



SWISS INTERNATIONAL SCHOOL  
QATAR

# ADMISSIONS POLICY

Staff Incharge	Admissions Officer
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Approved by	Head of School
Next Revision	August 2026





## Our Vision

SISQ aims to develop learners who are  
**FULFILLED INSPIRED PREPARED**

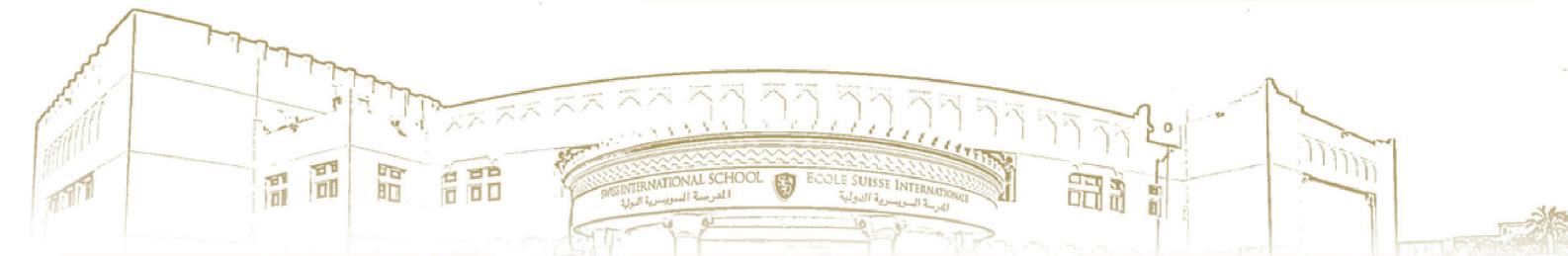
## رؤيتنا

تهدف المدرسة السويسرية إلى تطوير متعلمين  
يتصفون بأنهم

**مُستَعِدون مُلَهَّمون مُشَبِّعون**

## 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 المعاشرة والمشاركة ، والتعاون ، والشمولية والاهتمام ، تعمل المدرسة

- السويسرية على تطوير طلاب يتصفون بأنهم مشاركون ذكيّون ، يجدون الفرح في تعلمهم وتعلم الآخرين ؛ إنهم فضليون ويتّبعون وسائلهم وتحمّل مسؤولياتهم للتعلم.
- مشبعون بالطاقة ؛ إنهم سعداء بأنفسهم ، يتمتعون بصحة جيدة ، ومتوازنون ، وواقّعون اجتماعياً.
- مشبعون من أنفسهم : يطّورون علاقات ذات مقى ؛ إنهم مرتبطون بالآخرين وبالعالم من حولهم وبالبيئة.

من خلال التعلم الاهداف والقام على تطوير طلاب يتصفون بأنهم

- السويسرية لمواصلة التعلم: فهم فضليون ومتّسّلون ومستعدون لتجربة أشياء جديدة ؛ يتعلّمون بداعي ذاتية.
- ذلّلّون لمشاركة ما تعلّموه وتطبّيقه، يمكنهم استخدام ما تعلّموه لتحسين حياتهم وحياة الآخرين ؛ ينقلون تعلّمهم إلى الآخرين.

من خلال التعلم الذي يركّز على المهارات القابلة للنقل والمهارات الشخصية والمواصفات والسمات تعمّل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مستعدون للمستقبل يبنّون التغيير والتحدي : يتكفّلون مع المواقف الجديدة ويدركّون بشكل خالق حلّ المشكلات المعقّدة.
- مستعدون لعيش حياة تتسم بالنزاهة: أصحاب مبادئ أقواء؛ لديهم حماسة وحيوية.
- مستعدون ليكونوا مواطنين عالميين صالحين: فهم متعددو اللغات ومتّسّلون ومتّسّلون في ظرفهم؛ إنهم شعاعون ومهتمون.
- مستعدون 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.
- Emotionnellement 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 transforment leurs apprentissages pour inspirer autrui.

Grâce à un apprentissage orienté vers des compétences de transfert, l'édition 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 intégrés. 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 SISQ's admissions policy. This document is primarily for internal procedural purposes but is also made available to parents and the community.

