



**POLICY  
06**


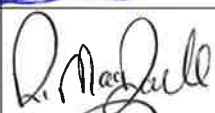





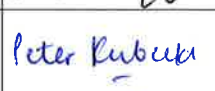



# Registration Policy

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*For Ta'allum Group 2019-2020*

## Approvals

The signatures below certify that this policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Reviewed by	Sheldon Smith		Principal- AJA	21/2/19
Reviewed by	Alison Macdonald		Principal- AMAG	25-2-19
Reviewed by	Shuja Uddin		Principal- AMAB	25/2/19
Reviewed by	Reem Mahmoud Al Lahham		Registrar - AMAB	25/2/2019
Reviewed by	Sherey Samer		Registrar – AMAG	24-2-19
Reviewed by	Nada Ibrahim Mohamed Mabrouk		Registrar – AJA	21/2/19
Reviewed by	Najoud Ensaff		EYFS and Primary SIC	25.02.19.
Reviewed by	Peter Kubicki		Secondary SIC	25.2.19
Reviewed by	Mohammed AbuQadah		Arabic SIC	25.2.19
Approved by	Dr. Mohammad Saefan		Education Director	26.2.19
Approved by	Ahmed Al Mannai		CEO	29-2-2019

## Amendment Record

This Policy is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

Page no.	Context	Revision	Date
6	Required Documentation	Point nos. 2,3,4,6,7,9	February 2017
7	Required Documentation	Point no. 11	February 2017
8	Entrance Test and General provisions	SEN students 1 -4, point nos. 2 and 5	February 2017 February 2017
9	Notice of Withdrawal	Point no. 1	February 2017
9	Student Behaviour	All contents	February 2017
10	Student General Expectations	All contents	February 2017
11	Registration at Ta'allum	Added - Ta'allum schools	February 2017
12	Informing the Public	Added - Ta'allum schools	February 2017
7	Eligibility	Point no. 2 added AMAB and AMAG	December 2017
7	Required Documentation	Point nos. 4,6,7 and 10	December 2017
8	The process starts at Current Academy of the student	Point no. 7	December 2017
14	Academic Registrars contact details	Details updated	December 2018
8	Required Documentation	Point 8	January 2019
10	Entrance Test	First paragraph	January 2019
12	Notice of Withdrawal	30 <sup>th</sup> May 2019	January 2019
13	Dress Code	Removed point re students can only buy uniforms from school	January 2019
15	Enrolment of Siblings	Added as Appendix 6	January 2019
15	MoE Circular (6) 16/2019 - Twelve (12) School Year of Compulsory Education; IGCSE and AS exam centre Arrangement	Added as Appendix 7	February 2019
10	Update Entrance Age as explained in MoE Circular (4) 825/2019 and Circular (5) 826/2019 - email received dated 14 February 2019)	Updated the Appendix 2	February 2019
11	General provisions	Added point 6 as explained in MoE circular 6	February 2019
8	Eligibility	Rewording the paragraph and point 1.	February 2019

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## **Ta'allum Vision, Mission and Motto**

### **Ta'allum Group's Vision**

We aspire towards being a progressive institution of learning experiences by offering a quality education based on an Islamic ethos that aims to serve humanity.

### **Ta'allum Group's Mission**

To establish premier educational institutions which are committed to a unique brand of holistic education.

Our goal is to help every child to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a valuable, correct moral and social contribution to the community in which they live.

### **Ta'allum Group's Motto**

***"Creative learners today, our future leaders tomorrow"***

## Ta'allum Schools Learner Outcomes

Academic Achievement and Leadership with Islamic Values are the characteristic hallmarks of our students. At Ta'allum schools we believe that in order to ensure all our students achieve at the highest level we need to actively support them through curriculum and enrichment in developing the right characteristics. This is what distinguishes our students from other.

