SEK-QATAR Admissions Policy

January 2026

Table of Contents

Mission 2

Vision 2

Shared Understanding of High-Quality Learning 2

Introduction 2

Criteria for admission 3

Residency 3

Inclusive education 3

Students who are non-native speakers of English 3

Placement of student by age groups 4

Withdrawal notice 4

Application process 4

Steps of the process 4

Acceptance and offer of place 5

Waiting pool 6

Non-acceptance of application 6

Admissions and the IB Diploma Programme (DP) 6

Guiding statement 6

Process for new applicants 7

Promotion criteria and High School Diploma pathways ..... **Error! Bookmark not defined.**

Criteria required for full IBDP status ..... **Error! Bookmark not defined.**

Pathways open to students beyond Grade 10 ..... **Error! Bookmark not defined.**

Criteria for continuation as a full IBDP candidate or courses candidate beyond Grade 11 ..... **Error! Bookmark not defined.**

Timeline ..... **Error! Bookmark not defined.**

Policy Revision 7

Appendix .....Error! Bookmark not defined.

Mission

It is the mission of SEK International School Qatar to provide a holistic education and the development in full, of each pupil's individual gifts. The core of the SEK profile is to prepare our students to be capable of guiding their own future and to become lifelong learners. We aim for our students to understand that serving and caring for others brings the highest rewards in life while ensuring that they become skilled and balanced 21st Century productive citizens.

Vision

SEK International School Qatar has a clear vision: to consistently provide high quality education to an International community of students in order to prepare them to become responsible and productive global citizens who actively contribute to the communities where they live and work.

Shared Understanding of High-Quality Learning

Our school community actively commits to:

- ◊ prioritise well-being, striving for emotional balance and healthy behaviours, collaborating towards a positive and nurturing environment;
- ◊ promote inclusivity, diversity, and international-mindedness by making positive contributions locally and globally while embracing our role as agents of change;
- ◊ pursue ownership of learning, exercise agency, harness our voices and make choices that align with our passions and interests;
- ◊ personalised, adaptive and self-directed, inquiry-based learning, utilising technology as a tool to prepare for a rapidly changing world;
- ◊ participate in authentic assessments, reflecting on progress, acting on feedback, and embracing a growth mindset to improve continuously.

Introduction

SEK-Qatar is an international co-educational IB World School educating students from Preschool 3 to Grade 12 from a wide range of different cultures represented by over 55 nationalities. English is the language of instruction, Arabic and Spanish are taught from Preschool 3.

We are authorised to offer the Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme (DP). PYP Classes start from Preschool 3 to Grade 5, MYP classes from Grade 6 to 10 and DP classes are Grade 11 and 12.

We are NEASC Accredited and are part of the prestigious SEK Education Group encompassing 11 international schools worldwide (Spain, France, Ireland, Qatar, Saudi Arabia) and the University Camilo José Cela in Madrid.

Choosing a school for your child implies a long-term commitment between the school, the student and the family. The admissions process will provide an opportunity for parents and the school to gain knowledge about each other and determine whether SEK International School Qatar is the right choice for your child.

We design a learning process that respects each student's pace of progress, his/her unique abilities, ways of thinking and acting, and that takes into account their motivation and interests. In this way, we offer a personalized education, allowing students to develop their full potential.

The admissions process will be consistent with SEK-Qatar commitment to equality and diversity.

Criteria for admission

SEK International School Qatar is committed to the principle of equal opportunity in education but may take into account factors including an applicant's prior educational, cultural and linguistic background for purposes of admission in order to fulfil the school mission of providing education in an international environment and through the English language. (Refer to Language Policy)

SEK-Qatar students' siblings and students coming from other SEK schools will be considered as long as they comply with SEK International School Qatar's admissions criteria.

Residency

All students admitted to SEK-Qatar are required to reside either with their parents or with a legal guardian that either or both parents have approved and have their resident permit and Qatar ID number.

