PPS ADMISSIONS AND ENROLMENT POLICY 2026-2027

Phoenix Private School, Doha – For Students and Staff

Effective Date: August 2026

Approved By: Principal & Governing Body

Next Review Date: August 2027

Mission, Vision, and Values

Mission:

To develop future leaders who are able to make positive changes throughout the world. We challenge today to create a better tomorrow.

Vision:

To prepare a generation of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

Values:

- Perseverance
- Honesty
- Originality
- Enrichment
- Nurturing
- Inspiration
- eXcited to learn

Admission and Enrolment
New Students

Welcome to our school

Dear Parents and Carers,

Starting a new school is a special and exciting time for you and your child. You will of course have many questions. This handbook gives you information about The Phoenix Private School and helps you to make an informed decision about whether The PPS is the right school for your child. We welcome applications from all Nationalities and we look forward to supporting all our students (new and existing) in any way we can. To know more about the school visit our website https://www.thephoenixprivateschool.com

If you do not currently live in Qatar and you want to apply for a place at the school, you should do this via the application process. For further information about this please contact the Private Schools Department at the Ministry of Education and Higher Education in Qatar.

Whichever school your child attends they will be made very welcome but we pride ourselves on our small class size and a supportive environment. All staff in our school services are committed to ensuring that every child is able to be the best they can be.

The school has its own prospectus and website. I recommend you take the opportunity to read these and also to visit our school where you will find a lot more information to help you decide which school you would like your child to attend.

If you have any questions about your child starting at our school, or how to obtain places in other year groups, please contact the Admissions Coordinator on +974 44420844 where staff will be pleased to assist you.

We wish your child a happy and successful education at our school.

Ms. Sally El Hamed
Admissions Coordinator
Administrative Department

How to contact us

You can obtain information and advice about the school's admission in various ways:
Website:
www.pps.sch.qa
Telephone:
+974 6632-8091
+974 444-208-44
Email:
reception@pps.sch.qa
Opening hours:
Sunday to Wednesday 7.00 am -14:30 pm
Thursday 7.00 am – 14.00 pm
Friday, Saturday, Government Holidays: Closed.
In writing:
The Phoenix Private School
Administration Department
PO Box 201886
Doha
Qatar

Introduction

The Phoenix Private School is committed to the principle of equal opportunity in education, in order to fulfil the school's mission of "Achieving Together". We are a **main stream school** providing education in an international British environment through the English language. This admissions procedure will highlight our clear and transparent approach to admissions within the PPS.

Admissions Criteria

Pupils will be considered as candidates for admission and entry to the school once the Application Form has been completed and returned to the school. Admission will be subject to the availability of a place and the pupil satisfying the Admissions Criteria.
The Phoenix Private School may take into consideration the following factors when considering your child as a candidate.

i. The Linguistic Background (English) for purposes of fulfilling school's mission of providing education through English language.
ii. Does the student hold a valid permanent Qatar Residence permit?
iii. Is the child a sibling of an existing student? Sibling applications will be considered as long as they comply with school's admissions criteria and attaining the National Curriculum attainments of achievement.
iv. Has the applicant successfully completed a full entrance assessment?
v. Does the child hold previous report card before joining the EYFS level, Primary and Preparatory level.
vi. **Eligibility does not guarantee a place being offered to the child, but is the threshold test prior to placement on the Wait list / Assessment.**

Application Procedure

If you wish to apply for a place at The Phoenix Private School, please submit the completed school Registration form and the following documents:

i. Copy of student's Passport
ii. Copy of student's Residence Permit.
iii. Copy of student's Birth Certificate.
iv. Copy of parents' passport and Qatar I.D cards (both Father & Mother).
v. Copy of student's Immunisation record.
vi. 2 recent passport sized photographs of student.
vii. Health Fitness Certificate (F1, F2 & Y1).
viii. Copy of student's recent school report in English attested by the Ministry of Education, the Qatari Embassy & Ministry of Foreign Affairs.
ix. When the documents are not in English notarised translation in English must be provided. A leaving Certificate letter from the previous school (For school transfers inside Qatar).
x. A copy of any assessments relating to Mild Special Needs children or Additional support (for Mild SEN please submit diagnostic/psychological report).

a. Applications for prospective students (non-siblings) will be taken throughout the year (subject to the MOE) however places will only be offered if available.
b. Admissions for siblings will be open in accordance with the school calendar.
c. Places are not offered on a 'first come – first served basis.

