

مدرسة اوريكس العالمية



Oryx International School

ADMISSIONS POLICY

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1. Aims

Our Admissions Policy reflects the school mission statement, that is “to deliver an engaging, value rich, broad and balanced 'British International Education Programme' to the children of the employees of Qatar Airways and its approved subsidiaries by highly qualified and experienced UK curriculum teachers”.

We pride ourselves in being an inclusive school, and our admissions process is designed to identify children who are able to benefit from our balanced and well-rounded education and within the provision available.

Our Admissions Policy is based upon the identification of students whose academic and other abilities match the ethos and standards of the school.

The Admissions Policy of Oryx International School is subject to several entrance criteria, whilst considering the latest Ministry of Education and Higher Education (MOE&HE) guidelines in Qatar.

This document sets out the policy for admissions for students to Oryx International School in order to ensure that:

- all prospective parents and students are treated fairly, equally and consistently
- the policy for admissions is clear, transparent and accessible to all staff and prospective parents
- applicants are identified whose academic and other abilities appear to match the ethos and standards of the school, and
- whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered at Oryx International School in Qatar.

2. Introduction

Oryx International School is a British International School teaching the National Curriculum of England for boys and girls from ages 4 to 18 (Foundation Stage 2(FS2) to Year 13). The curriculum forms the core of the teaching and learning experience of our students and further builds on the local context and culture of Qatar.

The language of instruction is English in all classes except Modern Foreign Language lessons, such as French and/or Spanish, as well as Qatar History lessons for Arabic speakers and Islamic Studies for Arabic speakers.

We welcome students into every year group, depending on availability of places and successful completion of the admissions assessment process.

3. Year Groups

As per the National Curriculum of England and Wales, the school educates students from Reception (FS2) to Year 13, following the below age guidelines. Please note, that these age guidelines are used as point of reference for age upon entry. However, depending on the country and curriculum where the child is coming from, this may vary. We follow the MoEHE equivalency table guidelines for accuracy when allocating students to the appropriate year group.

As a British school, we calculate age upon entry for students born between 1st September until 31st August. For a more specific breakdown of a child's birth year, please refer to our website: [Year Groups | Oryx International School, Doha \(oryxschool.qa\)](http://oryxschool.qa)

Stages of Education

Early Years Foundation Stage

- Reception (FS2) - age 4 upon entry*

Key Stage 1

- Year 1 – age 5 upon entry*
- Year 2 - age 6 upon entry*

Key Stage 2

- Year 3 – age 7 upon entry*
- Year 4 – age 8 upon entry*
- Year 5 – age 9 upon entry*
- Year 6 – age 10 upon entry*

Key Stage 3

- Year 7 – age 11 upon entry*
- Year 8 – age 12 upon entry*
- Year 9 – age 13 upon entry*

Key Stage 4

- Year 10 – age 14 upon entry*
- Year 11 – age 15 upon entry*

(Students must have completed Year 10 at Oryx International School to register in Year 11. This is due to the nature of academic curriculum, as IGCSE's commence in Year 10 and conclude in Year 11 with official exams at the end of Year 11)

Key Stage 5 (Sixth Form)

- Year 12 – age 16 upon entry*
- Year 13 – age 17 upon entry*

* The above age-related guidelines are used to give you a reference point for age upon entry. However, depending on the country and school curriculum where the child is coming from, this may vary. As a school in Qatar, we follow the MOE&HE Equivalency Tables for accuracy when allocating students to the appropriate year group. For more information, please refer to point 5C below for more details.

4. Transition

Students enrolled in Oryx International School are predicted to advance to the next year group at the end of each academic school year.

To ensure that this happens, students are required to meet the age-related expectations. Parents will be informed in advance if there is a chance that their child may not meet the standard entry requirement into the next Year Group or Key Stage. In parallel, students at Oryx International School are expected to meet both the school and MOE&HE attendance requirements, which can be found in our Student Attendance Policy: [School Policies & Reports | Oryx International School, Doha](#)

The school offers a wide range of courses to meet the needs of students advancing from KS4 to KS5 (Sixth Form). The Head of Sixth Form holds individual meetings with students and their parents if there are concerns about subject choices or advancement.

