ADMISSIONS ASSESSMENT AND PROCEDURES POLICY

Staff Incharge	Admissions Officer
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Approved by	Head of School
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SWISS INTERNATIONAL SCHOOL
QATAR

Our Vision

SISQ aims to develop learners who are

FULFILLED   INSPIRED   PREPARED
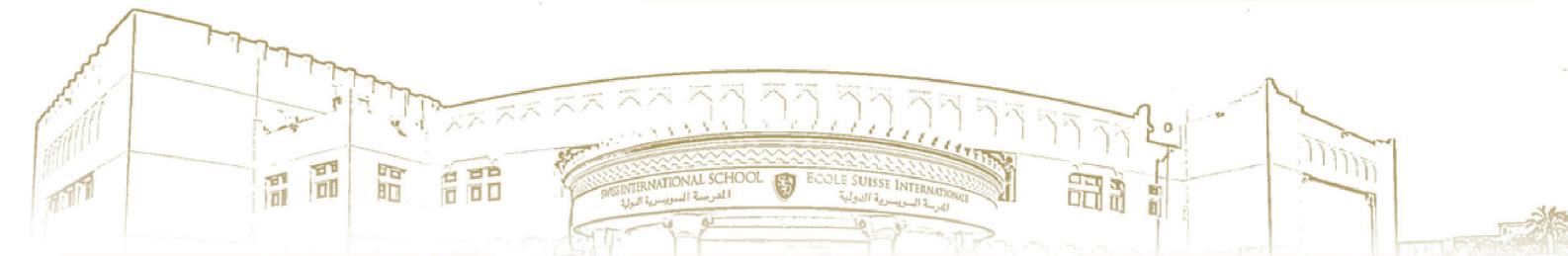
رؤيتنا

تهدف المدرسة السويسرية إلى تطوير متعلمين يتصفون بأنهم

مُستَعِدون   مُلهَمون   مُشبَعون

Notre Vision

SISQ encourage les apprenants à devenir

ACCOMPLIS   INSPIRÉS   PRÊTS

Our Mission

Through learning that is fun, engaging, holistic, collaborative and caring, SISQ develops students who are:

- Intellectually fulfilled: they find joy in their own learning and the learning of others; they are curious, engaged and passionate about learning.
- Emotionally fulfilled: they are happy with themselves, healthy, balanced and confident.
- Socially fulfilled: they develop meaningful relationships; they are connected to others, the world around them and the environment.

Through learning that is inquiry-based, meaningful, challenging, authentic and innovative, SISQ develops students who are:

- Inspired to keep learning: they are inquisitive, questioning and willing to try new things; they take ownership of their learning and are self-motivated.
- Inspired to share and apply their learning: they can use their learning to improve their lives and the lives of others; they communicate their learning to inspire others.

Through learning that is focused on transferable skills, character, attitudes and dispositions, SISQ develops students who are:

- Prepared for the future: they embrace change and challenge; they adapt to new situations and think creatively to solve complex problems.
- Prepared to lead lives of integrity: they are principled and strong; they have a set of values that guide them when they make decisions.
- Prepared to be good global citizens: they are multilingual, open-minded and multicultural in their outlook; they are courageous, caring and prepared to take action to make their community and the world a better place.

رسالتنا

من خلال المتعة والمشاركة ، والتعاون ، والشمولية والاهتمام ، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مشبعون فكرياً، يجدون الفرح في تعلمهم وتعلم الآخرين ؛ إنهم فضوليون ومشاركون ومتحمسون للتعلم.
- مشبعون عاطفياً إنهم سعداء بأنفسهم ، يتمتعون بصحة جيدة ، ومتوازنون ، وواثقون من أنفسهم.
- مشبعون اجتماعياً: بطورون علاقات ذات مغزى ؛ إنهم مرتبطون بالآخرين وبالعالم من حولهم وبالبيئة.

من خلال التعلم الهادف و القائم على الاستقصاء ، والتحدي والابتكار، تعمل المدرسة السويسرية على تطويرطلاب يتصفون بأنهم

- مُلهَمون لمواصلة التعلم؛ فهم فضوليون ومتسائلون ومستعدون لتجربة أشياء جديدة ؛ يتعلمون بدوافع ذاتية.
- مُلهَمون لمشاركة ما تعلموه وتطبيقه، يمكنهم استخدام ما تعلموه لتحسين حياتهم وحياة الآخرين ؛ ينقلون تعلمهم لإلهام الآخرين.