Assessment

Subject to meeting the above eligibility criteria the students will be offered an entrance assessment to take place at the school (where school places are available). The Assessment Test will be in accordance with a timetable set by the Admissions Department.

Students who have been studying a Curriculum other than the British will initially be placed in the year according to their previous school report; there may be exceptions to this.
A non-refundable assessment fee will be payable prior to the assessment.
The entrance assessment test will provide the level of your child (based on the British National Curriculum). The assessment is for school purposes only and **will not be disclosed.** Where a place is not available for a child due to them not meeting the expected levels of the entrance assessment their application will be withdrawn and the parents contacted by the Admissions Coordinator.

Waiting List

Applications for the waiting list will be accepted throughout the year. Prospective parents will be informed prior to submission of the application that the child will be placed on a "waiting list". Waiting lists are confidential and a parent will not be informed of their child's specific place on the waiting list, or a likely timeframe to be offered a place.

Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications. The waiting list will be adjusted to take account of late, or mid-year, applications. The child's place on the waiting list is not allocated on a first come first served basis and is subject to change.

Acceptance of a school place

The offer of a place will be sent in writing. The offer is subject to the payment of corresponding fees (within the timeline) and the confirmation of acceptance of a school place. If this is not completed by the deadline as stated in the offer letter the school place may be withdrawn.
You will receive only one offer. You will not receive reminder letters and should you not respond in within 5 working days, the place will be given to another student.

The school reserves the right to withdraw the place where information about the student has been withheld or the school is not able to meet the child's educational and/or social needs.

Transition

Our transition and transfer policy reflects the ethos that emotional well-being is essential in terms of learning. We have appropriate expectations of the children, and empathy with them too, so we have created a transfer programme to reflect this.

Other relevant policies

- Complaints Policy
- School Fee Policy
- Refundable Deposit Policy

Please request a copy of the aforementioned policies which provide further detail as this handbook is aimed at providing the key pieces of information but is by no means extensive. **The final decision regarding admissions at The Phoenix Private School or from one Key Stage to the next is at the discretion of the Principal.**

Children with a statement of Special Educational Need (SEN)
Any child with a statement of Special Educational Needs (SEN) will be assessed using different criteria and based upon reserved places available at the school.
Only Mild SEN

Parent/carers and family members
A parent/carer is any person who has parental responsibility for, or is the legal guardian of the child. Where admission arrangements refer to 'parents' attendance at school it is sufficient for just one parent to attend. 'Family members' include only parent/carers, as defined above, and siblings.

Shared responsibility
Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, the child's main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

Sibling definition
Siblings are children with a brother or sister already at the school who will still be in attendance at the time the sibling enters the school. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

i. Have one or both natural parents in common; or
ii. Are related by a parent's marriage; or
iii. Are adopted or fostered by a common parent.

When children start school

It is imperative that parents/carers ensure their children are receiving suitable full time education from the date upon which they become of compulsory school age, i.e. from the beginning of the term following their third birthday.

In Doha, your child can go to school in the September after their third birthday and almost all children start school at this time. If your child will be three years old on or before the 30th of September of the academic year which you are applying for then you can definitely apply.

It is important that all parents/carers make an application for a school place at the earliest opportunity. If you delay applying until your child has reached compulsory school age, your preferred school may already be full.

