



Admission policy

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1. Objective:

The objective of the Admission Policy at Third Assalam School is to:

- Streamline the enrolment process for Out-of-School Children (OOSC).
- Ensure that all admission procedures comply with the guidelines of Education Above All (EAA) and the Ministry of Education and Higher Education (MOEHE).
- Verify that all prerequisite documents submitted for admission are authentic and accurate.
- Allocate classes and sections based on the Entrance Test and Interview Assessment conducted by the school management.

2. Policy:

This policy has been designed to ensure a fair, straightforward, and transparent process for admitting Out-of-School Children (OOSC) to Third Assalam School. A thorough review of all submitted documentation, combined with an Entrance Test, ensures that only eligible students who have been deprived of basic

education are granted admission.

3. Eligibility Criteria:

In accordance with the guidelines established with Education Above All (EAA) and the Ministry of Education and Higher Education (MOEHE), Third Assalam School (TAS) ensures that each applicant:

- Meets the criteria defined by EAA as an Out-of-School Child (OOSC) (refer to Annex 1), holds legal residence status in Qatar, and is financially eligible.
- Does not have special educational needs that the school is unable to accommodate.
- Is a non-Qatari, non-Arabic-speaking national.
- Falls within the age between the age 11 to 18 on September 30 of the relevant academic year.
- Meets all additional criteria defined by the MOEHE.

4. Academic Year:

School academic session dates each year will be decided in conjunction with MOEHE.

5. Terms:

There are two semesters in one academic year. The exact date of the terms is as agreed between the school and MOEHE.

- 1st Semester: August - December
- 2nd Semester: January - June

6. Enrolment Process:

The Enrolment Process at Third Assalam School (TAS) outlines a comprehensive procedure to identify applicants as Out-of-School Children (OOSC) and financially challenged members of Qatari society.

TAS classifies student intake into the following categories, which determine whether a child is placed directly into a mainstream grade or provided with a support programme:

- Out-of-School Child between the age 11 to 18 on September 30, who have never been to school and meet MOEHE age criteria (refer to Annex 1 – Mainstream Classes).
- Out-of-School Child between the age 11 to 18 on September 30, who have a substantial educational gap and meet MOEHE age criteria (refer to Annex 1 – Mainstream Classes).
- Out-of-School Child between the age 11 to 18 on September 30, of any given academic year with a previous history of formal schooling and meet MOEHE age criteria .
- Out-of-School Child between the age 11 to 18 on September 30, of any given academic year with a previous history of formal schooling and does not meet MOEHE age criteria .

- A child between the age 11 to 18 on September 30, of any given academic year who has been enrolled in adult or homeschooling within the previous academic year.
- A child who has successfully completed grade 6 in the First Assalam School within the previous year.

7. Admission Application:

The application process for admission is detailed as below:

7.1 Expression of Interest (EOI):

The Admission Team at Third Assalam School manages the admission process, beginning with the submission of Expression of Interest (EOI) forms. The EOI process serves to record and track prospective applicants interested in enrolling at the school. Upon receiving an EOI form, each applicant is assigned a unique reference number to monitor the progress and status of their application.

7.2 National Student Information System (NSIS) Check:

To verify an applicant's status as an Out-of-School Child (OOSC), the Ministry of Education and Higher Education (MOEHE) Student Information System (NSIS) is checked to confirm whether the applicant is currently enrolled in any school in Qatar.

- If the applicant is enrolled in another school, the application will be rejected and will not proceed further.

The EOI application will only be processed under the following conditions:

1. The applicant is not enrolled in any school in Qatar, as per NSIS records.
 2. The applicant was previously registered in a school in Qatar but has an exit date indicating a substantial educational gap and falls within the age range of 11 to 18 years.
 3. The NSIS shows the applicant is still enrolled in another school, but the applicant provides an official school leaving certificate confirming they are no longer attending. In such cases, the applicant will be considered an OOSC, and the School Registrar may issue an Acceptance Letter (subject to seat availability in the applied grade) to facilitate removal from NSIS, if needed.
- ★ The school may issue a Registration Letter to applicants, in specific cases, to assist them in obtaining a School Leaving Certificate from their previously registered school in the NSIS, provided there is a significant gap in attendance at the previous school.