Inclusive education

Students enrolled at SEK-Qatar will have equal opportunities to access the curriculum that meets their needs. The school will admit students whose academic and personal needs can be met by the programmes and student support services available at the time of admission. While we aim for inclusiveness in our admissions decisions, we reserve the right to refuse admission to students whom we determine will not benefit educationally from attending SEK International School Qatar. (Refer to Inclusion Policy)

Students who are non-native speakers of English

SEK International School Qatar offers its curriculum in English, and Arabic and Spanish are taught as additional languages. Studies show that it takes at least 7 years to be proficient in a language, therefore, the child must be at least competent, but preferably fluent, in the English language, from Grade 4.

The school provides support to students for whom English is not a home language. Students requiring support are admitted only if adequate support resources are available to address the student's language learning needs at the time of admission.

The school will admit students requiring support up to a determined threshold for the term. Once that limit has been reached, no additional students requiring support will be admitted until either space becomes available or additional resources are in place to meet their learning needs.

SEK International School Qatar has a diverse population in terms of nationalities and languages, we value fostering international mindedness within our curriculum and community.

Pre-school 3 admission criteria

Students enrolled in Pre-school 3 must be toilette trained (please, see Appendix 2 for toilette information and expectations)

Placement of student by age groups

Some applicants may come from school systems with different academic years, for example, September to August, January to December or others. If this is the case, the student will enter within the grade level which the Admissions team considers to be most appropriate and in the best interests of the student, ensuring no gaps take place in the child's educational process and local regulations are complied with. For students transferring from another school in Qatar, previous schooling and the equivalent grade/year level achievement are followed as per the Ministry of Education and Higher Education database (NSIS). Placement will always be done in accordance with the Ministry of Education and Higher Education´s equivalence table (see Appendix 1)

Withdrawal notice

To help the school manage its enrolments efficiently, it is essential that parents give the Admissions department at least one term's written notice of withdrawal.

SEK International School Qatar reserves the right to withdraw an already registered student when any or all of the following conditions apply:

- ◊ the student's learning needs cannot be met given the available resources
- ◊ the student's presence in the class has an ongoing negative impact on her/his classmates
- ◊ the student's behaviour is determined to have a detrimental impact on the school community
- ◊ the student's attendance record is unacceptable

If a student is required to withdraw from SEK International School Qatar due to any of the above reasons, tuition refund will be applicable on a pro rata basis of 10 months.

Application process

Applications for admission will be accepted from November for the next academic year. Application deadlines are published on our Open Apply portal https://sekqatar.openapply.com/

In exceptional circumstances and provided there are vacancies, the school will accept applications for admissions throughout the school year and will place students for start dates at the beginning of a term in either September or January.

Occasionally, mid-term placements are accommodated, but only if there is a commitment from the student to continue for the remainder of the term and for the duration of the following term after consultation with the Ministry of Education and Higher Education.

Should a mid-term admission be accommodated, tuition for the term is pro-rated based on the the joining date.

Steps of the process

A. Completion of the online application form.

Application forms should be completed online and all requested documents scanned. All details are entered into our OpenApply data management system – we are unable to accept paper copies.

The following documents should be scanned and uploaded together with the application form:

- ◊ A recent passport size photo of your child on a plain white background.

- A copy of the child's passport, resident permit (Qatar ID when available) and birth certificate.
- A copy of the parent's passports and resident permit (Qatar ID when available).
- A copy of the child's school reports for the last two years, which must contain appropriate assessment information and reference to the curriculum, grade/year in which the student has studied, attendance and the type of school, for example private, independent, public schools system.
- When the documents are not in English, a notarized translation in English must be provided.
- For candidates coming from other schools in Qatar, a fee clearance letter from previous school is required
- When a student comes from abroad, the latest report needs to be attested by the Ministry of Foreign Affairs in the State of Qatar. Previously attested by the relevant departments or ministries in the country where the report has been issued.
- Childhood immunization records and medical fitness report for school entry/transfer.
- A copy of any assessments relating to Additional Educational Support Needs (e.g. Educational Psychologist reports, Speech and Language Therapy), if applicable.

B. Organization of an assessment interview with representatives of the Admissions Committee

When places become available, selected applicants will be invited to undertake an assessment (cat 4 test from grade 1 and onwards) and an interview that carries a fee. Due to the high demand and limited number of spaces, not all applicants who apply to our school are invited for the assessment and interview.
The assessment interview is aimed at establishing a conversation with parents and students to evaluate if and how the school will benefit the candidate's educational experience. For preschool, the assessment interview includes play activities and dialogue in PYP.