Students must attain the minimum required pass rate at IGCSE to undertake the subject course at AS/A level; these are explained in our Sixth Form Prospectus guide.

All students in Oryx International School will be developed in the academic environment within all levels where we have the resources to meet the student's needs. Students, who are not achieving the expected criteria, may be offered additional learning support targeted at the area(s) that are causing the most difficulty.

Acceptance into the subsequent academic year through re- enrolment will require the Seat Reservation Fee to be paid by the due deadline. Please note that the Seat Reservation payment is NOT an additional payment but will be credited to the bill of the Term 1 Fees in the next academic year, as per our MOE&HE approved Fee Schedule. It is extremely important if you intend to re-enrol for the forthcoming academic year, that you make the seat reservation payment on time. Due to the high demand for school places, your child's place may not be guaranteed without this.

In addition, some or all the following criteria may also be considered by the Executive Principal:

- Academic progress and attainment
- Attendance
- Behaviour
- Suitability of provision
- Adherence to all school codes of conduct and MoEHE Code of Ethics.

5. Admissions Entrance Criteria & Process

The aim of the Admissions Policy is to admit students who will develop in the academic environment that the school provides and take full advantage of the opportunities available.

Any parent within the approved Qatar Airways Group can apply, if they agree to take a full and active part in supporting their child's education at Oryx International School and that the child is permanently living in Qatar with them. The Admissions Policy is determined by the school management and administered by the Admissions Department.

The school management decision on admissions matters is final. The school is not obliged to state its reasons for rejection of a candidate, although any decline would be sent to the parent/guardian in writing by the Executive Principal.

The admissions process is made up of the following stages:

1. Enquiry & School Tour (optional)
2. Application & Application Fee Payment (450QAR per Applicant)
3. Admissions Assessment
4. Availability of a Space
5. Acceptance against the Admissions criteria & subsequently Offer Letter sent
6. Registration. (upon which to secure the child's place the 3,190 QAR Registration Fee must be paid within 7 days of the Offer Letter being emitted)

The following criteria are considered when applications are received however, no place is guaranteed until final assessments are undertaken, child is considered age-appropriate as the MOE&HE Equivalency Tables and all admission requirements have been met.

Children who have successfully completed the application procedure, but are unable to join the school due to limited availability, will be offered a place on the waiting list with priority given to:

- a.) Sibling of current student(s)
- b.) The learning profile of the student which best suits our curriculum provision
- c.) Previous school reports or assessments
- d.) Predicted (I)GCSE grades for entry into Year 12

Sibling Status

As per the above criteria, any sibling applicants of current students are processed as priority, in order to facilitate existing families joining the school and optimising family logistics.

Please note, that as per UK standards, it is our general practice to look at the learning and development of each student as an individual. For this reason, where twins are admitted to the school in the same year group, parents will be asked if they would like their children in the same class or separated. We will endeavour to support a parents decision based on seat availability.

- A. Application Received with Payment
- B. Applications received with all the required documents submitted and the non-refundable application fee of QR450 paid, will be processed before any others. The Admissions Department will process these according to date received and paid.
- C. Age of Child

In order to comply with the MOE&HE regulations children will not normally be admitted to a year group that does not correspond to their age, but will be admitted to the year group following on from the last academic year that they have just completed.

For children at the start of their educational cycle (EYFS) they will be admitted to the school following the school's age-related cut-off dates and in line with MOE&HE directives. Parents seeking a place for a child who has not previously been educated in the National Curriculum of England & Wales, should refer to the attached year group Equivalency chart Appendix 1 and 2, so that they understand which year group is appropriate for their child. Only in exceptional circumstances will the Executive Principal agree to assess a child in a Year Group either above or below their actual age, this assessment will then need to be approved by the MOE&HE. We will assist you throughout this process (if and when necessary).

If the assessment and change in year group is agreed by the MOE&HE, parents must undertake to sign an agreement with the school, which may be subject to Conditional entry terms of admission. It is rare for the MOE&HE to accept a child that is younger than their year group.

Should a parent/guardian have any questions pertaining to the appropriate Year Group for their child, s/he should contact our school Admissions Team for further guidance.

- D. Student Learner Profile & Previous School Reports

All applications must be accompanied by the following school report requirements:

- **Reception (FS), Year 1**

A nursery or Early Years Foundation Certificate (or equivalent) is required for children who have attended school.