Parents' Right to Apply for a School Place

Please do not assume your child will get a place at the school without you having to apply (even if you have an older child already attending). The law does not give parents a right to 'choose' which school their child will attend and it recognises that it may not always be possible to carry out parents' wishes for a number of reasons:

• Because this would "prejudice the provision of efficient education or the efficient use of resources" because the school may be full (i.e. it has already admitted pupils up to the published admission number for the child's year group).
• Because the school's preferred infant class size limit of 25 has been reached.
• Because the child has been permanently excluded from two or more schools and the most recent of the exclusions took place within the last two years.

Priority for Places

You have the right to apply for a place at the school but there is no guarantee that your preferences will be met. This is because there may be too many children applying for the places available. When this happens the school's oversubscription criteria will be used to see who can be offered a place. The children offered a place will be those who best meet the oversubscription criteria.

Seat Reservation

A seat reservation fee is required to reserve your child's place in School. It complies with the School's right to know whether a child is returning to School or not for the next Academic Year. **If no response has been received by this date the place will no longer be reserved and therefore the School reserves the right to offer the place to another applicant. Reservation of seat is non-refundable and non-transferable.**

Attendance at an Early Years Foundation Stage (EYFS) Class

If your child attends an EYFS class, this does not mean that he or she will automatically get a place in the school to which the EYFS class is linked or attached. Parents with children in the EYFS class must reserve a place for a Year 1 place at the school in the same way as any other parent.

Information on the School

The school welcomes enquiries from parents and will be able to tell you a great deal about us. The school holds open sessions for prospective parents to attend with their children to have a look around the school and see what we have to offer, this is organised during specific days and by appointments only. Our school also has its own prospectus and booklets which explains what facilities we have and what we aim to achieve for our students. (This information will be correct at the time of publishing but may alter according to changing circumstances during the year).

What are my chances of getting my child into the school I want?

It is not possible to give guidance which will guarantee your child a place at a particular school and this is also applicable to our school. However, if you take the time to consider the following it may reduce the chances of all your preferences being unsuccessful:

Residency Permit
If you live in Doha and your family has recently moved here, it is important to immediately arrange the RP for your child. A school place cannot be considered without a valid RP.

Admission Criteria
Check carefully the admission policy and any available cut off dates for the school you are applying for. Be thorough; have they have met the criteria of the school? If in doubt contact the school.

Sibling Claims
Does your child have any brothers or sisters who already have a place at one of the schools you are applying for and will still be on the roll on September 30th? If yes, remember to include their name and date of birth on the application form. This will increase your chances of getting a place at the school but will not guarantee a place.

Fraudulent Applications
All school places are offered on the basis that the information provided is correct. If a school place is offered on the basis of any information that is subsequently found to be incorrect (e.g. a child's previous school report) then that place will be withdrawn. The Phoenix Private School reserves the right to withdraw any offer of a place on the basis of fraudulent or intentionally misleading application.

Frequently asked questions

My child already attends your school. Will he/she be registered for the next Year level automatically?

In order to guarantee a seat for your child in each year level all parents/carers must inform the school by filling the reservation of seat form given to all parents at a certain time of the school year and pay the reservation of seat fee which is nonrefundable.

If I already have an older child in attendance at your school, do I still have to apply?
Yes. All parents must apply in the same way. It is important that you clearly write the full name and date of birth of any older brothers or sisters that are in attendance at our school as this will increase your chances of being offered a place at the school.

Will waiting lists be fixed following the offer of places?
Waiting lists are not fixed following the offer of places, they are subject to change. This is because any late applicants will be added to the school's list in accordance with the school's oversubscription criteria. This means that your child's waiting list position during the year could go up or down.

When will applications be accepted?
Applications will be accepted throughout the year (for the waiting list), however as per our school calendar, siblings will be invited to submit their applications in the month of January.

My child has a brother and sister will they be guaranteed a school place?
NO, school places at the PPS will be allocated based on academic ability as determined by a combination of Cognitive Ability Testing, public examination results, interviews and school reports.