7.3 Entrance Test:

The Admissions Team, through the School Registrar, invites applicants to sit for an Entrance Test. Third Assalam School has designed these assessments to determine each child's academic level and ensure

placement in a programme that meets their educational needs.

The assessment comprises a written test and an interview conducted by the School Social Worker. While the tests are administered in English, support is provided for applicants facing language difficulties. Placement in regular classes is determined based on the MOEHE-defined age criteria and the applicant's performance in the Entrance Test.

The Entrance Test comprises of the following steps:

- Applicants are invited to sit for an entrance test, which is supervised and evaluated by an assigned teacher. A School Social Worker or Psychologist may be present to assess the applicant's mental readiness for school.
- If, during the academic year, it is suspected that a child may have a special need requiring formal identification, parents will be requested to provide a comprehensive evaluation from a qualified institution.
- Third Assalam School prioritizes the admission of Out-of-School Children (OOSC), irrespective of age. However, if an applicant meets the MOEHE Age Criteria (Annex 1), has an educational background (with or without supporting report cards), and is classified as OOSC, placement will be considered for the appropriate MOEHE-defined grade.
- Final grade placement is confirmed by the Vice Principal, based on the social worker's assessment and the results of the entrance test.

7.4 Financial Document Collection:

Parents or guardians are required to submit financial documents to determine the applicant's eligibility. This assessment is conducted annually for both new and existing students.

- The required documents are listed in **Annex 2**.
- Additional documents may be requested for further verification, as specified in **Annex 6**.

Beginning with the **2024–2025 Academic Year**, all required documents must be submitted via the school's online portal.

The Admissions Team reviews the submissions thoroughly to ensure that the applicant meets the financial eligibility criteria, confirming that the child remains **“Out of School” (OOSC) due to financial barriers**. The evaluation process follows the calculation method outlined by EAA (**Annex 4**).

If an applicant fails to meet the financial eligibility requirements as per EAA guidelines, the application will not be processed further.

Supplementary documents may be collected as required by regulatory authorities (EAA, MOEHE, or AWQAF).

Declaration

At the time of document submission, the parents or guardians are asked to sign a Declaration form to confirm the legality and authenticity of documents submitted (*refer to Annex 5*).

7.5 Case Rejection

Application for admission may be rejected based on the following points.

- The applicant does not meet the financial calculation criteria according to *Annex 4*.
- Failure to submit the required documents or necessary clarifications to evaluate the case on the specified deadlines.
- If an existing student enrolled in Third Assalam school becomes financially ineligible in the following year, then Third Assalam school will refer to the Transition policy.

7.6 Call for Admission:

If the applicant meets all the requirements derived from the results of document analysis, Entrance test and MOEHE/EAA defined guidelines, the parent/guardian will be requested to visit school to complete the “Enrollment form” and get details of joining the school, uniform, transport and grade. The applicant will be assigned a unique reference number.

Approval from MOEHE:

The Ministry of Education and Higher Education (MOEHE) is the regulatory authority for schools in Qatar, and in some special cases approval from the MOEHE may be required for admission. In these cases, we will be asking for flexibility for NSIS entries to be made to meet, for example, class age criteria or where previous report cards are available.

Withdrawal of Admission during Academic Year:

- Parents may withdraw their child from the school by giving a written notice and providing a valid reason for the withdrawal. Parents should meet the Registrar and give a written request for withdrawal.
- As per the regulations of MOEHE, the School Leaving Certificate will be provided to the applicant upon parent’s request, or if an “Acceptance Letter” is issued from another school the applicant is going to join.
- Parents are solely responsible for the decision to withdraw their child and may be held accountable as per local laws.

