



Durham School for Girls Doha

ADMISSION POLICY

Version 8.0 | June 2026

FIRST IMPLEMENTATION DATE | August 2019

REVIEW PERIOD | ANNUAL

DATE LAST REVIEWED | June 2026

REVIEWED BY | Head of Admissions

VALUES

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DURHAM GIRL

ADMISSIONS POLICY – 2026/2027 Academic Year

Durham School for Girls

Introduction

This Admissions Policy has been developed to ensure that Durham School for Girls follows fair, transparent, consistent and appropriate procedures in the selection, admission and registration of students.

The policy is aligned with the requirements of the Ministry of Education and Higher Education and incorporates the relevant updates from:

Circular No. (10) of 2026 – Regulations and Provisions for the Payment of School Fees by Parents

Circular No. (11) of 2026 – Guidance Document for Controls and Procedures for Student Registration in Private Schools and Kindergartens

This policy is for guidance and will be reviewed and updated from time to time in line with Ministry requirements, school procedures and regulatory updates.

Applications

Applications must be submitted online and completed in full, with all required documents uploaded at the time of submission.

If a place is not available, the application will not automatically be carried forward to the following academic year. Parents will be required to submit a new application should they wish to apply for a future academic year.

Parents are responsible for ensuring that all required documentation is uploaded accurately at the point of application. Incomplete applications may delay the admissions process.

Admissions Timeline

In line with Ministry guidance, the school will follow the approved admissions and registration timelines, where applicable:

- Announcement of the registration mechanism to parents** Second week of December
- Receiving registration applications to start** First week of March
- Continuation of new registration for EYFS:** Throughout the academic year, subject to availability of places and Ministry requirements

-Continuation of registration for students coming from overseas: Until the last week of May.

All dates mentioned above are subject to any updated circulars issued by the MOEHE.

The school will continue to monitor Ministry guidance and will update its timelines and processes where required.

Document Checklist

The following documents are required as part of the admissions and registration process:

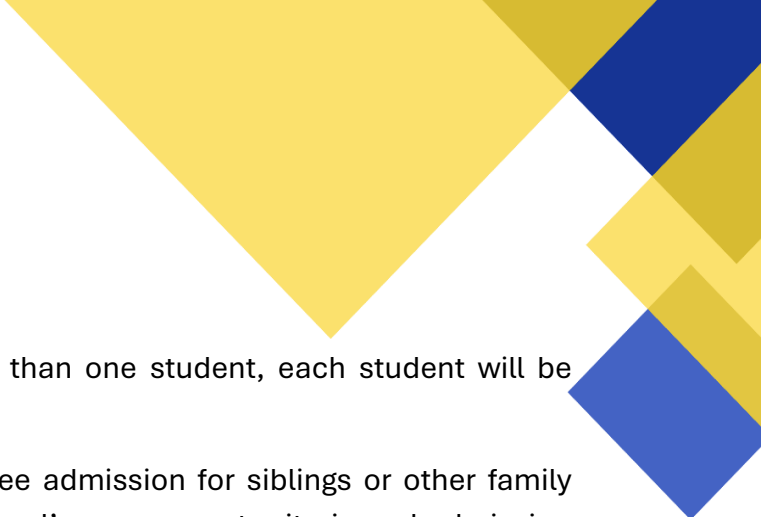
1. Identification card and valid passport of the student
2. Birth certificate of the student
3. Two recent passport photographs
4. Health record document for the student, where applicable, including EYFS1, EYFS2 and Year 1
5. Previous school reports and/or records of achievement
6. Identification card and passport copy of parents/guardians
7. Student vaccination card
8. Full disclosure of any additional learning, medical, behavioural or social needs
9. Finance clearance certificate from the previous school, where applicable
10. Any additional documents required by the Ministry of Education and Higher Education

All documentation must meet Ministry requirements, including attestation, equivalency and approval where applicable.

Sibling Applications

In November each year, current parents are invited to apply for siblings for the following academic year.

Durham School for Girls gives priority to siblings of current students. However, sibling priority does not guarantee admission. All students applying for a place, including those with priority status, are required to complete the relevant entrance assessment and must meet the school's admissions requirements.



Family Applications

Where an application is submitted for more than one student, each student will be assessed individually.

Admission for one student does not guarantee admission for siblings or other family members. Each applicant must meet the school's assessment criteria and admission requirements, and placement remains subject to availability.

EYFS Applications

Students applying for EYFS1 and EYFS2 are expected to demonstrate age-appropriate independence, including the ability to use the bathroom independently.

During the first week or initial settling-in period, if it becomes apparent that the student may not yet be fully ready for the EYFS environment, the school may review her placement in consultation with parents or consider adjusting the start of attendance until she is ready. Admission remains open throughout the academic year; however, it cannot be carried forward to the following academic year.

Admissions to EYFS may continue throughout the academic year, subject to Ministry guidance, availability of places, age criteria and the school's ability to meet the needs of the student.

Equal Treatment

All candidates for admission will be treated fairly and equally, irrespective of race, nationality, religion, belief, background or disability.