When are assessments held?
Assessments will be held in accordance to the assessment timetable that will be set by the school. Parents will be contacted and advised accordingly.

My child is currently accessing the American Curriculum, which grade will he be placed in?
The school will initially check the previous school report and base a decision around this and the child's age. There will be some exceptions to this rule.

I do not agree with the results of the Assessment?
As per the schools Admissions policy the results of these assessments are the property of the school and places will be allocated at the discretion of the Principal. There will be no appeal of the results.

I want to see the Principal about the Admission of my child.
The Admissions Department is responsible for all areas of admissions.

What will my child be taught?
The PPS offers the New National Curriculum to all its students. Teachers will provide an overview of lessons each term however if you would like further information please refer to the school website or the Department of Education website (UK).

Who is the school Accredited by?
The school is not formally accredited as the British Curriculum required Accreditation for GCSE Exams and above, the regulating body is The Ministry of Education and Higher Education Qatar. The school will seek to attain the British Schools Overseas Accreditation over the coming years.

What nationalities (students) can apply for a place?
Anyone can apply for a school place, however places will be offered to those students who pass the entrance Assessment.

I have not applied for another school, what can I do now?
Parents are advised to apply for more than one school when looking for a place for your child. Places at The PPS are limited and all applications **will not be successful**.

How important is the closing date?
Your application must be received by the closing date as stated by the Admissions Coordinator, otherwise it will be considered after those received on time.

When will I be notified if my child has a school place?
You will be notified in writing, when your child is offered a place. Unsuccessful applications will be notified within 3 weeks of the Assessment.

What are the teacher's nationalities?
Our teachers are from different nationalities; however, they are UK qualified and/or have previous experience of teaching.

In-year admission – applications for places in other year groups or school transfers

From the beginning of each school year, and for all subsequent years, applications made outside the normal admissions round (in-year admissions) should be made directly to the school concerned. You can apply for a place for your child at any time at the school.

The school will provide you with an application form for you to complete when applying for a school place.

To transfer during the school year you must provide the following:

- Letter from your child's current school who agree transfer and confirm that there is no outstanding balance owed.
- School report and all enrolment documentation

Things to consider
Moving to a new school is an important step for any child. If you are not moving address and would like to change your child's school, you should take the following into consideration:

- How will your child cope with learning new rules and having to do things differently, or possibly having missed important work?

- If your child has brothers or sisters at the same school, transferring one child may affect the others.
- Will it be difficult for you to have children attending different schools?
- How will you manage the start and finish times?
- Many primary schools in Doha are full and may not be able to offer you the school that you want, particularly if the place you want is in an oversubscribed year group.

In addition to reading this handbook, we advise that you sit down with your child and ask them why they want to move to a different school. If they mention that they are being bullied or not getting on with other pupils, you should speak to your child's class teacher first in order to try and resolve the situation. All schools in Doha will have an anti-bullying policy that must be followed. If, after doing this, you still have major concerns or are unhappy about the way the school is dealing with your complaint; you should make an appointment to speak to the designated member of staff.

How schools process your application and what happens next

In determining applications for the school's places outside the normal admission round, the school must comply with MOE recommendations and guidelines. In accordance with the MOE, if the school has enough places available they will offer a place to every child that has applied for one, without condition or the use of any criteria, unless one of the statutory reasons for refusing admission applies.

The statutory reasons for refusal of admission are:

Children who have been permanently excluded twice

If a child has been permanently excluded from two or more schools and while a parent may still express a preference for a school place, the obligation to comply with that preference is removed and a school place can be refused.

This rule applies whatever the length of the period or periods elapsing between the exclusions and regardless of whether it has applied to that pupil on a previous occasion. For these purposes, a permanent exclusion takes effect from the first school day the Principal has told the child not to attend school.

Students who have been on Statements

We only accept child with Mild Special Educational Needs

Children who have Mild Special Educational Needs will be considered but there are limited seats available. Once full then the school cannot enroll any further Mild SEN students.