Prolonged Absence or Irregular Attendance:

According to the Attendance policy of the school, children who are absent for more than 28 days in the school year, without due reason, may not be offered a place in the following academic year at the school depending upon individual circumstances. In case of irregular attendance or prolonged absence of more than two days from school, the class teacher will make at least three attempts to call the parent to inquire the reason for absence.

If the parents are not contactable and 30 successive school days have elapsed, the MOEHE

Coordinator will write an official letter/e-mail to the MOEHE for further action. In case of a medical condition, if a student applies for long leave then based on the doctor's report the management will approve accordingly. However, the final decision will be taken by the Principal/Vice Principal according to the circumstance of the student absence.

School Suspension:

Students may be asked to leave the school on the following grounds:

- Disciplinary action, as per Reward & Discipline Policy
- Medical conditions - The decision will be based on a medical report from the doctor (Hamad Hospital) and the management will assess the provision of any special facilities that can be provided in school.
- Aggression by parents against the school employees, students or school contractors
- Continual non-cooperation towards school policies and procedures.

Re-admission:

The school may approve the readmission of students who previously withdrew due to valid reasons, such as medical conditions or emergency travel. Parents may submit readmission applications through the school's website.

Review and Improvements:

The School Management shall continue to review and improve the policy as a quality process annually. Any changes will be made upon approval by Education Above All.

Parents must provide the school with an updated financial and legal status every academic year. The date of document collection for reanalysis will be communicated by the school administration. This process is needed to re-evaluate the eligibility of the student in accordance with Third Assalam School Admission criterion.

Language

- The Medium of Instruction will be English.
- Arabic will be considered as a compulsory subject in compliance to MOEHE's requirement..

TAS Student Capacity

Third Assalam School will operate in the morning shift for girls and evening shift for boys. The approved student capacity by MOEHE is 477 per shift. The admission policy will remain the same; however, the number of students enrolled may vary depending on the available and approved budget.

Admissions Priority Guideline

Due to the high volume of applications received by Assalam schools annually, the Together team, under the Education Above All Foundation, has established a transparent policy for prioritizing eligible students. This policy prioritizes applicants based on their specific

circumstances, ensuring fairness and equal opportunity for all within the limitations of available spaces in each grade level.

Mandatory requirement: Financial eligibility

- Priority One: **Orphans** - Children whose father or both parents have passed away.
- Priority Two: **Homeschooling Students** - Applicants who are already registered with Assalam Schools for homeschooling.
- Priority Three: **Children of Single Mothers** - Applicants whose mothers are divorced.
- Priority Four: **Children of Assalam School Employees** - Subject to verification of financial eligibility.
- Priority Five: **General Applicants** - On a first-come, first-served basis.

Annex 1

Mainstream Classes

Students may enter with no previous formal education or with a substantial educational gap. Each of the classes is age appropriate. This will range from Grade1 to Grade 12.

The age criteria for all classes will be as per MOEHE requirement.

Mainstream Classes with Age Bands	
Grade 1	Age 5 to 7yrs 11months
Grade 2	Age 6 to 8yrs 11months
Grade 3	Age 7 to 9yrs 11months
Grade 4	Age 8 to 10yrs 11months
Grade 5	Age 9 to 11yrs 11months
Grade 6	Age 10 to 12yrs 11months
Grade 7	Age 11 to 14 yrs 11months
Grade 8	Age 12 to 15 yrs 11months
Grade 9	Age 13 to 16 yrs 11months

Grade 10	Age 14 to 17 yrs 11months
Grade 11	Age 15 to 18 yrs 11months
Grade 12	Age 16 to 19 yrs 11months

Adult School Classes

Students may enter adult education with no previous formal education or with a substantial educational gap.