- **Year 2**

The previous year's report is required if your child has only attended school for one year, or two year's school reports are required, if your child has attended the last two years of school.

- **Years 3 to 10**

The previous two years school reports are required.

- **Year 11**

It is the school policy to teach children according to the National Curriculum of England & Wales. Under this system, Key Stage 4 is a 2-year programme commencing in Year 10 and culminating in official examinations at the end of Year 11.

Applicants wishing to apply for Year 11 will need to be assessed on an individual basis and should be candidates currently studying under the National Curriculum of England & Wales and ideally studying towards taking their **Pearson Edexcel** examinations. The school will review the applicant's current subject choices to understand if these are compatible with the subject blocks and curriculum content offered at Oryx International School. Should our Academic department deem that the child has a possibility to continue their education here at Oryx in Year 11, then the candidate would also be requested to undertake the Admissions Entrance Assessment.

Our Academic team will review Assessment results, coupled with subject choices and predicted (I)GCSE grades and space availability, to establish whether or not a place at Oryx International School would be viable and ensure the best academic outcome for the applicant.

- **Year 12**

The previous two years school reports and predicted (I)GCSE grades. To enter into Sixth Form here in Qatar the MOEHE stipulate that the student must have completed (I)GCSEs and **not an equivalent**. This means that the student should have been previously enrolled in a British school in the UK or overseas and studying under the English National Curriculum to obtain (I)GCSEs.

Students must meet our Sixth Form entrance criteria in order to progress to or be admitted to Year 12 (Sixth Form). For more information, please refer to our *Sixth Form Curriculum Guide*, which can be found on our website [Curriculum | Oryx International School, Doha](#)

If a student is applying to join the school from outside of Qatar, the MOE&HE requires report cards to be attested (**signed and stamped**) as follows:

1. Student's current school
2. Ministry of Foreign Affairs in the country of origin
3. The Embassy of Qatar in the country of origin (or nearest to it)
4. Ministry of Foreign Affairs in Qatar (MOFA)

The MOE&HE may reject a student's application if the report cards are not attested.

- **Year 13**

Due to the nature of our curriculum, we do not accept new Admissions into Year 13, as this is the final year of a two-year programme, which is initiated in Year 12.

Assessments

It is our policy to assess children who are applying for a place in the school by evaluating their school reports, sitting a baseline assessment test, as well as by having conversations with and disclosures by parents with regards to their child's development and academic progress and history.

The school operates an inclusive approach, however, proficiency in English is crucial as it is the cornerstone of the academic curriculum. Students must be confident in expressing their learning in both classroom and examination environments appropriate to their age and year group on entry. Specific English or language assessments are carried out to determine if the school is suitable for the child, and/or to establish any additional English language support that may be required.

Baseline Assessment Tests will be set according to the availability of the required staff at a specific date and time agreed on. The Admissions Office will communicate the date and specific time to parents.

A report from the student's current school or nursery will be required and should be submitted as part of the registration process. Please refer to Point D above for further details regarding specific Year Groups.

In addition to the academic assessment, a confidential behaviour and character reference will be requested from the applicant's current school.

Students wishing to join the school from FS2 to Year 2 will be required to undertake a "Soft Assessment". While students from Year 3 and above, will be required to undertake a more formal entry assessment. Depending on the Year Group that the child is applying for, some Baseline Entrance Assessments are able to be facilitated Online.

Student's applying to join Year 10, or Year 12 will be expected to be interviewed by the Head of Secondary and Head of KS4 or KS5 and to discuss subject choices.

Student's applying to join Year 12, must do so from a British curriculum school and will be expected to provide their predicted (I)GCSE grades.

Parent Interviews

The school adopts an inclusive policy and offers opportunities for students with SEND to join, *provided* they meet the selection criteria and the school possesses the facilities and expertise to meet their needs. Parents are expected to inform the school of any SEND requirements prior to assessments and may be asked to secure additional documentation from medical professionals. Exceptional circumstances affecting access to the curriculum are dealt with individually in consultation with the Executive Principal and relevant staff.

