



M. E. S. INDIAN SCHOOL

ADMISSION REGISTRATION, ADMISSION AND RE-ADMISSION POLICY

1. Purpose:

The purpose of the policy aims to ensure equal opportunity is given to children who seek admission in our school.

2. Aims of Policy

2.1 Admission is granted based on the ability of the student, age and possible vacancy(s) in the school.

2.2 To ensure equal opportunity is given to children.

3. Policies:

3.1 Registration:

- 3.1.1 Registration will be open based on the vacancies and approval from Ministry of Education and Higher Education.
- 3.1.2 Children with valid residence permit will be registered only.
- 3.1.3 Parents should complete the registration formalities via registration link on the school website.
- 3.1.4 Candidates that meet the admission criteria will be called for an admission test.
- 3.1.5 Any false information will lead to cancellation of registration.
- 3.1.6 Parents should bring the copy of registration confirmation message at the time of admission test.

3.2 Admission:

- 3.2.1 Admission should be opened to students with Valid Residence Permit in Qatar subject to the availability of seats.
- 3.2.2 Admission to new students in the kindergarten (KG-I & KG II) shall be given in the first week of January. Children who have completed the age of 3 years by 1st April of the year in which they seek admission are eligible to be admitted to KG I.
- 3.2.3 Admission to new students in various other classes shall be given in third week of March and will be kept open up to 15th April but not beyond 15th April, except in cases of admission of those with transfer certificate from CBSE or recognized English Medium Schools having similar pattern of academic year and course at this school. Such pupils shall be admitted at any time during the academic year depending upon the availability of seats.
In such cases the gap between leaving the previous school and joining this school should not be more than a month.
- 3.2.4 All Applications for admission are to be made in the prescribed form with copies of the passport, valid Residence Permit (parent & student) and a passport size photograph before the third week of March. Application form and prospectus will be available from the Administration Section during working hours. The Principal has the right to accept /reject any application without assigning any reason.

3.2.5 There will be an admission test for classes I to XII and Oral interview for classes KG I & KG II. However, this will be subject to the discretion of the Principal.

The following shall be the test guidelines if administered:

SL. NO.	CLASS	SUBJECTS
1.	Class I	English, Mathematics
2.	Class II & III	English, Mathematics, EVS
3.	Class IV to X	English, Mathematics, Science, Social Science/EVS.
4.	Class XI and XII	English, Mathematics, Accountancy, Physics, Chemistry, Engineering Graphics, Business Studies, Economics, Biology, Computer Science, Informatics Practices, Home Science, History, Physical Education.

3.3 Admission will be given only to those who maintain a standard equivalent to that particular Class for which admission is required. The date of the test will be communicated to the parents. The result of the test will be put on the school notice board within a week of holding the test.

3.4 Students need to take the admission test if they have completed one academic session in the previous school. Their academic records have to be produced with the transfer certificate.

3.5 Children who have completed the age of 3 years and 5 years by 31st March of the year in which they seek admission are eligible to be admitted to KG-I and Class I respectively.

3.6 A candidate who applies for admission has to produce date of birth certificate such as an extract from the birth register from the Municipal/Village records or a Photostat copy of the passport along with the duly filled in application form. This will be retained by the school. Passport and Residence Permit in original is also to be produced for verification at the time of admission.

3.7 Admission to classes I to X will be given only on the strength of a proper transfer certificate from a recognized institution countersigned by the District Educational Officer/Assistant Educational Officer/Inspector of schools/ competent authority of CBSE.

3.8 In case of a student migrating from one CBSE affiliated school to another CBSE affiliated school, the transfer certificate of the previous school of the student may be countersigned by the Regional Officer of the Board of the Assistant Commissioner of KVS, or the Deputy Director of NVS or the Officer of the Board at the Headquarters of the CBSE.

3.9 Admission to classes XI and XII will be given on the strength of the following original certificates.

3.9.1 Pass certificate and mark sheet of class X (Summative Assessment) from the Board last attended.

3.9.2 Mark sheet of class X from the Board last attended.

3.9.3 Transfer certificate from the institution last attended, counter signed by the District Educational Officer/Regional Officer.

3.9.4 Pass certificate of class XI with mark sheet for admission to class XII.

3.9.5 Conduct certificate from the institution last studied.

3.9.6 Migration certificate from the respective University/Board (not applicable for the students coming from CBSE schools).

3.9.7 Copies of passport and valid Residence Permit.

3.10 Provisional Admission

- 3.10.1 Provisional admission will be given to classes I to XII on the strength of an affidavit from the parent to the effect that the student is/was a bonafide student of a school/college recognized by the Central/State Government or affiliated to a Board approved by the Government and that the student is studying in/stands promoted to a class which he/she seeks admission to. Such admission will be regularized only on submission of the above original certificate within 2 months for those admitted in April and 1 month for those admitted after April from the date of admission. If the parent fails to produce countersigned TC and other certificate within the given time limit or the affidavit given is found false, the name of the student will be removed from the roll with immediate effect. No certificate of any type will be issued to students in such cases.
- 3.10.2 Application for the admission received without necessary attested/Photostat copies of the certificates mentioned will not be entertained.

3.11 Re-Admission

- 3.11.1** Re-admission fee will be subject to approval of Ministry of Education and Higher Education, State of Qatar and availability of seat.