### **Learner Outcome 1**

### **Our students are Academic**

Strand 1:1

They are lifelong learners

Strand 1:2

They are creative thinkers

Strand 1:3

They are bilingual

Strand 1:4

They are confident

Strand 1:5

They are innovative

Strand 1:6

They are independent

### **Learner Outcome 2**

### **Our students are Leaders**

Strand 2:1

They have strength of character

Strand 2:2

They are organised

Strand 2:3

They are confident

Strand 2:4

They are responsible

Strand 2:5

They are future leaders

### **Learner Outcome 3**

### **Our students practice and exemplify Islamic values**

Strand 3:1

They adhere to the Five Pillars of Islam

Strand 3:2

They have good morals

Strand 3:3

They are polite

Strand 3:4

They are considerate

## Rationale

Admission to Ta'allum will be determined by the Principal, with the advice of the School Heads based on information obtained with respect to:

- The potential of the applicant to benefit from the educational services available;
- The capacity of our schools to meet the educational needs of the applicant.

Ta'allum can only guarantee a place once a formal offer has been made, and accepted, in writing. An interview with the Head of School and/or Principal may be arranged prior to acceptance as part of the enrolment process. This policy will outline the administration's decision making process provided it is for the best interest of the child and the other children attending Ta'allum.

## Policy Statement

We at Ta'allum are keen to offer children an all-round education encompassing an international perspective with an appreciation of the Qatari culture and traditions. We also recognize that the choice of school is one of the most important, and therefore a stressful aspect for any parent. The admission policy is always the first step in making decisions on how and whether or not Al Jazeera /Al Maha is the right School for the child.

## Student General Expectations

- Ta'allum Student Dress Code
- Positive Behaviour
- Negative Behaviour
- Class Management

## Our Education Goals

- Providing an outstanding international education for all its students
- Delivering a high quality, Adapted British Curriculum along with the Qatari National Curriculum, guided by highly talented, skilled and dedicated teachers in a modern educational facility, using innovative teaching and learning methods that are in line with the school's vision
- Building strong links with parents, ensuring they are provided with enough information about our schools, to enable them to become an active partner in the school improvement process.
- Providing our students with opportunities for personal growth, particularly in the fields of interpersonal and professional competence.
- Partnering with the local and international community in order to facilitate an exchange of knowledge, so as to help promote tolerance, diversity and intercultural understanding.

## 1. Eligibility

Applications for admission for the current academic year will be considered in order of priority according to the list below with reference to the date of application, the results of entrance examinations and formal interview, as places become available. All students Years 1 – 11 must pass the entrance exams in Arabic, Math and English. In exceptional circumstances, the Principal can use discretion if a student is close to the pass mark in 1 subject but passes in the other subjects.

Students applying for Year 12 places must have a minimum of 5 or more IGCSE (as equivalent) qualifications (Grades A\*-E) including grades which meet the relevant criteria of the courses for which they are applying. E.g. grade B for AS level Maths.

Admission to Ta'allum schools is offered based on the following priority order of categories:

1. Ta'allum staff children (Arabic not required for AFL children)
2. Children with siblings currently attending AJA/AMAG/AMAB
3. Any other student with no discrimination.
4. Required Documentation

## 2. Required Documentation

Newly enrolled, past and re-admitted students in all year levels are required to provide the following documents:

- A completed registration Form
- Pay the application fee (Non-refundable if seat is available)
- Complete the Medical Form (included in the application form) and the health record (from Y1 – Y12) provided by Ministry of Health.
- All Policies are located on the school website. It is the responsibility of the parents to review these documents. The links are as follows:

<http://www.aja.edu.qa/Home/About-Us/School-Policies>

<http://girls.almahaacademy.com.qa/About-Us/School-Policies>

<http://boys.almahaacademy.com.qa/About-Us/School-Policies>

- A copy from the Immunization Card
- A copy from the child's Passport (a valid residency permit + a copy) for non- Qatari and QID for Qatari