The Executive Principal, Vice Principal, Head of Primary, Head of Secondary or Head of Inclusion may request to meet parents following the assessment stage to discuss their child's report, SEND requirements and/or the role that parents will be expected to take in supporting their child's education.

At Oryx International School we expect all our parents to take an interest and active role in their child's education. This is also an opportunity for parents to ask the Executive Principal or Vice Principal any questions they may have about the school.

The ability to communicate effectively in English

The English language is the cornerstone of our academic curriculum, therefore students need to be confident not only in the subject matter but confidently expressing their learning in a classroom and later strict examination environment. This is specifically in cases where a student is applying to join the Secondary School and may not be able to access the curriculum and manage the external examinations, which will be detrimental to their development.

Specific English or language assessments are carried out to determine if the school is suitable for the child. If a child is not sufficiently proficient in English, depending on age, this may result in him/her being refused a place in our school. Each student will be assessed on a case-by-case basis. [Availability of Places & Waiting Lists](#)

If a child meets the criteria to gain entrance to the school but the relevant year group is full at that time, parent/guardians will be offered the opportunity to place their child on the Waiting List.

Applicants will only be entered on the Official Waiting List, once their Application Form has been completed, and the 450QAR Application Fee has been paid.

Terms for which a Refund of the application Fee would be made

The School Application Fee (*is a onetime fee - paid only once*) is a non-refundable payment, which is required to cover the investment of time and resources to undertake the Admissions Assessment. However, there are some extenuating circumstances for which the school would refund this fee, which apply if and only:

1. The child is on the Waiting List for more than 1 academic year, and no place becomes available that year, the parent will be contacted to confirm if they wish to roll-forward their application (whereby the fee is retained) or withdraw from the Waiting List (whereby a refund would be issued)
2. If the child reaches a certain stage of education and cannot transition into Oryx International School from their current school. For example, this would apply whereby a child is due to enter Sixth Form, but has not undertaken (I)GCSEs in their current school, as they follow a different educational model, thereby making access to the British system in Sixth Form incompatible.
3. If, while on the Waiting List, the parent leaves (voluntarily or otherwise) from Qatar Airways, and would therefore no longer be entitled to continue to apply for a place in the school

Places in the school are then granted as they become available, at the discretion of the Executive Principal, based on the criteria under Point 5 above. **Please note:** Open places are not offered on a 'first come – first served basis', but according to the admissions criteria stipulated in Point 5 above.

Whilst we cannot give a guaranteed place to children who have a brother or sister at the school, we will look favourably at sibling applications that meet the academic and other standards required for entry into the school, as per this Policy.

6. Other Admissions Criteria

a.) Clearance/Transfer Letter (Other Qatar Schools Only)

Student's transferring from another school in Qatar to Oryx International School are required to provide a Clearance/Transfer Letter from the previous school.

To acquire this letter, please ask us to supply you with an Offer Letter & Vacancy Letter for Oryx International School. The previous school will then issue the Clearance Letter, the following information must appear on it:

- Student's name
- Qatar ID Number
- Student's Date of Birth
- Date started at the previous school
- Date completed at the previous school
- Last year/grade completed
- School fees paid /settled
- Special educational needs and/or disabilities (SEND)

b.) Special Educational Needs & Disability (SEND)

In order to meet our expected standards, the school has regard for the guidelines as outlined in the revision to the UK SEND Code of Practice 2015, the UK Equality Act 2010 and the UK Childcare Act of 2006.

Oryx International School adopts an inclusive policy and offers opportunities for students with SEND to join the school, *provided* they they satisfy the school's selection criteria; and we possess the facilities and expertise to meet their needs. We cannot cater for all needs, especially those of a complex nature.

The school expects parent to inform the school of any SEND requirements prior to assessments and parents may also be asked to secure additional documentation for their child from a medical professional if deemed necessary following the initial admissions assessment, in order for the school to ensure that we are best-placed to set up their child for success.

If a place is offered at the school, parents may be asked to contribute to any special resources required for their child to successfully access the curriculum.

Students with SEND will be expected to fully partake in all aspects of the curriculum and be fully integrated into the school. Exceptional circumstances which may affect such access will be dealt with on an individual basis in consultation with the Executive Principal and relevant staff. The school will have to obtain special approval from the MOE&HE for a programme if it differs substantially from the agreed education plan for the school.

