

ADMISSIONS POLICY

Document Control	Details
School	Richmond International School Doha
Policy Owner	Executive Principal
Applies to	EYFS, Primary, Staff, Volunteers and Visitors
Approved By/Date	Board of Directors / September 2026
Review Cycle	Annual, or earlier following Ministry or operational change
Next Review	September 2027



ADMISSIONS POLICY

1 Policy statement and purpose

Richmond International School Doha provides an equitable, transparent and properly documented admissions process for pupils seeking a British international education from FS1 to Year 6. RIS welcomes applications from pupils of different nationalities, subject to the school's Ministry-approved educational plan, licensed year groups, approved capacity, available provision and current Ministry of Education and Higher Education admission and registration requirements.

The admissions process helps the school determine the correct year group, understand the pupil's prior learning and support needs, and decide whether RIS can provide an appropriate education. An application, assessment, offer, payment or seat reservation does not by itself complete admission. A pupil may start only when the school has confirmed the place and start date and all required Ministry, documentation and financial conditions have been met.

2 Scope

This policy applies to new applications, transfers, re-enrolment, waiting lists, year-group placement, admission assessment, Ministry registration and withdrawal. It applies to all staff involved in admissions and to all prospective and current families.

3 Regulatory framework

RIS will follow current MoEHE laws, circulars, policies and system requirements. The main references include:

- Circular No. 15 of 2026 concerning admission and registration of pupils of different nationalities in private schools and kindergartens;
- the current Ministry guidelines for pupil admission and registration procedures, including the requirements referenced in Circular No. 11 of 2026;
- the Ministry-approved capacity, licensed stages and RIS educational plan;
- the current Ministry equivalency and age-placement requirements;
- the Academic Policy for Arabic Language, Islamic Education and Qatar History and current exception regulations;
- the Comprehensive Framework for Pupils with Disabilities and Learning Difficulties and current inclusion requirements;
- the Student Protection and Care Policy;
- the School Fees Policy for Private Schools and Kindergartens, First Edition 2026; and
- current rules for transfers, health records, attendance, student data and approved school policies.

Where a Ministry requirement changes, the current official requirement takes precedence and this policy will be updated as soon as practicable.



4 Admissions principles

- The best interests, safety, dignity and educational continuity of the pupil guide decision-making.
- Applications are handled consistently, respectfully and without unlawful discrimination.
- RIS applies the same published process to all applicants while making reasonable assessment arrangements where needed.
- Admission is subject to an available place within the Ministry-approved capacity. Capacity must not be exceeded.
- RIS is an international school community comprising more than 50 nationalities and welcomes applications from pupils of all nationalities, in accordance with Circular No. 15 of 2026. Admissions decisions are based on Ministry eligibility, the school's approved capacity and the suitability of RIS provision rather than nationality. If applications exceed available places, RIS will apply any priority formally required by the Ministry at that time before applying the school's published waiting-list criteria.
- Assessment is used to understand placement, curriculum access and support; it is not used to make assumptions based on disability, nationality, home language or religion.
- Parents must provide accurate, complete and current information. The school will protect personal information and share it only for legitimate educational, safeguarding and regulatory purposes.
- No place is final until the school confirms admission in writing and all conditions are satisfied.



5 Admissions stages

Stage	Required action
1 Enquiry	The family receives information about the curriculum, year groups, fees, documents, Ministry requirements and available places.
2 Application	The parent submits the official RIS application and the available supporting documents. Incomplete applications may be held pending.
3 Document and capacity check	Admissions checks identity, age, previous schooling, transfer status, approved capacity and likely Ministry eligibility.
4 Assessment and review	RIS reviews reports, observes or assesses the pupil and considers language, learning, wellbeing, behaviour and support information.
5 Decision	The school may offer a place, request further evidence, place the pupil on a waiting list, recommend a different year group subject to Ministry rules, or decline where requirements cannot be met.
6 Offer and acceptance	A written conditional offer states the year group, conditions, deadline and approved fees required to reserve the place.
7 Registration	Admissions completes the school and Ministry registration process when all required documents and approvals are available.
8 Start and induction	The school confirms the start date and provides induction, class, uniform, transport, timetable and policy information.

6 Eligibility and available places

- The pupil must be eligible for admission and registration under current Ministry rules and must reside in Qatar with the required immigration or identity status before starting, unless an official exception applies.
- The requested year group must be licensed and must have space within the Ministry-approved capacity and the school's safe staffing and accommodation arrangements.
- Admission is available only to FS1 through Year 6 at RIS.
- The school may pause applications to a year group when it is full, when staffing is incomplete or when Ministry registration is closed or restricted.
- RIS will not admit a pupil outside its approved age, year-group or curriculum arrangements without the required Ministry approval.