- A copy from the Parent's Passport (a valid residency permit + a copy) for non-Qatari and QID for Qatari
- A copy of birth certificate. (All students)
- 4 recent photos
- Copy of health card
- The three most recent student report cards from the applicant's previous school. These reports, transcripts, results of standardized tests and any reports by a counsellor or Psychologist (a checklist is provided). Ta'allum schools reserve the right to contact the applicant's previous school prior to acceptance.
- If you are working under Ta'allum, sign the HR form, copy from the contract.
- All these documents must be submitted before the entrance exam.
- Clearance letter from the Previous school
- Good behaviour letter from the previous school (stamped & signed by Principal)
- Current Student internal transfer criteria between Ta'allum schools, the applicant can be interviewed and provide a behaviour letter. The below procedure shall be strictly followed when any parent would like to request to transfer his/son daughter internally among Ta'allum Group Academies.

The process starts at the Current Academy of the Student: -

- 1) The concerned Parent must put a written request, with the reason of Transfer  
**(Appendix 1 – Student Internal Transfer Form)**
- 2) The Registration Department of the current Academy shall receive the form and do internal checks/clearance.
- 3) The Registration Department of Current Academy shall forward the form to the concerned Head of School.
- 4) The Head of School verifies the request and pass it for Pastoral clearance.
- 5) Finally, the form shall be verified and approved by the Principal.
- 6) Upon approval or rejection, the Parent shall be notified officially.
- 7) The current school should not attempt any referral for Block Listed Students with Ta'allum Group Academies.

The parents shall be given signed and approved form, which shall be taken by them to the new Ta'allum Group Academy, where the above procedure shall be carried out in order to accept the student in the

Academy. The new Academy shall not accept the student transfer request unless the aforementioned procedure is properly followed and documented.

### 3. Entrance Age

A child will be accepted into a class if he or she is of age till the 30th of September.

The following tables show age equivalency to each grade level:

Years				نظام السنوات system	
السن			الحد الأدنى	Class	الصف
الحد الأعلى					
سنة	شهر	يوم			
4	11	29	3	KG1	الروضة
5	11	29	4	KG2	التمهيدي
7	11	29	5	Year1	الأول الابتدائي
8	11	29	6	Year 2	الثاني الابتدائي
9	11	29	7	Year3	الثالث الابتدائي
10	11	29	8	Year4	الرابع الابتدائي
11	11	29	9	Year5	الخامس الابتدائي
12	11	29	10	Year6	السادس الابتدائي
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Years system			نظام السنوات		
Age			الحد الأعلى	Class	الصف
السن					
سنة	شهر	يوم			
14	11	29	year 7		الصف السابع
15	11	29	year 8		الصف الثامن
16	11	29	year 9		الصف التاسع
17	11	29	year 10		الصف العاشر
18	11	29	year11		الصف الحادي عشر
19	11	29	year 12		الصف الثاني عشر
19	11	29	year 13		الصف الثالث عشر

\*APPENDIX 2 (MoE Circular (4) 825/2019 and Circular (5) 826/2019) email received dated 14 February 2019)

### 4. Entrance Test

Year 1 students will sit entrance examination and Year 11 students IGCSE will be considered for admission provided that they are interviewed by the Head of Secondary. All students for year groups above Year 1 are required to complete an entrance examination in English, Mathematics and Arabic. Students attending the Early Years Foundation Stage will also be required to demonstrate that they meet the entrance requirements appropriate to their age group.