As the student progresses in Primary, the importance of the mastery of English becomes apparent. The assessment interview will still be looking at acquired skills and prior knowledge but also at the student's language profile.

The outcome of the assessment and the interview is the property of the school.

C. Final decision on the application by the School Admissions Committee

Final admission decisions are made by the School Admissions Committee, which comprises the Head of School, the Director of Learning and Teaching, and representatives from the Admissions Department. For applicants with specific needs, the committee may also include school counselors and IB Coordinators to ensure a thorough and inclusive review process.

Applicants will receive one of three possible outcomes: an offer of admission, placement in a waiting pool, or non-acceptance. Please be advised that all decisions are final and not subject to appeal. However, candidates are welcome to re-apply for the following academic year, at which time their application will be evaluated as a new submission.

Acceptance and offer of place

The place offer will be subject to the payment of the corresponding fees within a timeline. If the payment is not completed by the identified deadline, the place will be lost.

Students not in possession of their resident permit/Qatar ID number will not be allowed to attend classes following a ruling by the Ministry of Interior.

Those parents wishing to reserve their school place whilst the Residency Permit is in process should pay the appropriate term fees.

Waiting pool

If the child has completed the process successfully, and there are no vacancies to be offered, the application will become part of the school waiting pool, that will be reviewed when a vacancy occurs.

Students in the waiting pool or those not offered a place should re-apply for the following academic year.

Non-acceptance of application

The school reserves the right to not accept an application if it considers that:

- the school is not the appropriate environment for the applicant's development;
- there are elements in the applicant's scholastic background that could potentially harm any progress in the new school community or the school cannot provide the support the applicant needs;
- required documentation as per admissions procedures is not provided;
- the outcome of the admission process is the property of the school.

It is a condition of any offer that parents/guardians have given all the information relevant to the application, including details of academic, behavioural or social problems. Where it is discovered that information has been withheld, the student's placement may be withdrawn.

Admissions and the IB Diploma Programme (DP)

Guiding statement

The admissions process for the IB Diploma Programme at our school is guided by three key principles:

1. **Student Success:** We admit students whom we believe will benefit from the IB Diploma Programme and thrive in its academically rigorous environment.
2. **Language Proficiency:** We admit students with sufficient English language proficiency to succeed in a program where English is the primary language of instruction.
3. **Community Fit:** We ensure that the student's academic needs and personal attributes align with the school's values and learning community.

Process for new applicants

Students applying to Grade 10 or 11, along with their families, will meet with the Diploma Programme Coordinator to review the nature and requirements of the IB Diploma Programme and discuss potential subject choices. We recognize the importance of ensuring families are fully informed about the Programme, including subject options and the implications of these choices for university applications and future careers.

Applicants will complete:

- **Admissions Assessments:** A CAT4 cognitive ability test and a written task, administered under the supervision of the Admissions Officer.
- **Interview:** A personal interview with the High School Principal/DP Coordinator to assess readiness and aspirations.

- **Academic Review:** Submission of the past two years' report cards for evaluation by the Admissions Committee.
- **Language Proficiency:** An English level equivalent to MYP Level 4 is considered the minimum requirement for entry into Grade 11. In terms of language proficiency, this typically aligns with:
  - **CEFR B1–B2 range** (Intermediate to Upper-Intermediate).
  - Students can understand and produce academic English with some support, write structured responses, and engage in classroom discussions.

Where appropriate, additional language samples may be requested to determine suitable language acquisition pathways.

Families will also meet with the DP Coordinator and/or University Counsellor to explore the relationship between subject choices and tertiary education opportunities. Provisional subject selections will be made in alignment with the student's future academic and career goals.

Process for internal applicants

Admission criteria for internal candidates

Our school expects students to be promoted from grade 10 to grade 11 to pursue the full IB Diploma Programme, at least during the first term of grade 11. If there are significant learning barriers, a student could take the alternative High School Diploma examination. This route is due to review with the DPC, the university counselor, student's parents, and it requires official approval from the Head of School.