7 Age year group and equivalency

Year-group placement is determined primarily by the pupil's date of birth, the most recent successfully completed year or grade, previous curriculum and the current Ministry equivalency table. RIS does not publish a permanent age table in this policy because Ministry cut-off dates and equivalency directions may change.

- Admissions will use the current Ministry table and registration system for the academic year of entry.
- A school assessment may indicate that a different placement would be educationally appropriate, but RIS cannot confirm an above-age or below-age placement until the Ministry requirement and any necessary approval have been satisfied.
- A recommendation to repeat or change year group will be explained to parents, supported by assessment and prior-school evidence and recorded in writing.
- The final registered year group must match the Ministry system and the school's official records.

8 Application documents

The exact document list is governed by current Ministry registration procedures. RIS will normally require the following, with originals available for verification where requested:

Document group	Examples
Identity	Pupil passport; valid QID or residence permit when required; birth certificate; recent photograph; parent or legal guardian passports and QIDs; evidence of legal guardianship where applicable.
Education	Recent school or nursery reports; evidence of the last completed year; transfer or clearance certificate for a Qatar transfer; curriculum and pathway information; attested reports or certificates for education completed outside Qatar where required.
Health	Vaccination or immunisation record; health card or health file; medical and emergency information; documents required by the Qatar health authorities.
Support and protection	SEND, psychological, therapy, behaviour, safeguarding, medical or individual-support reports relevant to safe and appropriate provision.
School forms	Completed application; medical and consent forms; language, nationality and religion information needed for compulsory-subject classification; signed enrolment and fee documents.
Additional Ministry documents	Entry stamp, sponsor or employment evidence, registration form, translations, attestations or any other item required by the Ministry for the pupil's circumstances.



Documents not in English or Arabic may require an authorised translation. Documents issued outside Qatar may require authentication or attestation through the issuing school, relevant authorities, Qatar Embassy and Ministry of Foreign Affairs, according to the current Ministry procedure.

9 Admission assessment

Assessment is age appropriate and considers the whole application. RIS uses the information to determine whether the pupil can access the curriculum, what support may be needed and whether the proposed year group is appropriate.

Phase	Assessment approach
FS1 and FS2	Play-based or developmental observation covering communication, personal and social development, physical development, attention, independence and readiness for the setting.
Year 1	Age-appropriate review of spoken language, phonological awareness or phonics, reading, comprehension, writing and mathematics, together with previous reports.
Years 2 to 6	Diagnostic assessment in English and mathematics, reading and writing evidence, previous reports and, where helpful, a pupil conversation.
Additional review	Language, inclusion, medical or wellbeing review where information suggests that further understanding or reasonable assessment adjustments are needed.

- Assessment dates are arranged by Admissions and must be supervised by authorised staff.
- Reasonable adjustments may be made so that a disability, language difference or identified need does not prevent a pupil from showing what they can do.
- No assessment result guarantees admission or permits registration outside Ministry rules.
- Where English is at an early stage, RIS will consider age, previous education, likely rate of acquisition and available support. Limited English alone is not an automatic reason for refusal.
- Where evidence indicates a substantial gap, RIS may request further information, propose support, recommend another year group subject to Ministry approval, or conclude that the school cannot currently provide suitable access.



10 Inclusion SEND medical and safeguarding information

RIS is a mainstream primary school and does not currently operate a specialist SEND unit or provide intensive specialist, therapeutic or dedicated one-to-one provision. Applications from pupils with diagnosed or suspected SEND, disabilities, learning difficulties, medical needs or other support needs are therefore considered individually. RIS may consider admission where needs are minimal and the pupil can participate safely and with appropriate independence in a mainstream setting through ordinary classroom differentiation and limited reasonable adjustments.