## Monitoring and Reviewing the Policy

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

The Admissions Officer is directly responsible for leading the collaborative review and update of this policy, which will be done on an annual basis, before the beginning of the admissions process in January. SISQ reserves the right to amend or change the Admissions Policy at any time without prior notice. In the event that any changes are made, the revised Admissions Policy shall be posted on the website immediately.

## Mission of the Admissions Department

The mission of the Admissions Department is to inform, recruit, and admit new students to Swiss International School, Qatar (SISQ) while maintaining the integrity of the school, the students, and their families. We aim to encourage enrollment of students who are academically able, accomplished in extracurricular endeavors, and internationally diverse. The Admissions Department ensures prospective families understand our mission, philosophy, curriculum, and community. We also make sure we give prospective families a good initial understanding of the IB programmes. Our mission is to ensure the following:

- Inform, recruit, select, and admit new, local and international students who we believe can flourish at SISQ
- Present accurate, honest, and clear information about the school and the curriculum
- Maintain open lines of communication
- Implement new policies and practices that will facilitate admissions procedures

**Inclusion at SISQ:** Programmes we offer are inclusive - places will be offered when the school believes the students can access our programmes and readily available resources and be successful. Please consult our Inclusion Policy for more details.

## Admissions Policy and Procedures

### Application Procedure

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 provide the school with all the required documents and materials while making an online application to be able to begin the admissions process.

The admissions process at Swiss International School, Qatar (SISQ) consists of four stages.



## 1. Required application materials (Stage 1)

Families who wish to apply for a place for their child at SISQ are required to apply online through our website (<https://sisq.openapply.com/>) together with uploading in the same page the following supporting documents:

- Parents'/Guardians' passport copy
- Parents'/Guardians' valid Qatari ID copy (if available)
- Document of Legal guardianship (if applicable)
- Child's passport copy
- Child's valid QID copy (NB: children that do not have a valid QID whilst applying must submit a copy of their valid QID before the first day of school to be able to attend SISQ)
- Recent passport-sized headshot photo of your child
- Child's health and immunisation documentation
- The most recent report from your child's school (the school report must indicate the current academic year and grade completion, if not, a Transfer Certificate needs to be uploaded)
- Previous school year report from your child's school (1 additional year)
- Any other relevant reports relating to your child's specific learning and/or behaviour needs
- A Fit to School Certificate needs to be obtained by an official Primary Health Center for the students joining in PK1 to G1, and all students from overseas

Please note that your child's file will only be reviewed by the school's Admissions Department provided it is complete along with the payment of the non-refundable Application Fee.

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.

Parents are responsible for submitting all relevant documents (health, medical, Educational Psychologist, IEPs, and the most recent school reports) and information related to academic, behaviour and/or social concerns. If it is discovered that information has been withheld, SISQ reserves the right to review and withdraw an offer.

For students coming from overseas, all school reports/documents must be translated into English. The most recent year-end report must be legalised for students who are applying for Grade 2 and above.

For candidates offered to start in Term 2, the legalised Term 1 report from the students' current school needs to be submitted for the student's registration.



## 2. Assessment and Interview (Stage 2)

Swiss International School, Qatar (SISQ) seeks students who are motivated, determined, and trying their personal best to succeed academically and socially. 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.

The submitted documents and assessment results are kept strictly confidential and used for internal purposes only.

## 3. Decision-Making (Stage 3)

The Admissions Committee will meet once a week and will evaluate all documents and assessments that have taken place within the same week. The Admissions Committee is comprised of the Head of School and the Operations and Finance Manager, an Admissions Officer, and the Division School Principals (Primary and Secondary). Additional staff members such as the SEN (Special Educational Needs) Department and EAL (English as an Additional Language) Department may be consulted when appropriate.