Timeline for DP induction for grade 10 students:

- **April- Students information session**: Students will have an information session with the DPC to learn about the DP choices and requirements.
- **May- Parents information session:** Families attend an information session led by the DP Coordinator and University Counsellor on DP requirements and university pathways.
- **Early June- Students' initial choices and DP induction week:** After the end of the year exams, students complete initial subject choices form. Trial lessons for DP subjects.
- **End of June:** After graduation, individual meetings with the DP Coordinator, and the careers guidance to confirm and submit students final subject choices.

Expectations for IB Diploma Candidates

Our school expects students admitted in grade 11 to pursue the full IB Diploma Programme, which includes:

- Six subjects across the required IB subject groups.
- The three Core components: Theory of Knowledge (TOK), Extended Essay (EE), and Creativity, Activity, Service (CAS).
- Adherence to IB assessment requirements.

Entry as a Course Candidate (taking individual DP subjects without completing the full diploma) is not an option at the point of admission. However, repeating Grade 10 may be considered for students who require additional preparation to meet the entry criteria for full DP candidacy, subject to availability of places.

Policy Revision

Acknowledged as a working document, this Admissions Policy was written and compiled by SEK International School Qatar Admissions Committee consisting of participants from PYP, MYP, DP teams, the school counsellors, the IB programme coordinators, admissions officers and Head of School.

This policy was revised and approved by the Board of Trustees in January 2026 and it will be subject to a bi-yearly review cycle.

رابعا: جدول معادلة أنظمة التعليم الدولية

الفئات العمرية وفقا لمتطلبات التعليم الإجباري في البلد الأصلي باستخدام تصنيفات المدارس الحكومية.

Age ranges according to compulsory education requirements of home country using government school classifications.

Qatar (Curriculum (Government	Qatar National Curriculum (private)	Jordanian	Palestine	Tunisian + Algeria	Lebanese Curriculums	sabs	English (National (Curriculum	USA	International Baccalaureate (IB)	French
September to June										
-	Pre-school	Pre-school	KG 1	Pre-school	Pre-school	KG 1	Pre-school	Pre-school	Pre-school 3	PS
Rawda KG1	KG 1	KG 1	KG 2	KG 1	KG 1	KG 2	Reception	Pre-KG	Pre-school 4	MS
Tamhidi KG2	KG 2	KG 2	Year 1	KG 2	KG 2	Year 1	Year 1	KG	Pre-school 5	GS
Grade 1	Grade 1	Grade 1	Year 2	Grade 1	Grade 1	Year 2	Year 2	Grade 1	Grade 1	CP
Grade 2	Grade 2	Grade 2	Year 3	Grade 2	Grade 2	Year 3	Year 3	Grade 2	Grade 2	CE 1
Grade 3	Grade 3	Grade 3	Year 4	Grade 3	Grade 3	Year 4	Year 4	Grade 3	Grade 3	CE 2
Grade 4	Grade 4	Grade 4	Year 5	Grade 4	Grade 4	Year 5	Year 5	Grade 4	Grade 4	CM 1
Grade 5	Grade 5	Grade 5	Year 6	Grade 5	Grade 5	Year 6	Year 6	Grade 5	Grade 5	CM 2
Grade 6	Grade 6	Grade 6	Year 7	Grade 6	Grade 6	Year 7	Year 7	Grade 6	Grade 6	6 e
Grade 7	Grade 7	Grade 7	Year 8	Grade 7	Grade 7	Year 8	Year 8	Grade 7	Grade 7	5 e
Grade 8	Grade 8	Grade 8	Year 9	Grade 8	Grade 8	Year 9	Year 9	Grade 8	Grade 8	4 e
Grade 9	Grade 9	Grade 9	Year 10	Grade 9	Grade 9	Year 10	Year 10	Grade 9	Grade 9	3 e
Grade 10	Grade 10	Grade 10	Year 11	Grade 10	Grade 10	Year 11	Year 11	Grade 10	Grade 10	2 de
Grade 11	Grade 11	Grade 11	Year 12	Grade 11	Grade 11	Year 12	Year 12	Grade 11	Grade 11	1ere
Grade 12	Grade 12	Grade 12	-	Grade 12	Grade 12		Year 13	Grade 12	Grade 12	Terminale
-	-	-	-	Grade 13	-		-	-	-	-
							Yr 10/11 (GCSE or IGCSE). Yr 12/13 (As and A level) or other	Grade 11 Certificate Grade 12 Diploma	IB Certificate or Diploma	Baccalaureate (Prof, Tech General)