- Parents must disclose all relevant diagnoses, assessments, medication, therapy, behaviour, safeguarding and support information before admission and must update the school whenever this information changes.
- The Inclusion Team may review reports, observe or assess the pupil, meet parents, consult the previous setting and consider the pupil's communication, learning, mobility, personal care, medical, behavioural and safety needs.
- The review will consider whether the pupil can access the mainstream curriculum and normal school routines with appropriate independence, without requiring provision that RIS is not licensed, staffed, equipped or resourced to deliver.
- Limited English or normal second-language acquisition must not automatically be treated as SEND.
- RIS may be unable to offer a place where a pupil requires intensive specialist teaching, continuous dedicated one-to-one support, regular therapy, specialist nursing or personal care, significant curriculum modification or facilities beyond the school's approved provision.
- A diagnosis or label will not be the sole basis for a decision. The decision will be based on the individual evidence, the pupil's best interests, safety, the needs of other pupils, available staffing and resources, and whether RIS can meet the identified needs effectively.
- The Executive Principal makes the final school-level decision on each application. Any admission outside the school's usual level of provision will be treated as a documented exception and remains subject to current Ministry requirements and any required approval.
- Where an exception is approved, the school may establish a written support and review plan setting out agreed adjustments, responsibilities, review dates and the limits of the provision available. Admission does not create a commitment to provide specialist services that RIS is not approved or resourced to deliver.
- Any substantially modified programme must follow the approved educational plan and obtain Ministry approval where required. Any additional charge or optional support arrangement must comply with the Ministry-approved fee framework and cannot be imposed as an unapproved condition of admission.
- Failure to disclose significant information may require an urgent review of provision, placement and safety. The school will continue to follow fair procedures, safeguarding duties and Ministry requirements.
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11 Compulsory subjects and language classification

- Admissions will collect and verify nationality, native language, religion where relevant, previous Arabic pathway and any current exception approval.
- Arabic A and non-native Arabic placement must follow current Ministry classification rules; low attainment does not by itself justify movement to another pathway.
- Islamic Education is assigned to Muslim pupils through the appropriate approved pathway.
- Qatar History is assigned according to current Ministry requirements and language pathway.
- Any exception or modification requires the formal evidence and approval set out in current Ministry regulations. RIS cannot grant an informal exemption.
- The approved classification must be consistent across the MIS, class lists, timetable, reports and pupil file.

12 Admission decisions

The Executive Principal holds final school-level authority for admissions decisions, subject to Ministry rules. Decisions will be based on the complete evidence and may be:

- an offer for the age- and equivalency-appropriate year group;
- a conditional offer requiring specified documents, Ministry approval, support planning or completion of registration steps;
- placement on a waiting list because the year group is full;
- a request for further assessment or professional information;
- a recommendation for a different year group, which remains subject to Ministry approval where required; or
- a decision not to offer a place because eligibility, documentation, capacity, curriculum access, safe provision or registration requirements cannot be met.

RIS will not make misleading promises about registration or support. The school may provide a concise reason for a decision while protecting confidential assessment and third-party information. Parents may request a review under section 20.

13 Offers seat confirmation and start dates

- Offers are issued in writing and identify the proposed year group, conditions, acceptance deadline and approved payments needed to reserve the place.
- An offer may be withdrawn if information is false or materially incomplete, the deadline is missed, required documents or approvals are not obtained, the place cannot be registered, or the family does not complete the approved payment arrangements.
- Only Ministry-approved fees may be charged. Deposits, registration fees, tuition payments, refunds and payment plans are governed by the current RIS Fee Policy and the MoEHE School Fees Policy.
- A payment reserves a place only under the stated terms; it does not override Ministry eligibility, registration, capacity or documentation requirements.
- The pupil must not attend until Admissions confirms the official start date. Outstanding balances or incomplete arrangements will be managed through the approved fees and enrolment procedures.



14 Waiting lists and priority

A waiting list may be used where a pupil meets the admission requirements but no place is available. It does not guarantee a future offer and will be reviewed periodically.

- Any Ministry-required nationality priority under Circular No. 15 of 2026 will be applied where relevant and where applicants exceed available places.
- Subject to the above, priority may be given to siblings of current pupils, families applying for more than one child, applicants previously waitlisted because of capacity, and then complete applications by the recorded date.
- Sibling priority does not remove the requirement to meet admission, assessment, documentation, capacity and Ministry registration conditions.
- Parents must confirm that they wish to remain on the list and keep contact and document information current.
- The Executive Principal may consider exceptional safeguarding or continuity circumstances within the Ministry rules and approved capacity, with the rationale recorded.

15 Transfers into RIS

15.1 Transfer from a Qatar school

- RIS may issue a vacancy or conditional offer letter when appropriate so the parent can request clearance from the previous school.
- The previous school must complete the required Ministry-system transfer and provide the clearance or transfer documentation.
- The document should confirm the pupil's identity, dates of attendance, last completed year, curriculum, fee or book clearance and relevant learning or support information, as required by the Ministry.
- RIS will not finalise the start until the transfer can be completed on the Ministry system.