Children with more than moderate learning or behavioural needs may be admitted to school with the relevant support provided by parents, only at the discretion of the Executive Principal. Exceptional circumstances affecting access to the curriculum are dealt with individually in consultation with the Executive Principal and relevant staff, such as the Head of Inclusion.

The school has a dedicated Inclusion team and if following admissions assessment, your child is deemed to benefit from their support, this will be communicated to parents accordingly. These decisions are made to ensure the child's best interests and best set them up for academic success.

While we strive to support a diverse range of needs, our current resources limit our ability to cater to students with more complex requirements. These criteria ensure that all students can fully access the curriculum and receive the support they need to succeed in our learning environment.

c.) Other Learning Difficulties

Parents are asked to send in a copy of the most up to date psychologist's report before meeting with the Executive Principal and Head of Admissions. Please note failure to disclose a learning difficulty or other special need may result in your child's place being withdrawn at any stage.

Exceptional circumstances affecting access to the curriculum are dealt with individually in consultation with the Executive Principal and relevant staff, such as the Head of Inclusion.

7. Admissions Rejections, Declines, Re-Assessments and/or Exclusions

Oryx International School in Qatar reserves the right to reject / exclude students whose learning requirements we are unable to meet. This may be an existing or newly identified learning need and our right to exclude is regardless of any assessments carried out at the admissions stage.

If we are unable to support or meet the needs of your child, then it would not be in their interest to remain at Oryx International School.

Good behaviour and discipline are key foundations for good education and at Oryx International School we follow a strict behaviour policy. Without a happy and orderly atmosphere effective teaching cannot take place. Students whose behaviour is considered unacceptable may also be excluded.

The school also expects children, particularly entering Foundation Stage & Primary school, to be able to communicate with peers and adults, this includes conveying their basic wants/needs.

In parallel, this means that all children must be toilet trained before they can be admitted to Oryx International School, if a child is not and a parent marks that they are,

these children will be sent home until they can go to the toilet without assistance. It is the school policy to teach children according to the National Curriculum of England, this includes teaching subjects such as music, PE and swimming. All children are expected to participate in all curriculum subjects and activities which may include school plays, excursions to the theatre or other such events, as well as sporting events and swimming galas. If for any reason your child cannot participate in any of these activities, reasons must be given in writing to the school before being admitted, children may be excluded from attending Oryx International School if they cannot participate in all curriculum subjects.

Re-Assessment. The Executive Principal or Admissions, Academic or Inclusion teams may request a child to be re-assessed following their initial Admissions Assessment. This is particularly true when the conditions of the first-assessment, for whatever reason, were not considered optimal or showcase a true representation of the applicant, or whereby further details or observation are required to be provided/shown.

Applicants that are not accepted to the school, are able to re-apply for their place the next academic year, and only in exceptional circumstances, would be re-assessed following a decline, in the same academic year.

Any child that is re-assessed would not have to pay the Application Fee a second time, as this is a one-off fee at the start of the Admissions cycle.

If a child has been re-assessed across 2 different academic years, and has been declined on both occasions, they would not be liable for any further assessment, and the decline rationale would remain. The only exceptions to this rule can be granted by the Executive Principal and would be required to demonstrate valid progress and rationale.

8. Documents Required

The following documents are required to complete the admissions process:

- Completed online Admissions Application Form
- Passport copies for father, mother and child
- Child's birth certificate
- Child's Vaccination / Immunization Record
- Child's previous school reports*
- Predicted (I)GCSE grades for students moving from a British Curriculum school, applying for Year 12
- Qatar ID/Passport for father, mother and child for Qatari citizens only
- Qatar Residence Permit (QID) for Father, Mother and child
- Clearance Letter from previous school if moving from one school to another in Qatar
- Health Record (Fit to Join Certificate) from local Qatar Public Health Clinic – once resident in Qatar. Please ask admissions for further details.

*Please note: as per information under Point 5D

9. Leaving / Withdrawals

Parents should inform Oryx International School in writing of their intention to withdraw their child from the school. Failure to provide this notice period may result in a penalty fee being imposed as follows: If your child has been in school for over 1 month, the full terms fees will be retained; if your child has been in school for less than one month, the charge will be pro-rated.