The school is committed to ensuring that admissions decisions are made fairly, consistently and in line with school and Ministry requirements

Priority Admissions

Priority may be given to:

- Siblings of students already registered at Durham School for Girls
- Students transferring from, or with siblings at, Durham School UK
- New families applying for multiple students across year groups
- Families applying from schools or companies identified as school partners
- New applications in order of date of application.

Priority admission does not guarantee a place. All offers remain subject to assessment, documentation, Ministry requirements and seat availability.

Entrance Assessments

After the application and required documents have been received and seat availability has been checked, parents will be contacted to arrange an assessment and/or interview.

Students applying to EYFS1 and EYFS2 are required to complete an entry assessment and will meet with the Head of EYFS. This assessment may include play-based activities, sociability, independence, early communication.

Students applying to Year 1 and Year 2 are required to complete a reading assessment, Math assessment and will meet the Head of Primary. Year 2 applicants will also be required to complete a short-written activity.

Students applying to Year 3 to Year 6 are required to complete a written assignment, math assessment, Arabic assessment and New Group Reading Test, and will meet with the Head of Primary.

Students applying to Year 7 to Year 11 are required to complete a written assignment, Arabic assessment, New Group Reading Test and Cognitive Abilities Test, and will be interviewed by the Head of Secondary.

Behaviour, attitude, independence and readiness for the school environment may also be considered during the assessment process for all students regardless of age.

If a student does not meet the required standard in the entrance assessment, the school will book a reassessment in three months.

Assessment fee of 500 QAR is required for students from Year 1 and above (N/A for EYFS). The fee is non-refundable and must be paid prior to the assessment date.

Information Provision

Parents and guardians must provide accurate, complete and up-to-date information at the point of application and throughout the admissions process.

This includes disclosure of any academic, behavioural, social, emotional, medical or additional learning needs.

If relevant information is withheld, and Durham School for Girls is unable to meet the student's educational, social, behavioural or medical needs, the school reserves the right to withdraw the application or offer of a place, subject to Ministry requirements.

Medical Records

Durham School for Girls requires accurate and current medical information for all students.



Parents must provide records of previous medical treatment, allergies, vaccination records and any relevant health information at the point of registration.

Parents are also responsible for notifying the school immediately if their daughter's medical circumstances change.

Disability and Special Educational Needs

Durham School for Girls has some facilities to support students with additional needs and will do all that is reasonable to comply with its legal and moral responsibilities under Qatari law and Ministry guidance.

Parents of a student with any disability, special educational need or additional learning requirement must provide full written details at the point of application. This includes copies of reports prepared by an Educational Psychologist, therapist, doctor or other relevant specialist, where available.

Where the school agrees to provide additional support, services, staffing or auxiliary aids, parents or guardians may be charged for these at a level that reasonably reflects the cost to the school, in accordance with Ministry guidelines.

Any additional charges will be discussed and agreed with parents in advance and applied only where permitted.

Ministry of Education Requirements to Complete Registration

All students joining Year 2 and above and transferring from schools outside Qatar are required to provide previous school reports, including the most recent full year-end report and any interim reports issued.

To comply with Ministry requirements, school reports must include the official stamp of the previous school. The last report card must be attested by the Ministry of Foreign Affairs in the country of origin, the Qatar Embassy in the country of origin, and the Ministry of Foreign Affairs in the State of Qatar

Students will only be accepted into the same year group or the progressive year group as appropriate and in conjunction with the Ministry equivalency table.

If there is any discrepancy between the year group offered by Durham School for Girls and the year group approved by the Ministry, the offer of a place may be withdrawn, particularly if a seat is not available in the Ministry-approved year group.



Students transferring from a school within Qatar are required to provide their existing school with confirmation of acceptance into Durham School for Girls, together with the school's NSIS Code: **30757**.

All admissions and transfers remain subject to Ministry approval.

Transfer Regulations

Durham School for Girls will comply with the regulatory instructions and controls approved by the Ministry of Education and Higher Education regarding admission, registration and transfer procedures between schools.

In line with Circular No. (11) of 2026, the following transfer timelines apply:

Transfer of students between private schools following different curricula: Until the end of January, for all year groups.

Transfer of students between private schools following the same curriculum: Until the end of February, for Secondary students only.

Transfer of students from EYFS to Year 9: Until the end of April.

The deadline for repeating a year group is typically by the end of September of each academic year.

All transfers are subject to Ministry regulations, seat availability, required documentation, equivalency requirements and approval through the relevant Ministry systems.

The school will continue to monitor Ministry guidance and will apply the confirmed transfer deadlines as instructed.

Registration of Students Coming from Outside the Country with Distance Learning or Online Certificates

Where a student is applying from outside the country and has studied through a distance learning or online programme, the registration falls exclusively under the jurisdiction of the Private Schools Licensing Department.

The school cannot confirm registration for students with online or distance learning certificates until the Private Schools Licensing Department has reviewed and approved the accreditation of the distance learning programme in the country where the student studied.

Parents must provide all required documentation to support this review.

School Fees and Payment Schedule

In accordance with Circular No. (10) of 2026, school fees must be paid in instalments, with a minimum of three instalments distributed across the academic year.