SEN students will not be accepted if they have the following:-

1. Autism
2. Downs syndrome
3. Hyper activation
4. Dyslexia

## 5. General provisions:

- The original birth certificate will be used to calculate the age of the student. If this is not available, reference will be made to a valid passport. If the passport does not include the full date of birth, the age will be calculated as of July 1st of the year of birth shown in the passport.
- Any student who does not have a personal number (QID) will not be allowed to register, as per MoE's instruction.
- Any student entering the country on a visa covering a period of less than one year will not be allowed to register.
- For all Qatari students moving from a private or international education system to the Qatari independent school sector a copy of all final reports/ certificates from the previous school must be authenticated by the Attestation and Equivalency Unit of the MoE in order to demonstrate equivalency. It is the responsibility of the receiving school to inform the parents of the procedures involved in obtaining an equivalency statement. Registration in the independent school cannot be completed without this document being provided.
- Parents have the right to transfer their children between private schools without the need to obtain the MoE's permission, provided that there are vacancies at the appropriate grade / year group in the receiving school. Where this occurs, the school will follow the guidelines identified in section 1 on page 6 of this document.
- All Students are required to complete the twelve school years of compulsory education, as explained in the MoE's circular no 6. **(Appendix 7- Twelve (12) School Year of Compulsory Education; IGCSE and AS exam centre arrangement)**

## 6. Interviews

Applicants may be interviewed by the Head of School and/or Principal prior to acceptance as part of the enrolment process. This will be decided on a case by case basis. **(Appendix 3 – EYFS entrance interviews)**

## 7. Decisions on Admission

After all the admissions procedures have been followed, the application will be considered and signed by the principal and the parent will be informed as soon as possible.

## 8. Late Admissions

A student may be admitted to Ta'allum schools at any time during the first two months of the beginning of a semester (if places are available), up to Year 12.

## 9. Notice of Withdrawal

- The school reserves the right to accept students from the waiting list in place of current students, who have not paid their fees and outstanding by the 30<sup>th</sup> of May, 2019.
- It should be noted that the registration of every child is treated individually. No fees can be transferred from one child to another, even within a family.
- The school will only refund the tuition fees as per terms & conditions below.

## 10. Student Behaviour

Ta'allum schools are committed to provide a secure and positive learning community for its students. Ensuring a safe environment increases a student's ability to learn and raises their responsibility towards community and career.

### Purpose

Ta'allum Schools believe that positive behaviour enhances student's academic performance, while negative behaviour will decrease it. This document sets out Ta'allum Schools guidelines to manage student behaviour within the school.

### Scope

This model applies across Ta'allum Primary and Secondary schools and the policy applies to both genders. He/she has the authority to call for meetings, assemble committees, carry out surveys or assign tasks to maintain performance.

## 11. Student General Expectations

Being committed to students' academic and social success, Ta'allum schools adopt the model of preparing its graduates for life beyond and in order to achieve this goal we have outlined a set of core expectations. Ta'allum students will work diligently and consistently to meet these expectations on a daily basis:

- **Attendance Expectations:** Missing education hours has negative consequence against learners' outcomes. In general, International Accreditation bodies do not tolerate unauthorized absences. They set clear and decisive parameters to control school attendance. These parameters are also practiced and implemented by the MoE and adopted by Ta'allum Schools. Ta'allum students' classroom attendance is mandatory, as stated within the MoE's Policy;

learners are expected to attend 180 days of schooling in order to graduate. For more information, kindly refer to Ta'allum's Attendance Policy.

- **Social Expectations:** All Ta'allum' learners must respect and adhere to the Qatari community, religion and culture. They will also respect Ta'allum's rules and regulations. The wearing of school uniform will be enforced restricting any garments that may create a disruption to the learning environment. Uniforms are available for sale at the premises and no other uniform or alternative clothing is permitted. Cellular phones and other electronic devices are prohibited across the school unless special permission is granted by a member of the Senior Management Team (SMT)
- **Academic Expectations:** High expectations will be maintained for all students to maximize their academic potential. Students are to complete all assignments, participate in class and demonstrate an overall sense of responsibility for their success. Academic probation contracts will be implemented for students who do not meet expectations.

## 12. Dress Code

All Students at Ta'allum schools must adhere to the dress code; otherwise they will be penalized according to the school policy

A student's conduct is related to his / her clothing. Ta'allum schools care deeply about its learner's appropriate attire and grooming practices within the school environment. Dress code is considered one of the basic elements that helps set the rules towards a healthy educational environment free of discrimination and distraction.