You are required to complete a [Withdrawal Form](#), so that we can make the necessary arrangements and inform the MOE&HE in Qatar. Contractual obligations will be overseen by our Finance office.

Reports, Clearance Letters and Transfer Certificates will not be released until all outstanding fees have been settled, books & Parent Lanyard(s) returned and the [Withdrawal Form](#) completed.

10. Fees

The fees include the cost of most stationery and textbooks, games and school societies. The fees exclude certain items including but not restricted to:

- school uniforms
- bus transportation
- educational trips
- extra special needs requirements
- external suppliers of after school activities
- Bring your own Device to School (BYOD)
- IGCSE and A Level examination fees
- before and/or after school care
- one-to-one learning support / shadow teacher.

The school fees have been set and agreed by the MOE&HE and are reviewed by them annually.

Please refer to the [Fee Schedule & Regulation Agreement](#) for full details.

11. Policy on Equal Treatment

As a school delivering the National Curriculum of England & Wales, English is the language of instruction and communication at the school and in all academic lessons, except during Arabic language (MOE – regional Arabic students only), Modern Foreign Language (MFL) and Islamic Study lessons.

Oryx International School encourages all its students to respect and serve other people regardless of ethnic origin, culture, gender, linguistic background, special educational needs, religion or disability.

The school does not support any form of prejudice or denial of equal opportunity in

these areas. Those in a position of responsibility will seek to ensure that all students at the school benefit equally from its provision.

To this end, the school is committed to an Admissions Policy, which makes no discrimination on the grounds of ethnic origin, disability or religion. Oryx International School is committed to:

- the promotion of a culture within the school which actively discourages discrimination on the grounds of ethnic origin, gender, disability or religion
- providing a curriculum which emphasizes positive aspects of, and contributions to, a healthy and tolerant lifestyle regardless of culture or gender
- ensuring that disabled members of the school community are not unreasonably disadvantaged, within the constraints of existing buildings and location
- Our admissions team are here to help guide you through the various stages of the admissions process and to ensure that the whole process is as smooth as possible.

12. Admissions Open

We are currently accepting applications for the 2025/26 academic year for children between the ages of 4 and 18 (National Curriculum of England: Foundation Stage 2, Years 1 to 10 and ages 16 – 18 (Year 13)).

We are an inclusive school, but operate a selective admissions policy, based upon the identification of students whose academic and other abilities appear to match the ethos and standards of the school.

Our language of instruction is English. Whilst Oryx International School in Qatar is considered an academic school, we also look for personal qualities which suggest a child has the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered at the school.

13. Application Process

Once you have decided that Oryx International School is the best choice for your child, the next step is to apply by submitting an Online Admissions Application Form to us, this can be found here: <https://webapps.orbitaled.com/applicationform/oryx/home.php>

When applying please make sure you have all the relevant documents available to upload:

- A copy of your Qatari ID/s (father, mother and child – for Qatari Citizens only), we may require sight of the original
- A copy of your Passport/s (father, mother and child) showing the page with the photograph, we may require sight of the original
- A copy of your valid Residency Permit/s (father, mother and child - for all non-Qatari applicants)
- A copy of your child's birth certificate, we may require sight of the original
- One recent passport sized photograph of your child
- Report Cards

- The latest Nursery Report or Early Years Foundation Certificate for Foundation Stage 2 and Year 1 students (if available)
- School reports are required for:
 - Year 2: either one or two if you have for FS2 and Year 1 then provide both
 - Years 3 and above will require two reports
 - Predicted GCSE results for those moving from a British Curriculum applying for Year 12

Please Note: All school reports must be translated into English.

- Students moving to Qatar must have all their report cards attested as per the requirements in our Admissions Policy Documents Required Section
- A clearance Letter if transferring from another school in Qatar to Oryx International School
- A copy of your child's vaccination record compliant with the national vaccination programme in Qatar (to be approved by a Health Centre in Qatar), we may require sight of the original
- The final health assessment certificate (Fit to Join) and health file from your local Public Medical / Health Centre in Qatar – for all new students to Qatar.
- Non-refundable **Application fee of QAR 450** paid to the Finance Office.

Please note: By submitting the Application Form and fee, you are not automatically guaranteed a place at Oryx International School.