Parents are required to comply with the school's approved payment schedule and ensure that all fees are paid by the agreed deadlines.

Durham School for Girls Doha is under the MOEHE voucher system. Parents are required to submit all requested documents within one month from the beginning of the academic year.

The school may follow up with parents regarding outstanding fees and may apply appropriate administrative procedures in line with Ministry regulations.

Student Rights in Relation to Unpaid Fees

In line with Circular No. (10) of 2026, students must not be prevented from attending classes due to unpaid school fees.

Students must not be prevented from taking examinations due to unpaid school fees.

Students must not be deprived of their right to education or their seat during the same academic year due to non-payment.

Where non-payment continues, the school may refuse re-enrolment for the following academic year, in line with Ministry regulations and approved procedures.

Seat Reservation Fees for Returning Students

A 2,000 QR, as a seat reservation fee, is due by April of each academic year to secure a place for the following academic year.

This amount will be deducted from the first term instalment of the following academic year's tuition fees.

Re-enrolment remains subject to completion of the required process, payment of applicable fees, Ministry requirements and availability of places.

Where there are outstanding fees, the school may refuse re-enrolment for the following academic year in line with Ministry regulations.

NSIS and Student Withdrawal

Private and government schools may follow the approved Ministry procedures in relation to student withdrawal through NSIS, regardless of curriculum, where applicable.

Any withdrawal, transfer or registration update will be processed in accordance with Ministry requirements and the approved procedures.

Offer of Place

An offer of place is subject to:

- Successful completion of the relevant assessment
- Availability of a seat in the appropriate year group
- Submission of all required documentation
- Ministry equivalency and registration approval
- Disclosure of all relevant academic, behavioural, medical and additional learning needs
- Completion of any required payment or registration process:
 1. A non-refundable registration fee of 2,500 QAR must be paid within 7 days of receiving the offer.

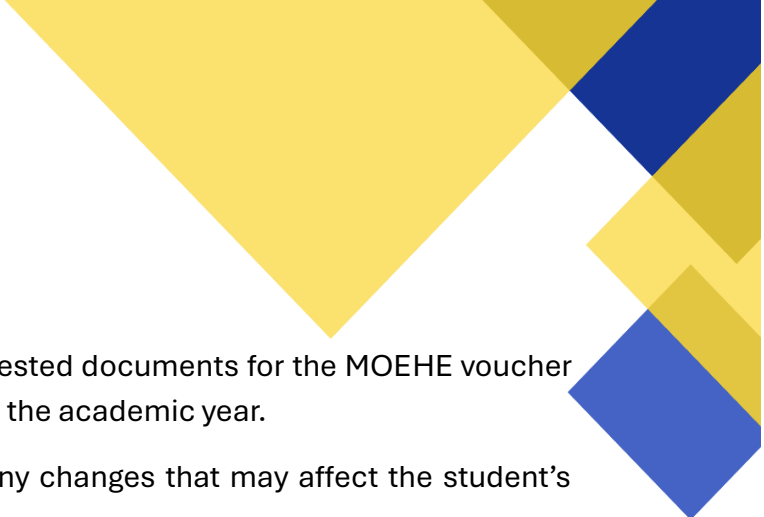
Kindly note that the registration fee is a one-time, non-refundable payment required to secure the new student's place. This fee is separate from and is not included in the annual tuition fees.

The school reserves the right to withdraw an offer where documentation is incomplete, inaccurate or not approved by the Ministry.

Parent Responsibilities

Parents are responsible for:

- Providing accurate and complete information
- Submitting all required documentation on time
- Disclosing any additional learning, behavioural, medical or social needs
- Meeting payment obligations in line with the approved payment schedule
- Complying with Ministry and school registration requirement.

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- Parents are required to submit all requested documents for the MOEHE voucher within one month from the beginning of the academic year.
 - Informing the school immediately of any changes that may affect the student's registration status
 - Providing complete and accurate contact details and home address and notifying the school promptly of any changes.
 - Notifying the school as soon as possible of any intention to withdraw or request retention of their daughter, and meeting with the Head of Department to discuss any concerns.

School Responsibilities

Durham School for Girls is responsible for:

- Applying admissions procedures fairly and consistently
- Ensuring compliance with Ministry requirements
- Communicating admissions and registration requirements clearly to parents
- Maintaining accurate registration records
- Ensuring students are not denied access to education during the academic year due to unpaid fees
- Following approved Ministry procedures for transfers, withdrawals and re-enrolment

Compliance Statement

Durham School for Girls complies with Ministry of Education and Higher Education regulations relating to:

- Admissions
- Registration
- Transfers
- Student documentation
- Equivalency requirements
- Distance learning certificates
- Payment of school fees
- Student rights
- Re-enrolment
- NSIS procedures



This policy will be reviewed regularly and updated when required to ensure continued compliance with Ministry circulars, regulations and guidance.

Policy Review

This policy applies to the 2026/2027 academic year and will be reviewed annually, or earlier if required by the Ministry of Education and Higher Education.

Approved by: Head of Admissions

Date: 30 June 2026

Next Review Date: June 2027