Classes are age appropriate as per MOEHE guidelines for adult schools. Students must have taken the relevant entry examination to assess their academic level. Adult education classes will utilize a blended learning approach where students will:

- a. will be present and participate in online classes for the week.
- b. complete a full five days of curriculum in a week.
- c. complete any additional work packs that will be issued.
- d. attend all examinations at the end of term/ academic year, and any external examinations that may be required.
- f. be segregated based on gender.

Adult Classes with Age Bands	
Grade 1	Age 8 and above
Grade 2	Age 9 and above
Grade 3	Age 10 and above
Grade 4	Age 11 and above
Grade 5	Age 12 and above
Grade 6	Age 13 and above
Grade 7	Age 15 and above

Grade 8	Age 16 and above
Grade 9	Age 17 and above
Grade 10	Age 18 and above
Grade 11	Age 19 and above
Grade 12	Age 20 and above

The age criteria for all classes will be as per MOEHE requirement.

Age Distribution

Students will be grouped into classes according to the MOEHE age bands.

All students should enter age appropriate classes in either the mainstream classes or into the adult classes, after the initial assessment.

Academic Distribution

On-entry tests will determine the class assigned to the student within the MOEHE guidelines.

If a report card is available from a previous school in Qatar and is no more than three years old, the student can be admitted to the appropriate grade. However, if a report card is available from a previous school outside Qatar, an entrance test will be taken to assess the educational gap and academic needs of the student. If the age of the student exceeds the allowed age for the grade, then the student will be admitted to the appropriate adult school class.

On-entry tests will be conducted for all students irrespective of whether a previous report card is available or not.

Annex 2

Documents Required for New Admission in FAS

1. A signed application written by the guardian, explaining personal circumstances and inability to pay tuition, including guardian's name, contact number, and date of submission.
2. Copies of valid passports and Qatar IDs of parents and all children.

3. Copies of birth certificates of all children in the family.
4. Copy of Hamad Health Card and immunization record of the applicant.
5. Salary certificate of the father/guardian on the company's letterhead, not older than three months.

Private company employees must also provide a copy of the establishment card.

6. Original stamped and signed bank statement of the guardian for the last seven months.
7. Copies of water and electricity bills for the last three months, along with a signed and dated statement. If utilities are included in rent, a signed and dated statement must be provided.
8. Copy of valid house rent contract along with landlord's QID.
9. Rent receipts/statements for the previous three months along with the landlord's QID.
10. Qatar Credit Bureau report of both parents, not older than three months.
11. Death certificate of husband (in case of widow).
12. Divorce papers (in case of single mother).
13. Marriage contract of married children, along with QID of their spouse and children.
14. Previous school certificate/report card if the child has attended any school in Qatar or abroad.
15. Three latest fee receipts for any other children attending private school/university, with fee breakdown (tuition, transport, books, etc.).
16. If there is more than one earning member in the family, copies of their salary certificates (not older than three months) and bank statements (last seven months).
17. Medical report if parents are unemployed due to health reasons.
18. Two (2) recent passport-size photographs of the applicant.

Annex 3:

Normal day School age bands MOEHE:

Years				نظام السنوات system		Grades				نظام الصفوف System	
السن			الحد الأدنى	Class	الصف	السن			الحد الأدنى	Class	الصف
سنة	شهر	يوم				سنة	شهر	يوم			
4	11	29	3	KG1	الروضة	4	11	29	3	pre-school	ماقبل الروضة
5	11	29	4	KG2	التمهيدى	5	11	29	4	KG1	الروضة
7	11	29	5	Year1	الأول الابتدائى	7	11	29	5	KG2	التمهيدى
8	11	29	6	Year 2	الثانى الابتدائى	8	11	29	6	Grade 1	الأول الابتدائى
9	11	29	7	Year3	الثالث الابتدائى	9	11	29	7	Grade 2	الثانى الابتدائى
10	11	29	8	Year4	الرابع الابتدائى	10	11	29	8	Grade 3	الثالث الابتدائى
11	11	29	9	Year5	الخامس الابتدائى	11	11	29	9	Grade4	الرابع الابتدائى
12	11	29	10	Year6	السادس الابتدائى	12	11	29	10	Grade 5	الخامس الابتدائى
--	--	--	--	---	---	14	11	29	11	Grade6	السادس الابتدائى