Qatar (Curriculum (Government	Canadian	Sri Lankan Curriculum	German	Egypt	Brazil	Finnish	Italy	Spanish	Sudan	Iran
September to June										
-	Pre-school	LKG	Pre-school	KG 1	-	-	KG1	KG1	KG1	-
Rawda KG1	Pre-KG	UKG	KG 1	KG 2	Preschool 1	-	KG2	KG2	KG2	KG1
Tamhidi KG2	KG	Year 1	KG 2	Grade 1	Preschool 2	Grade 0	KG3	KG3	Grade 1	KG2
Grade 1	Grade 1	Year 2	Grade 1	Grade 2	Year 1	Grade 1	Grade 1	Grade 1	Grade 2	Grade 1
Grade 2	Grade 2	Year 3	Grade 2	Grade 3	Year 2	Grade 2	Grade 2	Grade 2	Grade 3	Grade 2
Grade 3	Grade 3	Year 4	Grade 3	Grade 4	Year 3	Grade 3	Grade 3	Grade 3	Grade 4	Grade 3
Grade 4	Grade 4	Year 5	Grade 4	Grade 5	Year 4	Grade 4	Grade 4	Grade 4	Grade 5	Grade 4
Grade 5	Grade 5	Year 6	Grade 5	Grade 6	Year 5	Grade 5	Grade 5	Grade 5	Grade 6	Grade 5
Grade 6	Grade 6	Year 7	Grade 6	Grade 7	Year 6	Grade 6	Grade 6	Grade 6	Grade 7	Grade 6
Grade 7	Grade 7	Year 8	Grade 7	Grade 8	Year 7	Grade 7	Grade 7	Grade 7	Grade 8	Grade 7
Grade 8	Grade 8	Year 9	Grade 8	Grade 9	Year 8	Grade 8	Grade 8	Grade 8	Grade 9	Grade 8
Grade 9	Grade 9	Year 10	Grade 9	Grade 10	Year 9	Grade 9	Grade 9	Grade 9	Grade 10	Grade 9
Grade 10	Grade 10	Year 11	Grade 10	Grade 11	Senior 1	Grade 10	Grade 10	Grade 10	Grade 11	Grade 10
Grade 11	Grade 11	Year 12	Grade 11	Grade 12	Senior 2	Grade 11	Grade 11	Grade 11	Grade 12	Grade 11
Grade 12	Grade 12	Year 13	Grade 12	-	Senior 3	Grade 12	Grade 12	Grade 12	-	Grade 12
-	-	-	-	-	-	-	-	-	-	Grade 13
	Vocational or academic		Grade 11/12 Abitur	Grade 12 Certificate / not possible to take outside Egypt	Certificate	Grade 12	Vocational qualification or Academic qualification	Baccalaureate or vocational options		