من خلال التعلم الذي يركز على المهارات القابلة للنقل والمهارات الشخصية والمواقف والتصرفات تعمل المدرسة السويسرية على تطويرطلاب يتصفون بأنهم

- مستعدون للمستقبل يتبنون التغيير والتحدي ؛ يتكيفون مع المواقف الجديدة ويفكرون بشكل خلاق لحل المشكلات المعقدة
- مستعدون لعيش حياة تتسم بالنزاهة: أصحاب مبادىء أقوياء ؛ لديهم مجموعة من القيم التي توجههم عند اتخاذ القرارات.
- مستعدون ليكونوا مواطنين عالميين صالحين: فهم متعددو اللغات ومنفتحون ومتعددو الثقافات في نظرتهم ؛ إنهم شجعان ومهتمون ومستعدون لاتخاذ إجراءات لجعل مجتمعهم والعالم مكاناً أفضل.

Notre Mission

Au travers d'expériences d'apprentissage amusantes, intéressantes, holistiques, collaboratives, positives, SISQ encourage les apprenants à devenir:

- Intellectuellement accomplis: ils prennent plaisir à apprendre individuellement et collectivement. Ils sont curieux, intéressés et passionnés par leur apprentissage.
- Émotionnellement aptes: ils savent s'apprécier, ils sont positifs, équilibrés et sûrs d'eux-mêmes.
- Socialement compétents: ils développent des relations significatives avec les autres, ils vivent en harmonie avec les autres, le monde et l'environnement.

Au travers d'un apprentissage centré sur la recherche, significatif, comportant des défis, authentique et innovant, SISQ encourage les apprenants à devenir:

- Toujours prêts à apprendre : ils sont curieux, ils posent des questions et sont prêts à innover, ils sont responsables de leur apprentissage et intrinsèquement motivés.
- Toujours prêts à partager et à appliquer leurs connaissances : capables d'utiliser leurs compétences pour transformer positivement leur existence et celle des autres, ils transfèrent leurs apprentissages pour inspirer autrui.

Grâce à un apprentissage orienté vers des compétences de transfert, l'édification du caractère, créant des attitudes et une disposition psychologique bénéfiques, SISQ encourage les étudiants à devenir:

- Prêts pour l'avenir : ils acceptent le changement et les défis, s'adaptent à de nouvelles situations et résolvent des questions complexes grâce à leur créativité.
- Déterminés à vivre de manière éthique, ils suivent leurs principes et sont intègres. Leur valeurs les guident dans la prise de décisions.
- En tant que citoyens du monde: ils parlent plusieurs langues, pratiquent l'ouverture d'esprit en se confrontant à de multiples perspectives. Ils sont courageux, attentionnés et prêts à l'action pour transformer positivement leur communauté et le monde.

How To Use This Document

The main purpose of this document is to outline Swiss International School, Qatar (SISQ) Admissions Assessment procedures. This document is primarily for internal procedural purposes.

Monitoring and Reviewing the Policy

The Admissions Department and the Senior Leadership Team are responsible for implementing the procedures and ensuring that the admissions process and practices align with the required practices outlined in this document.

The Admissions Officer is directly responsible for leading the collaborative review and updating the procedures, which will be done if any changes apply. SISQ reserves the right to amend or change the Admissions Assessment Procedures at any time without prior notice.

Applications are accepted throughout the year, and families are advised to apply as early as possible as certain classes fill up quickly. Families are expected to download and provide the school with all the required documents and materials to be able to begin the admissions process.

The admissions process at the Swiss International School, Qatar (SISQ) consists of four stages.
- Online Application (Stage 1)
- Assessment and Interview (Stage 2)
- Decision Making (Stage 3)
- Acceptance of Offer (Stage 4)

Swiss International School, Qatar (SISQ) is seeking students who are motivated, determined, and striving to do their personal best in both academic and social pursuits.
SISQ carefully studies each application and invites selected students for an assessment/interview according to their age and grade placement. Attention is given to the balance within a class regarding gender, language, specific needs, nationality, etc. As a whole school, SISQ aims not to exceed 30% of any one nationality.

Admissions Assessment Procedures
Primary School - Early Years and Primary Years Programmes (EY and PYP)

Early Years (PK1 and PK2)
PK1 assessments take place in a classroom with one or two members of our academic team and consist of an observational exercise. We believe each student has a unique set of abilities and talents and observations in different situations capture these first-hand.

Observing what the student likes, chooses to do, and what their interests are to provide our teachers with reliable information about the student as an individual. Students will have time to socialise with each other and will then be invited to participate in a selected activity either independently or with one of our teachers. The activities are developed to evaluate the student's language skills, conceptual

understanding, age-appropriate behaviour, and fine motor skills. We aim to evaluate:
- Language skills
- Conceptual understanding
- Social skills
- School readiness

*Please note that all students must be **fully toilet-trained** before starting school at SISQ.*

Students who have not yet completed their toilet training must remain at home until they are fully toilet-trained.

Duration of the assessment for entry in PK1: 1 hour.