Each candidate's application is carefully studied in order to assess suitability for admission. The final decision on all applications rests with the Head of School. After the Committee has met, the Admissions Department will inform the family of the Committee's decision by email within 2 working days, whenever possible. The decision taken regarding the student will be one of the following outcomes:

- **Acceptance** - if an application is accepted, the Admissions Department will send a formal email to confirm it. Attached to the email will be the Seat Offer Letter, the Terms and Conditions, and a Probation Agreement for Overseas Students (if applicable). These last 2 documents will need to be completed and returned to the school within one week.
- **Waiting List** - if an application has been accepted but there is no space available in the appropriate grade, the Admissions department will inform the family of the possibility to stay on a waiting list. When a place becomes available in the appropriate grade, it will be offered to a student from the waiting list. SISQ uses different criteria to decide which students from the waiting list will be offered a place. This includes the following:
  - Siblings already attending, accepted at, or applying to the school, provided they fit all the requirements
  - The existing gender and nationality balance of the class
  - The existing language balance of the class
  - Background/experience in an IB programme
  - A place becomes available in the appropriate grade level in accordance with the Ministry of Education and Higher Education (MoEHE) guidelines
  - Admissions test results
- **Reassessment** - if SISQ has a valid reason to re-assess the student at a later stage, the student will be placed on our waiting list and the Admissions Department will send a formal email to confirm it.
- **Rejection** - if an application is rejected, a formal email will be sent to the family to confirm it.



### **4. Acceptance of Offer (Stage 4)**

To accept the offer of a place, within one week of receiving the Seat Offer Letter, the family must complete and sign the Terms and Conditions, and a non-refundable Registration Fee must be paid. For overseas students, families will also need to complete and return the Probation Agreement for Overseas Students. If the offer has not been accepted by the family within one week upon receipt of the offer, the school reserves the right to offer the place to another family. Once the place has been secured, the Admissions Department will send a confirmation letter of acceptance. For the students who transfer to a school within Qatar, this letter needs to be handed to the previous school by the family. This will enable the previous school to proceed with the transferring of the files to the Ministry of Education and Higher Education system (NSIS).

### **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 enrolled in the MYP but who are not deemed to be ready for the full IB DP will receive advice from the academic 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.



## System Equivalency

		Age before September 30 <sup>th</sup>	Grades at SISQ	UK Year Groups	France Years
PRIMARY SCHOOL	Early Years – Primary Years Programme	3 years	PK 1	Nursery/FS1	Petite section
		4 years	PK 2	Reception/FS2	Moyenne section
		5 years	Kindergarten	Year 1	Grande section
		6 years	Grade 1	Year 2	CP
		7 years	Grade 2	Year 3	CE1
		8 years	Grade 3	Year 4	CE2
		9 years	Grade 4	Year 5	CM1
		10 years	Grade 5	Year 6	CM2
		11 years	Grade 6	Year 7	6eme
		12 years	Grade 7	Year 8	5eme
SECONDARY SCHOOL	Middle Years Programme	13 years	Grade 8	Year 9	4eme
		14 years	Grade 9	Year 10	3eme
		15 years	Grade 10	Year 11	2nde
		16 years	Grade 11	Year 12	1ere
		17 years	Grade 12	Year 13	Terminale
	Diploma Programme				



## How to Rescind the Offer

If a family chooses to withdraw their child's application after the place is confirmed, the notification must be given in writing before the first termly instalments of fees are due. Failure to do so will lead to the first termly fee instalment to be payable. The registration is non-refundable.

## Parent Communication and File Handing-Over

At the beginning of the academic year, some time will be dedicated to the orientation of new students and parents. Prior to this day, the Admissions and School Life Department will communicate with all new families regarding all aspects of the school (uniform, extracurricular activities, academic information, parent handbook, etc.). The Admissions Department will hand over all students' files to the Division Principals, and all teachers will be able to consult the files and contact the Admissions Department for specific information.

## International References

School of Paris (2011). Admissions Policy and Procedures. Paris: International School of Paris.

Morrissey, Rouse, Doig, Chao & Moss (2014). IB Early Years Project Final Report. Deakin University. Available at: <http://www.ibo.org/globalassets/publications/ibresearch/pyp/pypearlyyearsfinalreport.pdf>  
[accessed 12 November 2017]

## SISQ Policies and Documents

- Inclusion Policy
- Retention Policy
- EAL Policy
- Terms and Conditions
- Probation Agreement for Overseas Students

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.