Years system			نظام السنوات		Grades System			نظام الصفوف		نوع المرحلة
Age السن		الحد الأعلى	Class	الصف	Age السن		الحد الأعلى	Class	الصف	المرحلتان الإعدادية والثانوية
سنة	شهر				يوم	سنة				
14	11	29	year 7	الصف السابع	--	--	--	--		
15	11	29	year 8	الصف الثامن	15	11	29	Grade 7	الصف السابع	
16	11	29	year 9	الصف التاسع	16	11	29	Grade 8	الصف الثامن	
17	11	29	year 10	الصف العاشر	17	11	29	Grade 9	الصف التاسع	
18	11	29	year11	الصف الحادى عشر	18	11	29	Grade 10	الصف العاشر	
19	11	29	year 12	الصف الثانى عشر	19	11	29	Grade 11	الصف الحادى عشر	
19	11	29	year 13	الصف الثالث عشر	19	11	29	Grade 12	الصف الثانى عشر	

Annex 4

Financial Analysis Form

Date: _____ EOI Number: _____ ISF Number: _____

Household Income	
Father's Income	QR per month
Mother's Income	QR per month
Other Income	QR per month

Total Monthly Income	QR per month
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Household Expenditure	
Number of Members	persons
Monthly living expense (QR 900 x dependents)	QR per month
Monthly house rent expenses	QR per month
Water & electricity expenses	QR per month
Communication expenses	300 QR per month
Average monthly transportation expense	500 QR per month
Misc. expenses	300 QR per month
Any other expenses	QR per month
Educational Expenses (if any)	QR per month
Major Health expenses (if any)	QR per month
Total Monthly Expenditure	QR per month

Net Income (Income – Expenditure)	QR per month
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EOI Number	ISC Number	Name of Child	NSIS Check	Grade

Case Status: Approved/Rejected/Withdrawn

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Annex 5:**Legal Undertaking**

I, the undersigned, represent and warrant to Third Assalam school that, to the best of my knowledge, all information, documents and/or certificates submitted to Third Assalam school are true, complete and accurate in all aspects as at the date they were given and are not misleading in any respect. I hereby undertake to immediately notify Third Assalam school should any of the information submitted to Third Assalam school; and I hereby authorize Third Assalam school share, and verify the authenticity of, these information, documents and/or certificates with any government departments and third parties. I understand that if any of the information, documents and/or certificates submitted to Third Assalam school found to be non-consensual, false, untrue, misleading and/or misrepresenting, I will be held legally liable, and may be forfeited or disqualified from receiving any financial assistance from Third Assalam school.

I voluntarily authorize, give my permission and allow use and re-disclosure of the data and information submitted by me to Third Assalam school and its partner organizations and other parties. I have no objection in Third Assalam school requesting or receiving any documents, reports, and certifications (financial or non-financial) from any Ministries, Banks, or institutions in Qatar, including and not limited to the Qatar Credit Bureau.

For the avoidance of doubt, I authorize Third Assalam school to obtain my credit report from Qatar Credit Bureau. I do hereby relieve Qatar Credit Bureau from any legal liability as a result of providing Third Assalam school with my credit report.

I understand that Third Assalam school may decide to reject my application or provide complete, partial or one time support for any given academic year pertaining to any child I act as a guardian to, based on the assessment of my application as per Third Assalam school's criteria. I have no objection in receiving Third Assalam school 's decision on my application via any electronic or non-electronic form, including but not limited to telephone calls, emails, and/or SMS. I also acknowledge that Third Assalam school will pay no more than an informed specified amount in Qatari Riyal per Child per Academic Year as full scholarship and the outstanding, if any, must be arranged or covered by myself.