PK2 assessment procedures take place in a classroom with one of our teachers and consist of an observational exercise. Students will have time to socialise with others and will then be invited to participate in a selected activity either independently or with one of our teachers. We aim to evaluate:
- Language skills
- Conceptual understanding
- Social skills
- School readiness

Duration of the assessment for entry in PK2: 2 hours.

Primary Years Programme (Kindergarten to Grade 5)
For Kindergarten to Grade 5 incoming students, the assessment procedure takes place in a classroom with one of our teachers and consists of an observational exercise. Students will have time to socialise with others and will then be invited to participate in selected activities either independently or with one of our teachers. We aim to evaluate:
- Literacy skills
- Mathematical understanding
- Social skills

From Grade 1 to Grade 5, reading, writing, and mathematics skills are the areas of knowledge that are assessed. Testing includes Maths, English grammar, Reading, and Writing.
We welcome students who do not speak any English. During the assessment, our EAL (English as an Additional Language) team will be available to offer some support. A minimum level of English is required from Grades 4 and above. At all times, we assess the student's social interaction skills.

For students going into Grades 3, 4, and 5, a cognitive ability test (CAT4) is additionally required to be completed in school.

Duration of the assessment for entry in K to Grade 2: 2.5 hours.

Duration of the assessment for entry in Grade 3 to Grade 5: 4 hours.

Additionally, all PYP assessments will require parents to complete a Parent Questionnaire and participate in a parent interview with the Primary School Principal as part of the admission process.

If required, a reference form is requested from the current school.

Secondary School - Middle Years and Diploma Programmes (MYP and DP)

Middle Years Programme (Grade 6 to Grade 10)
For entrance into MYP, the assessment procedure is more formal.

For students going into Grade 6, the assessment consists of a cognitive ability test (CAT4) and an English writing test to be completed in school. We aim to evaluate:
- Literacy skills
- Mathematical understanding
- Social skills

Following the examination, Grade 6-12 students will be interviewed by the Secondary School Principal and/or Head of EAL; the interview also forms part of the evaluation process. Students need to have a minimum level of English and Mathematics to gain admission to SISQ. This will be evaluated during the assessments to ensure that students can access our curriculum. For all students, the current school must complete a Reference Form.

Duration of the assessment: 2.5 hours.

Diploma Programme (Grade 11 and Grade 12)
The admissions process to the Diploma Programme is similar to the process for entry into MYP; however, students' readiness for the full Diploma Programme will be carefully assessed by the Diploma Coordinator, University Counsellor, Secondary School Principal, and/or Head of School. For all students, the current school must complete a Reference Form.

In addition, the entry for DP will include an interview with the Diploma Coordinator and University Counsellor.

Duration of the assessment: 3 hours

Students who wish to join SISQ in Grade 12 must have completed the first year of the Diploma Programme, including courses that are fully compatible with those offered at SISQ.

Overseas Students

Provisional admission may be offered to overseas students provided that the family has sent all the required documents and two full years of school transcripts or reports. SISQ will also ask the current school to fill in a Reference Form. If a place is available in the appropriate grade, the offer will be based on our understanding that the student does not have any learning or special needs that have not been fully disclosed. Once the provisional offer has been accepted, the family must sign and return the "SISQ Probation Agreement for Overseas Students" together with all the required documents and fees.

Division principals may request an Online interview or a submission of sample schoolwork. By requesting the school to schedule an assessment, parents authorise SISQ to contact their previous school for clarification and/or a recommendation.

How Grade Placement Is Decided

SISQ is required to implement MOEHE directives regarding grade placements. Students applying for a placement at SISQ will generally be placed either according to their age or according to the previous grade upon successful completion of the corresponding grade. For PK1, PK2, and Kindergarten, a student will be placed according to their age on September 30th of their year of entry. For the placement in Grade 1, if a student has not been in a school setting before, the grade placement will be decided according to the age cut-off date. Should the student have attended a school before joining SISQ, the placement will be decided according to the completion of the previous grade and their age, in accordance with the guidelines set by the Ministry of Education and Higher Education (MoEHE).

Starting from Grade 2, school reports and assessments will act as a basis for grade placement.

Students who are already at SISQ and are doing the MYP but who are not deemed to be ready for the full IB DP will receive advice from the team and may not be admitted if the courses and qualifications offered at SISQ (for example IB Certificates instead of the full Diploma) do not enable them to gain entry to the universities they are aiming for.

SISQ reserves the right to determine the proper placement of new students. By testing, interviewing, assessing, and reviewing all pertinent records, SISQ's administrative and academic staff will ensure that students are placed appropriately.

We require the signed acknowledgment of our policies to be submitted within 48 hours. In the absence of a response, it will be assumed that you have read and agreed to all outlined policies.