تابع جدول معادلة أنظمة التعليم الدولية

Ethiopia	South Africa	Bangladesh	Malaysia	Australia	Scotland	Filipino	Indian CBSE	Pakistan	Japan
September to June	School year starts January so 6 on the 1st of Jan				-	June to March	April to March		
-	-	-	KG1	Pre-school	Nursery	Pre-school	KG1	pre	-
KG 1	-	KG-I	KG2	Pre-school	Prim. 1	KG 1	KG2	KG-I	-
KG 2	Grade 0	KG-II	KG3	KG	Prim. 2	KG 2	Prim.1	KG-II	-
Grade 1	Grade 1	Grade 1	Grade 1	Grade 1	Prim. 3	Grade 1	Prim.2	Grade 1	Grade 1
Grade 2	Grade 2	Grade 2	Grade 2	Grade 2	Prim. 4	Grade 2	Prim 3	Grade 2	Grade 2
Grade 3	Grade 3	Grade 3	Grade 3	Grade 3	Prim. 5	Grade 3	Prim.4	Grade 3	Grade 3
Grade 4	Grade 4	Grade 4	Grade 4	Grade 4	Prim. 6	Grade 4	Prim. 5	Grade 4	Grade 4
Grade 5	Grade 5	Grade 5	Grade 5	Grade 5	Prim. 7	Grade 5	Middle.6	Grade 5	Grade 5
Grade 6	Grade 6	Grade 6	Grade 6	Grade 6	Sec. 1	Grade 6	Middle.7	Grade 6	Grade 6
Grade 7	Grade 7	Grade 7	Grade 7	Grade 7	Sec. 2	Grade 7	Middle.8	Grade 7	Junior high 1
Grade 8	Grade 8	Grade 8	Grade 8	Grade 8	Sec. 3	Grade 8	Secon.9	Grade 8	Junior high 2
Grade 9	Grade 9	Grade 9	Grade 9	Grade 9	Sec. 4	Grade 9	Secon.10	Grade 9	Junior high 3
Grade 10	Grade 10	Grade 10	Grade 10	Grade 10	Sec. 5	Grade 10	Secon.11	Grade 10	high 1
Grade 11	Grade 11	Grade 11	Grade 11	Grade 11	Sec. 6	Grade 11	Secon.12	Grade 11	high 2
Grade 12	Grade 12	Grade 12	Grade 12	Grade 12	-	Grade 12	-	Grade 12	high 3
-	-	-	-	-	-	-	-	-	-
Grade 12	Matriculation Certificate			Vocational or academic options	Higher or advanced higher exams	Grade 10 Certificate Grade 12 Diploma	Grade 12 CBSE	Certificate	Secondary School Diploma

ملاحظة:

تعين على المدرسة تسجيل الطالب القادم من منهج غير مذكور بجدول معادلة أنظمة التعليم الدولية وفقا لآخر شهادة دراسية مع مراعاة السن المحدد للصف، وفي حال صغر سن الطالب يتعين على المدرسة تسجيل الطالب بصف أقل بعد موافقة ولي الأمر، وإخطار إدارة تراخيص المدارس الخاصة بذلك.

عند انتقال أي طالب من مدرسة حكومية أو مدرسة خاصة تطبق المعايير الوطنية إلى أي مدرسة خاصة دولية يتم تسجيله بناء على آخر شهادة دراسية.

SEK INTERNATIONAL SCHOOL QATAR

Toilet Use and School Expectations

Children must be toilet trained before attending Preschool 3 or any year group above this as indicated in our admission policy. In line with our safeguarding and child protection policy, our teaching and support staff are unable to provide intimate care (changing student underwear).

We define independent toileting as:

- Children who no longer wear diapers or pull ups.

- Children who are able to recognise the signs of needing to use the toilet and can tell the teacher or the Learning Assistant (LA) when they need to go to the toilet without prompting.

We understand that 'accidents' may happen. Accidents are unusual occasions where a child will soil herself/himself. In these situations, we ensure that the child is treated sensitively and with dignity.

Management and Handling of Accidents

- Children are supported to independently change their clothes.
- If a child is not able to change themselves, parents are contacted and invited in (if and when possible). If a parent cannot attend to change their child, parents provide verbal and written consent to the team to change their children. Two adults are present where possible. The written consent can be in the form of an email.
- If 3 or more toilet accidents occur within a week, parents are invited for a discussion to form a plan which may include a reduced school day to support the child in their transition to school.

Clean Up Protocols

- Two adult staff members are present to support the child (when possible)
- Staff to have access to gloves and cleaning supplies indicating a detailed approach to hygiene
- Staff to provide emotional support and reassurance to a child when accidents happen

Documentation

- Staff will keep a record log to monitor patterns and discuss possible solutions with parent or guardians
- Repeated accidents are also logged in with the counselor for safeguarding

Communication with Parents

- Parents will be informed of this policy and encouraged to communicate any specific toileting needs their child may have.
- Regular communication should be maintained to support the child's needs and wellbeing.

Review

- This policy will be reviewed annually or as needed to ensure it remains effective and in line with best practices in child safeguarding and school Admission Policy.

Conclusion

This Toilet Policy is designed to create a safe and supportive environment for all students, ensuring their dignity and well-being are prioritized at all times. By adhering to these guidelines, we can foster a nurturing and supportive atmosphere in the Early Years at SEK Qatar.