



HAMILTON
International School

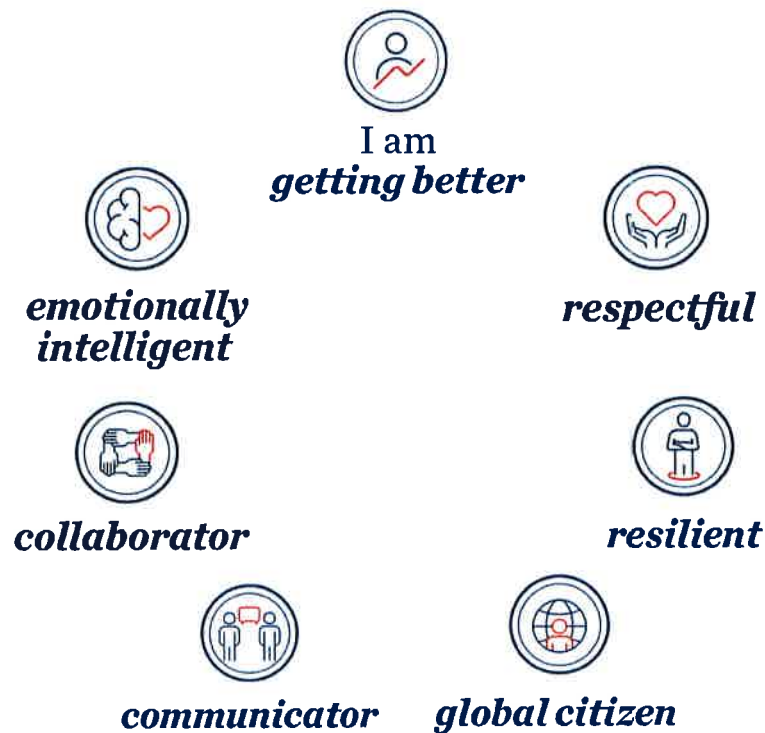
ADMISSIONS POLICY 23-24 AY

Igniting passi♥n, purp🎯se and p🗝ential

Mission

Our mission is to develop caring, lifelong learners and global citizens in a culture of excellence through an international, well-balanced education.

Our Core Values



Definition of Learning

Learning at Hamilton is the purposeful, personalized process we undertake to help us get better to succeed in school and beyond as a lifelong learner.

Document Control Table

Status		Live Shared with whole community
Date Approved		27 August 2023
Latest Review Date		August 2023
To be Reviewed		August 2024
Linked Documents and Policies		Fees Policy Curriculum Policy Inclusion Policy
Version	Date	Comments

Policy Statement

The Hamilton International School has a transparent admissions policy to ensure:

- all applicants are treated fairly
- a non-discriminatory process against any child or family. All children are welcome to apply to Hamilton, regardless of nationality, ethnicity, or religion. Hamilton is a truly inclusive, international school.
- a process whereby, through a review of the application and supporting documents, individual needs identified, and through which an evaluation is carried out to determine whether such needs can be met within the school.
- MoEHE guidelines are met when accepting students.

Guidelines

- The Hamilton International School works in accordance with MoEHE grade level placement guidelines and aim to place applicants in the appropriate grade level group. Applicants who are transferring from schools following different curriculum are advised to contact our registrar for advice prior to completing their application.
- English is the language of instruction and daily operation at Hamilton. We aim for all students to become fluent English speakers, able to read and write in English at an operational level for their age. Hamilton does provide limited English Language support for students for whom English is an additional language for students up to Grade 8.
- Hamilton is a fully inclusive school and does accept students with special learning needs or moderate special educational needs. It is essential that parents disclose all information regarding their child's individual needs to ensure Hamilton can provide appropriate support. Failure to disclose relevant information at the time of application may result in the withdrawal of a place.

Required Documents

To complete the registration process, the following documents are required:

- Registration form.
- Recent passport size photographs for the applicant.
- A copy of the applicant's and parents' passports.
- A copy of the applicant's and parents' Residence Permits.
- Latest school report - if applicable
 - *Overseas applicants: Report cards for Grade 2 and above applicants must be attested from the Ministry of Foreign Affairs and Qatar Embassy in the country of the last school.*
 - *Local/ overseas applicants: where appropriate, the application must be supported by a transfer certificate which shows successful completion of the academic year.*
- Parent Letter of employment or company ID.
- Confidential Student Form to be completed by the current school (when applying for Grade 4 and above).
- Medical form (to be completed by parent).
- Student Media Release Consent Form.
- Languages Form.
- A copy of the applicant's birth certificate.
- A copy of the applicant's childhood immunization certificates.
- A copy of latest diagnosis for Hub students.

Grade Entry

To enter Pre-KG the applicant must be aged at least three years by September 30. For applicants transferring from a school locally, and are registered on NSIS, placement will be decided according to the normal academic progression of the student on NSIS. For students that come from abroad and applying for Grade 2 and up placement will be decided according to the equivalency table of the Ministry of Education in Qatar.

In-Year Applications

While the school year starts in August, we do accept children throughout the year depending on the availability of seats and MOEHE rules and regulations.

Behavior

The Hamilton International School believes that good student behavior is fundamental in enabling the best learning experience possible. Every student enrolled at the school should have a positive attitude to learning and respect for the school community.

Class Sizes

The average class size is 24 students per class.

Family Applications

If the application is for more than one child, each child will need to pass the assessment or interview for their application to be successful. Not all family members will be guaranteed places.

Sibling Applications

Sibling applications are open in November of each year. The school will communicate with parents/guardians relevant deadlines and required documents.

Admissions Process

The admission process is as follows:

1. An admissions team member will attend an admissions enquiry within 48 hours
2. Parent will be invited to tour the school premises and an admissions meeting
3. Upon completing the registration form, applicants will be invited for an assessment:
 - Admissions to Pre-KG and KG1 are accepted on a play-based assessment to determine the child's readiness for school. The assessment will focus on the child's personal, social, and emotional development, their communication and language skills, and some consideration of their physical development.
 - Admissions to KG2 to Grade 2 by a member of the academic team. The focus of the assessment is reading comprehension and Maths.
 - Grades 3 to 11 will sit CAT4 assessment.
 - Admissions to Hub/Intervention are accepted on a cognitive/skills-based assessment to determine if Hamilton is the right school for the applicant
 - Where needed, applicants may be asked to sit re-assessment or an interview with the relevant Head of Primary/Secondary.
4. The academic team will review the full application. Admissions will get back to the

applicant within 48 working hours.

- School principal reserves the right for final admissions and placement decisions.

When a place is offered, a letter of acceptance will be prepared. Parents will have 7 days to settle the payments required or the place will be lost.

Re-enrollment

Student re-enrolment should be completed for each Academic Year and parents should inform the school of their intention to continue studying at the school. The school will seek confirmation and communicate deadlines by which re-enrolment fees should be received. If re-enrolment information is not received within these deadlines, student places cannot be guaranteed for the following Academic Year.

Reviewed and approved by			
Name	Position	Signature	Date
Vanessa Pdcuina	Head of Admissions	VPdcuina	29-01-2024
Terry Senior	CEO/Principal	TAS	30-01-2024
Thouraya Benz	Head of Quality Assurance & Compliance	TB	30.01.24