14. Assessments

Once you have submitted your Application Form and Fee, your child will need to either attend a Soft Assessment (FS2 to Year 2 applicants) or sit a Baseline Assessment Test in school (Year 3 – 13 applicants), we will then review the documentation as follows:

- Review of school reports
- Review of Soft Assessment/Baseline Assessment Test
- Review any special needs requirements
- Parent/s and student meet with the Executive Principal or senior member of faculty if required
- Our Admissions Department will contact you
 - In the case of successful completion of the above an Offer Letter will be sent to you to accept the registration of your child to the school, return this to the admissions office with the non-refundable Registration Fee payment of QAR 3,190 by the deadline set out in the offer letter. **If you miss this deadline without consultation with the Admissions Office, the offer will be withdrawn.**

15. Acceptance and Registration

The school will register new students joining the school on behalf of parents from September to mid / end October each academic year, while the MOE&HE online system is open.

After the MOE registration closing date, parents will be required to provide the following documentation to the admissions team to finalise registration:

- A MOE registration form which will be provided to you by the admissions team
- A copy of the stamp of entry to Qatar in your child's passport

The admissions MOE Liaison will then manually register your child with the Ministry of Education and Higher Education.

Please note: A student cannot be registered with the MOE if the correct documentation is not supplied, e.g. Attested report cards, QID, MOE registration form, copy of stamp of entry into Qatar, etc.

16. Transferring Schools in Qatar

If you are transferring between schools in Qatar, a parent requires a Vacancy letter from Oryx International School, this must be taken to the school you are transferring from and they will provide a Clearance letter. This letter must be handed to the admissions office, and the previous school will then transfer your child on the MOE&HE online system from their school to ours.

17. Finalising Admissions

Once the admissions process is complete, the Admissions Department will contact you to agree a start date.

The school will then send you further relevant information that should answer all the questions that you may have regarding joining our school, including uniform, transportation, drop-off and pick-up times, our canteen, lunch and snacks, our school day and school policies and rules.

Our Admissions team are here to help guide you through the various stages of the admissions process and to ensure that the admission of your child to our schools is as smooth as possible.

18. Key Contact Information

For questions relating to this document please contact the following departments:

General Enquiries:

+974 4036 0063
reception@oryxschool.qa

Admissions Office:

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admissions@oryxschool.qa

Finance Office:

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19. Review and Evaluation

The Executive Principal is the custodian of this document and will review it on an annual basis to secure School Board and Operating Committee approval.

Appendix 1

As a general rule for applications for **entry into September 2025**, please refer to the table below.

As a British school, we apply age upon entry for birthdays celebrated from 1st September until 31st August of each of the corresponding years.

Please Note: The below table is used to give you a reference point of the guidelines for age upon entry. However, depending on the country and curriculum where the child is coming from, this may vary. We follow the Ministry of Education & Higher Education (MoEHE) equivalency table guidelines for accuracy when allocating students to the appropriate year group.

Year Born	Usual age upon entry	Year Group	Key Stage
2021	4	Reception	Early Years Foundation Stage
2020	5	Year 1	Key Stage 1
2019	6	Year 2	Key Stage 1
2018	7	Year 3	Key Stage 2
2017	8	Year 4	Key Stage 2
2016	9	Year 5	Key Stage 2
2015	10	Year 6	Key Stage 2
2014	11	Year 7	Key Stage 3
2013	12	Year 8	Key Stage 3
2012	13	Year 9	Key Stage 3
2011	14	Year 10	Key Stage 4 (International GCSE)
2010	15	Year 11	Key Stage 4 (International GCSE)
2009	16	Year 12	Sixth Form (A-Level 1)
2008	17	Year 13	Sixth Form (A-Level 2)

Appendix 2



تابع جدول معادلة أنظمة التعليم الدولية :