15.2 Transfer from outside Qatar

- Reports, completion certificates and other educational documents must meet current translation, authentication and attestation requirements.
- Placement will follow the Ministry equivalency process and evidence of the last successfully completed year.
- The family must provide the Qatar identity, residence, entry and health documents required before the pupil begins.



16 Continuing enrolment and progression

- Continuing pupils normally progress to the next year group after completing the academic year.
- Where retention or a different placement is being considered, the school will review attainment, progress, attendance, wellbeing, previous interventions and parent views and will obtain any required Ministry approval.
- Re-enrolment is subject to the school's annual process, approved capacity, confirmation of return, required documents and the approved fee arrangements.
- A reserved place may be released when the family does not meet published confirmation or payment deadlines, subject to the current Fee Policy and Ministry requirements.

17 Withdrawal and transfer from RIS

- Parents must submit written notice and complete the official withdrawal process.
- Admissions will update the MIS and Ministry system and prepare the required transfer or clearance documents.
- The family must return school property and resolve accounts in accordance with the approved Fee Policy. Refunds and retained fees will follow the MoEHE School Fees Policy and the current enrolment agreement.
- Academic, safeguarding, medical and support information will be transferred lawfully and securely where required for continuity and protection.
- The school will retain admissions and withdrawal records according to its records-retention requirements.



18 Roles and responsibilities

Role	Responsibilities
Executive Principal	Has final school-level decision authority; ensures compliance; approves exceptions within delegated authority; authorises difficult, declined or reviewed cases.
Admissions Manager	Leads the process; verifies documents and capacity; coordinates assessment, offers, waiting lists, Ministry registration, induction, records and parent communication.
Academic and phase leaders	Review reports and assessments; advise on year-group placement, curriculum access and transition. Reviews disclosed needs; recommends adjustments and support; contributes evidence on whether needs can be met safely and effectively.
Arabic and Compulsory Subjects Coordinator	Verifies Arabic, Islamic Education and Qatar History pathways and any exception documentation.
Finance Team	Applies only approved fees; confirms payments or authorised arrangements; processes refunds under the current Fee Policy.
Nurse and safeguarding staff	Review health or protection information where relevant and plan safe transition and information sharing.
Parents and carers	Provide complete accurate information and documents; attend assessments and meetings; meet deadlines; communicate changes promptly.
Pupils	Participate appropriately in assessment, induction and transition activities.

19 Records data protection and evidence

- Admissions records will be accurate, access controlled and used only for legitimate educational, safeguarding, regulatory and contractual purposes.
- The school will maintain an application register, assessment evidence, decisions and approvals, waiting lists, capacity records, offers, accepted places, Ministry registration evidence, compulsory-subject classifications, inclusion plans and withdrawal records.
- Sensitive health, SEND, safeguarding and legal information will be shared only with staff who need it to keep the pupil safe or provide education and support.
- Admissions data will be checked against the MIS and Ministry system. Discrepancies must be corrected promptly and significant concerns reported to the Executive Principal.
- Termly review will sample files for completeness, decision rationale, capacity compliance, registration status, waiting-list fairness and timely parent communication.



20 Concerns complaints and review requests

- Parents should first raise an admissions concern with the Admissions Manager so that factual or procedural issues can be checked promptly.
- A parent may request review by the Executive Principal where they believe relevant evidence was overlooked or the published process was not followed.
- The review does not require RIS to exceed capacity, depart from Ministry rules or disclose confidential information about another applicant.
- A formal complaint may be made under the school Complaints Policy. Ministry rights and routes remain available where applicable.
- No applicant will be disadvantaged because a parent raises a concern in good faith.

21 Monitoring and policy review

The Admissions Manager and Executive Principal will review implementation termly, including application volumes, assessment outcomes, offers, waiting lists, registration completion, withdrawals, nationality data, SEND access, complaints and approved capacity. Actions will be documented and followed up. This policy will be reviewed annually and earlier following a new Ministry direction, significant complaint, audit finding or change to the school's licence, educational plan or capacity.

22 Related documents

- Fee Policy and approved fee schedule
- Language Policy
- Inclusion and SEND Policy
- Safeguarding and Child Protection Policy
- Assessment Policy
- Attendance Policy
- Complaints Policy
- Data Protection and Privacy Policy
- Parent Handbook and enrolment agreement
- current MoEHE admission, registration, equivalency, compulsory-subject and exception guidance