passport.
- 3 It is not permissible to admit any student who does not have a QID number issued from the Ministry of Interior, Qatar.
4. Any student who has entered the country with a visiting visa should not be registered.
 5. Original passing certificate for all Qatari students.
 6. passing certificate attested by the Ministry of Foreign Affairs,Qatar for all non-Qatari students coming from outside the country.
7. Admission of student must be according to the pedagogical ladder prevailing in the state of Qatar; from grade 1 to 12.

8. Transfer of students in the same grade between private schools is allowed conditional to the following:-

a. availability of vacancy and the transfer procedures should be completed between the two schools.

b. adherence to the equivalency of curriculum.

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10. It is not allowed to admit any student from grade 2 to grade 13 without original final report card (the grades must be clearly mentioned in it.)

11. Repeating of grade is allowed till the end of September of every academic year.

12. transfer of students from a different curriculum is allowed till the end of January of every academic year.

13. transfer of students from the same curriculum is allowed till the end of February of every academic year.

Procedures related to admission in private schools

1. The school capacity is calculated on the basis of building inspection report.

2. To start the admission process the school should determine the vacant seats.

3. Within one week from the admission; the details of the student should be entered in the NSIS, if the school does not adhere to the same, it shall bear the responsibility towards the parents.

4. Once the application is submitted; the school should inform the parent regarding the admission approval within one week.

5. The school should use NSIS to enter the following:-

a. Entry of students.

b. Removal of students.

c. Transfer of students.

d. To issue letter 'whomsoever it may concern'

e. To mark the ministry approved fee.

f. For the renewal of e-gate.

g. Daily attendance.

Important:

1. Any student who does not have a QID should not be admitted.

2. Any student who entered in the state with a visit visa should not be admitted.

3. Any student should not be admitted beyond the capacity of the school.
4. The school should not keep any student in the waiting list more than one week from the submission of the application.
5. Any parent should not be sent to the Ministry to get approval for admission beyond the capacity of the school.

With regards,,

Hamad Mohd. Ghali
Director, the Private Schools' License Department.