

SHANTINIKETAN INDIAN SCHOOL – DOHA – QATAR
STUDENT ADMISSIONS MANUAL

STUDENTS ADMISSIONS AT SHANTINIKETAN INDIAN SCHOOL
DISTINCTIVELY EXCELLENT EDUCATION

1.1 Introduction:

The policy applies to all students who seek admission at SIS. SIS strive to provide equity and inclusion in the admission process.

1.2 General Guidelines

Admission for KG1 to class 9 and class 11 is open to all candidates (without discrimination) subject to the vacancy. Admission to class X and XII will be granted, if vacancies exist, in rare cases of transfer of residence subject to approval from CBSE. Candidates who seek admission shall fulfill the following minimum requirements.

- 1.2.1 Admission is based on merit. However, siblings will be given preference.
- 1.2.2 Candidates for admission need to fulfill the age criteria as stipulated by the MOEHE Qatar.
- 1.2.3 It is mandatory for the candidate to possess Qatar Resident Permit at the time of registration of admission and relevant documents must be submitted before granting admission.
- 1.2.4 Short-listed candidates are called for the admission process based on existing vacancies.
- 1.2.5 Candidates seeking admission to classes I to XII must qualify the Proficiency Test. For classes I to V the subjects included for the Proficiency Test are English, Mathematics, and Environmental Science. For classes VI to IX the subjects included are English, Mathematics, Science and Social Science. For classes X to XII all five subjects the student studied in the previous grade are included.
- 1.2.6 For admission to KG, an interaction of the candidate with a team of teachers in the presence of both the parents is organized to record the level of development of the child.
- 1.2.7 Children with special learning needs and challenges will be evaluated on a case to case basis and admission is granted if the child could be integrated with the mainstream, based on the school's resources.

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1.3 Admission Guidelines

- 1.3.1 Admission will be given in the order of merit.
- 1.3.2 Advance information will be served to the parents of our school for sibling admission.
- 1.3.3 Parents seeking admission shall first register by completing the on-line application available in the website www.sisqatar.info. The application form will be available based on the vacancy. The online admission portal will be opened on 1st November of the preceding year and will be closed on 15th November. All the communication will be through the registered telephone number or e-mail.
- 1.3.4 Parents are requested to go through the school manuals published in the website before filling in the application forms.
- 1.3.5 Eligible applications received will be shortlisted after scrutiny.
- 1.3.6 The shortlisted students will be called for interaction / Proficiency Tests followed by admission. The results of the Proficiency Test will be communicated. All these communications will be through their registered telephone number or e-mail address.
- 1.3.7 The presence of father and mother for the admission counselling programme is mandatory.
- 1.3.8 Eligible candidates are given enough time to submit the required documents in pdf format by e- mail before the admission day.
- 1.3.9 If admission is granted, fees need to be remitted on the same day of admission. Admission will be cancelled if the parents fail to pay the fees on the day of admission and the chance will be given to the next candidate in the merit list.
- 1.3.10 The announcement of closure of the admission process will be done on the school website when all the available seats are filled.
- 1.3.11 The decision of the school regarding admission is final and binding.
- 1.3.12 Campus familiarization, distribution of books, Uniform, ID card and Parents' Card will be organized. during the last week of March.

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ADMISSION PROCESS

2. Admission Online Registration:

2.1 STEP I

- 2.1.1 Fill the admission form Online Form
- 2.1.2 All the mandatory fields need to be filled.
- 2.1.3 Read all school policy(manuals) documents before making the declaration.
- 2.1.4 Parents/ Guardian will receive an email confirmation of the registration.

2.2 STEP II

- 2.2.1 Eligible students as per the age criteria will be called for a Proficiency Test or interaction. Admission will be subject to availability of seats.

2.3 STEP III

- 2.3.1 Proficiency Test as per the date scheduled.

2.4 STEP IV

- 2.4.1 Result of the Proficiency Test will be communicated.
- 2.4.2 The documents will be verified.
- 2.4.3 Confirmation with the transport department on the transport facility.
- 2.4.4 Admission is confirmed upon payment of fees.

2.5 Age Limit (as per Ministry of Education and Higher Education (MOEHE Qatar)

Grade	Age as on 30 th September		Grade	Age as on 30 th September	
	Minimum	Maximum		Minimum	Maximum
K.G-I	3	4 years 11 months 29 days	VI	10	12 years 11 months 29 days
K.G-II	4	5 years 11 months 29 days	VII	--	14 years 11 months 29 days
I	5	7 years 11 months 29 days	VIII	--	15 years 11 months 29 days
II	6	8 years 11 months 29 days	IX	--	16 years 11 months 29 days
III	7	9 years 11 months 29 days	X	--	17 years 11 months 29 days
IV	8	10 years 11 months 29 days	XI	--	18 years 11 months 29 days
V	9	11 years 11 months 29days	XII	--	19 years 11 months 29days

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2.6 Documents required to be produced for admission.

- 2.6.1 Copy of Student's valid Passport and valid Qatar ID (Produce original for verification)
- 2.6.2 Copy of Father's valid Passport and valid Qatar ID (Produce original for verification)
- 2.6.3 Copy of Mother's valid Passport and valid Qatar ID (Produce original for verification)
- 2.6.4 Copy of Attested and Authenticated Birth Certificate of student (Produce original for verification)
- 2.6.5 Copy of Health card and Vaccination Records
- 2.6.6 MoFA attested Transfer Certificate from Previous School (For KG 2 onwards)
- 2.6.7 MoFA attested Previous Year's Progress Report (For grade II onwards)
- 2.6.8 Two each recent (not more than 6 months) Passport size Colour Photographs of Student, Mother and Father
- 2.6.9 Migration certificate (for grade XI).