Age	Qazq Curriculum	Egypt	Brazil	Emmish	Turkey	Italy	Spanish	Australia	South Africa	Bangladesh	Malaysia	Ethiopia	Japan	Scotland	Sudan	Iran
Academic year																
3-4	Rawda	KG 1	Preschool 1	KG 1	KG 1	KG 1	KG 1	Pre-school	*	-	KG 1	-	-	Nursery	KG 1	-
4-5	Tamhidi	KG 2	Preschool 2	KG 2	KG 2	KG 2	KG 2	Pre-school	*	KG 4	KG 2	KG 1	-	Prim. 1	KG 2	KG 1
5-6	Grade 1	Grade 1	Year 1	Grade 0	Grade 1	KG 3	KG 3	KG	Grade 0	KG III	KG 3	KG 2	-	Prim. 2	Grade 1	KG 2
6-7	Grade 2	Grade 2	Year 2	Grade 1	Grade 2	Grade 1	Grade 1	Grade 1	Grade 1	Grade 1	Grade 1	Grade 1	Grade 1	Prim. 3	Grade 2	Grade 1
7-8	Grade 3	Grade 3	Year 3	Grade 2	Grade 3	Grade 2	Grade 2	Grade 2	Grade 2	Grade 2	Grade 2	Grade 2	Grade 2	Prim. 4	Grade 3	Grade 2
8-9	Grade 4	Grade 4	Year 4	Grade 3	Grade 4	Grade 3	Grade 3	Grade 3	Grade 3	Grade 3	Grade 3	Grade 3	Grade 3	Prim. 5	Grade 4	Grade 3
9-10	Grade 5	Grade 5	Year 5	Grade 4	Grade 5	Grade 4	Grade 4	Grade 4	Grade 4	Grade 4	Grade 4	Grade 4	Grade 4	Prim. 6	Grade 5	Grade 4
10-11	Grade 6	Grade 6	Year 6	Grade 5	Grade 6	Grade 5	Grade 5	Grade 5	Grade 5	Grade 5	Grade 5	Grade 5	Grade 5	Prim. 7	Grade 6	Grade 5
11-12	Grade 7	Grade 7	Year 7	Grade 6	Grade 7	Grade 6	Grade 6	Grade 6	Grade 6	Grade 6	Grade 6	Grade 6	Grade 6	Sec. 1	Grade 7	Grade 6
12-13	Grade 8	Grade 8	Year 8	Grade 7	Grade 8	Grade 7	Grade 7	Grade 7	Grade 7	Grade 7	Grade 7	Grade 7	Grade 7	Sec. 2	Grade 8	Grade 7
13-14	Grade 9	Grade 9	Year 9	Grade 8	Grade 9	Grade 8	Grade 8	Grade 8	Grade 8	Grade 8	Grade 8	Grade 8	Grade 8	Sec. 3	Grade 9	Grade 8
14-15	Grade 10	Grade 10	Year 10	Grade 9	Grade 10	Grade 9	Grade 9	Grade 9	Grade 9	Grade 9	Grade 9	Grade 9	Grade 9	Sec. 4	Grade 10	Grade 9
15-16	Grade 11	Grade 11	Senior 1	Grade 10	Grade 11	Grade 10	Grade 10	Grade 10	Grade 10	Grade 10	Grade 10	Grade 10	Grade 10	Sec. 5	Grade 11	Grade 10
16-17	Grade 12	Grade 12	Senior 2	Grade 11	Grade 12	Grade 11	Grade 11	Grade 11	Grade 11	Grade 11	Grade 11	Grade 11	Grade 11	Sec. 6	Grade 12	Grade 11
17-18	Grade 12	Grade 12	Senior 3	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	-	-	Grade 12
18-19	Grade 12	Grade 12	Senior 3	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	-	-	Grade 12
Public Exams	Grade 12 Certificate	Grade 12 Certificate / not possible to take exams in Egypt	Certificate	Grade 12	Grade 12	Vocational qualification or Academic qualification	Baccalaureate or vocational options	Vocational or academic options	Matriculation Certificate	Grade 12	Grade 12	Grade 12	Grade 12	Higher or advanced higher exams	Grade 12	Grade 13

ملاحظة / يتعين على المدرسة تسجيل الطالب القادم من منهج غير مذكور بجدول معادلة أنظمة التعليم الدولية وفقاً لأخر شهادة دراسية مع مراعاة السن المحدد للصف. وفي حال صغر سن الطالب يتعين على المدرسة تسجيل الطالب بصف أقل بعد موافقة لولي الأمر، وإخطار إدارة تراخيص المدارس الخاصة بذلك.