- All students are expected to adhere to his / her school's dress code as informed and illustrated by the school manual (Appendix 1), and to respect the values and culture of the Qatari community.
- Students must value and practise modesty, cleanliness and neatness.
- Students can't alter or modify the school uniform by any means nor are allowed to buy a uniform match from any outsource provider.
- Students who fail to comply with the dress code may be sent home and may be subject to disciplinary actions.
- Supervisors are responsible for checking the dress code every morning. Dress code violators must be sent home immediately. The Head of School will be informed.
- Special dress code permissions are to be granted only by the Principal for specific and valid reasons.
- Expensive watches, accessories, hair bands, jewellery or other belongings are not allowed and shall not be brought or worn at school or be present at any school-sponsored event. These items will be confiscated by the teacher and the incident will be logged in the school's portal. Parents will be informed and the items will be kept with the Head of School or Principal until the end of term.
- All students must wear proper footwear at all times. House shoes and slippers are prohibited.
- Students participating in Physical Education class shall wear PE/athletic clothes and footwear.
- Hair should be kept neat, clean and reasonably styled (short for boys). Hair colouring or accessories are not allowed.

- Nails should be always clean, trimmed and not polished.
- Proper undergarments should be worn.
- Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment.
- Tattoos, makeup and perfumes are prohibited.

### 13. Registration at Ta'allum

Parents are required to sign the Parents' Contract with the school.

Applicants who meet all admissions criteria are admitted for the appropriate year group based on age and class size permitting. However, factors such as previous records, measured aptitude and achievement, physical and emotional development and other relevant details are also considered. The final decision rests with the Principal. A six-week trial period in the class to which the student is assigned, is mandatory.

If a student does not attend the school during the first two weeks after the first official day of the school year, and parents have not informed the school that there will be a delay in attendance, the school will have the right to cancel the registration. It is the responsibility of the parent to inform the school of any late attendance after the first day of term.

Ta'allum schools reserve the right to deny admission or re-enrolment to any applicant if, in its opinion, there were reasons to believe that admission or re-enrolment would not be in the best interest of the applicant or the school. Ta'allum schools reserve the right to postpone admission if a class is full. In this case, the applicant is placed on a waiting list. The qualified applicants are then accepted in order of date of application, subject to the above priorities.

### 14. Informing the Public

Ta'allum schools will inform the community about registration dates and requirements through the press and media. An Informational Pack as well as a Parent-Student Handbook will be distributed to parents giving them information about AJA and Al Maha schools.

By signing this contract, I assure my understanding and my responsibility towards my Son/ daughter's understanding, respect and obedience to the school code of conduct and attendance policy. I accept any consequences that result in the breach of those policies which may include final dismissal from the school.

## 15. Parent and School Contract

\*Kindly Refer to the Attachment (Appendix 4)

## 16. Re Registration Form

\*Kindly Refer to the Attachment (Appendix 5)

## 17. Enrolment of Siblings for Next Academic Year

\*Kindly Refer to the Attachment (Appendix 6)

## 18. MoE Circular (6) 16/2019 - Twelve (12) School Years of Compulsory Education; IGCSE and AS exam centre arrangement

\*Kindly Refer to the Attachment (Appendix 7)

Parent's full name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_

### Academic Registrars contact details:

SCHOOL	REGISTRAR	EMAIL ADDRESS	CONTACT NO.
AMAB	Reem Mahmoud Al Lahham	<a href="mailto:reem.allahham@amab.com.qa">reem.allahham@amab.com.qa</a>	4428 0710
AMAG	Sherey Samer	<a href="mailto:ssamer@aja.edu.qa">ssamer@aja.edu.qa</a>	4428 0760
AJA	Nada Ibrahim Mohamed Mabrouk	<a href="mailto:nmabrouk@aja.edu.qa">nmabrouk@aja.edu.qa</a>	4032 9607