أنا الموقع أدناه، أقر وأضمن لمدرسة السلم الثالثة بأن جميع المعلومات والمستندات والشهادات المقدمة للمدرسة، حسب أفضل علمي، صحيحة وكاملة ودقيقة من جميع النواحي في تاريخ تقديمها، وليست مضللة بأي شكل من الأشكال. وأتعهد بإخطار المدرسة فورًا إذا طرأ أي تغيير أو تصحيح على أي من المعلومات المقدمة. كما أفوض مدرسة السلم الثالثة بمشاركة هذه المعلومات والمستندات والشهادات والتحقق من صحتها مع أي جهات حكومية أو أطراف ثالثة

أدرك أنه في حال ثبوت أن أي من المعلومات أو المستندات أو الشهادات المقدمة للمدرسة غير صحيحة، أو مضللة، أو مزورة، أو تم تقديمها دون موافقة، فسأكون مسؤولًا قانونيًا، وقد يتم استبعاد أو رفض حصولي على أي مساعدة مالية من مدرسة السلم الثالثة

أوافق بمحض إرادتي وأمنح المدرسة الإذن باستخدام وإعادة كشف البيانات والمعلومات المقدمة من قبلي للمدرسة وشركائها والأطراف الأخرى. ليس لدي أي مانع في أن تطلب مدرسة السلم الثالثة أو تستلم أي مستندات أو تقارير أو شهادات (مالية أو غير مالية) من أي وزارات أو بنوك أو مؤسسات في قطر، بما في ذلك على سبيل المثال لا الحصر **مكتب الائتمان القطري**

وأعفي مكتب الائتمان القطري من، وللتوضيح، أفوض مدرسة السلم الثالثة بالحصول على تقرير الائتمان الخاص بي من **مكتب الائتمان القطري** أي مسؤولية قانونية نتيجة تقديم هذا التقرير للمدرسة

أفهم أن مدرسة السلم الثالثة قد تقرر رفض طلبي أو تقديم دعم كامل أو جزئي أو لمرة واحدة لأي عام دراسي يتعلق بأي طفل أتصرف كولي أمر له، بناءً على تقييم طلبي وفقًا لمعايير المدرسة. وليس لدي أي اعتراض على تلقي قرار المدرسة بشأن طلبي بأي وسيلة إلكترونية أو غير إلكترونية، (SMS) بما في ذلك على سبيل المثال المكالمات الهاتفية، البريد الإلكتروني، والرسائل النصية القصيرة

كما أقر بأن المدرسة ستقدم مبلغًا محددًا بالريال القطري لكل طفل لكل عام دراسي منحة دراسية كاملة، وأن أي مبالغ متبقية، إن وجدت، يجب أن أتحمّل ترتيبها أو تغطيتها بنفسني

Annex 6:

Documents required Post enrollment in TAS:

- Fit to Join School certificate from Hamad Hospital.
- Statement of any assistance received by any charity organization or any other entity.
- End of service and End of service gratuity letters stating the gratuity amount received (if applicable).
- Proof of inheritance and its distribution in case of death of a family member (if applicable).

Glossary:

<i>Out of school child (OOSC)</i>	<i>Applicant who has remained out of school for more than six months excluding the school summer holiday period</i>
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<i>Entrance Test</i>	<i>A written test designed to assess numeracy and literacy knowledge of the applicant</i>
<i>Interview Assessment</i>	<i>A verbal assessment of the applicant to determine the level of entrance exam to be conducted</i>
<i>Ministry of Education (MOEHE)</i>	<i>Regulatory authority body that monitors the school operations in Qatar and ensures compliance</i>
<i>Expression of Interest (EOI)</i>	<i>Record of visitors who show interest in admission at First Assalam School</i>
<i>National Student Information System(NSIS)</i>	<i>Ministry of Educations' student database system that registers all schools in Qatar and maintains students' records.</i>
<i>Exit date</i>	<i>is mentioned on NSIS report stating the date when student left previous school</i>