NORTHVIEW
INTERNATIONAL SCHOOL

Registration Policy

Our Mission

Delivering quality education at an affordable price.

Our Vision

- is to provide the highest quality education, but to be accessible, attracting pupils from all nationalities looking for an international education.
- is to develop all pupils to be aligned to the Qatar 2030 vision through innovation and technology while respecting and honoring the culture, language, and history of Qatar.
- is to develop a safe and purpose-built school that is both visually pleasing and offers space for creativity, collaboration, and learning.
- is to follow an internationally recognized curriculum, with international and host country adaptations as appropriate.
- is to prepare pupils for higher education, enabling all pupils to obtain a High School Diploma / School Leaving Certificate.

The School Ethos

'Kindness is the heart of our education.'

1. Introduction

The School supports the admission of pupils into the school according to parental choice and date of birth of pupils. Admissions will adhere to Ministry of Education and Higher education (MOEHE) guidelines.

Applications will be welcome from all pupils living in Qatar and we will take positive action to ensure the admission of Qatari nationals to the school.

Applications will be reviewed based on NVIS's admissions criteria. Seats will be offered to applicants who meet these requirements and subject to seat availability.

2. Curriculum and Resources

The curriculum of NVIS is based mostly on the Common Core States Standard curriculum with the curricula of International Early Years, International Primary Curriculum and the International Middle School Curriculum included for thematic approaches and to give international elements to the learning.

To a great extent, we will use e-learning and e-learning books. As part of the Qatar 2030 vision, we intend all pupils to be technology-efficient, so they are prepared for the challenges outside of school.

The main language of instruction will be English with the exception of when Arabic and Islamic Studies are taught to pupils from Arabic-speaking nations.

3. Entry Criteria

3.1. We are a co-educational mixed gender school for 3-18 years old children.

3.2. For KG2 entry, applicants must have completed a formal KG1 program.

3.3. For Grades 3 - 12, grade-level placement depends on the child's current curriculum and grade level, and academic ability within their grade level.

3.4. Age of Entry:

	Grade	Year
KG	Pre-KG	3 – 4
	KG1	4 – 5
	KG2	5 – 6
Elementary	G1	6 - 7
	G2	7 - 8
	G3	8 - 9
	G4	9 - 10
	G5	10 – 11
Middle School	G6	11 – 12
	G7	12 – 13
	G8	13 – 14
High School	G9	14 – 15
	G10	15 – 16
	G11	16 – 17
	G12	17 – 18

4. Entrance Assessments

Entrance assessments are not a requirement for admissions however for particular cases and to aid us in determining the best placement of a child we will use different entrance assessment tools to determine the baseline stage of development or attainment for each child prior to entry. These include:

Pre-KG – KG2	• Typical development checklists • Observation during play • Observation during story time
Grade 1 – Grade 2	• 1:1 dialogue with trained individual. • Practical number assessment using physical resources. • Observations when sharing a book. • Reading to an adult if confident
Grade 3 – Grade 12	• ERB Learning Admissions Test • Previous school's reports including attainment and behaviour aspects. • Free writing.

5. Learning Support and Special Education Needs

5.1. The school will accept pupils who have learning difficulties if the school is able to cater for the specific need of the child.

5.2. Assessments will be modified to support pupils with learning difficulties or SEN.

5.3. Entrance assessment information will be used to plan learning support if required.

5.4. Parents are requested to provide as much information as possible about the learning support and English language needs of prospective pupils so that we can advise:

- Whether we can provide an education that meets the needs of a particular child,
- Where the child might be best placed within the school
- What level of support may be needed and whether additional fees need to be charged for this additional support.

5.5. It is important that parents provide this information at the time of application so that their child can receive the support he or she might need. It can happen, however, that the full extent of a child's needs is not identified until the child is at the school, and thus the further need for additional support may be communicated to parents at that point. In some cases, it may be decided that the school cannot provide an appropriate education for the child.

5.6. The school will make provision for groups of pupils in need of learning support:

- Pupils receiving learning support on a regular basis in relation to need identified through the evaluation process and normally documented in an Individual Education Plan.
- Pupils not presenting a clear picture of whether their learning support need is due to second language complications.

6. Interviews

A pupil may be interviewed by the school as part of the enrolment process. This will be decided on a case-by-case basis.

7. Decisions on Admission

After all the admissions procedures have been followed, the application will be considered, revised, and signed by the principal. The parents will be informed of the decision as soon as possible.

8. Required Admission Documentation:

Newly enrolled, past and re-admitted pupils in all year levels are required to provide the following documents:

- Filled and signed Application Form
- Filled and signed Medical Form (included in the application form) and the child's health record (from Grade1 to Grade 12 provided by the Ministry of Health)
- A copy of the child's Immunization Card
- A copy of the child's Passport (a valid residency permit)
- A copy of the child's QID
- A copy of the father's /mother's Passport (a valid residency permit)
- A copy of the father's / mother's QID
- A copy of the child's birth certificate
- Four (4) recent passport size photographs for the applicant
- Two (2) passport size photographs of either family member or guardian/driver who will be collecting the child from school
- A copy of the child's Hamad health card
- Pupil's transcripts for the past three years. This includes reports, transcripts, results of standardized tests and any other reports issued by a counsellor or therapist.
- For Special Education Needs pupils, a copy of assessment reports (e.g., Educational Psychologist reports, Speech and Language Therapy) are needed
- Clearance or transfer letter from the previous school
- Good behavior letter from the previous school (stamped and signed by the Principal)
- Signed HR Form if the parent is a staff member of Northview International School.

* For Pre-KG, KG1 and KG2 children: We request that all pupils are toilet trained before entering school. Children who are not toilet trained will be asked to stay at home until they are fully trained.

9. Late Admissions:

9.1. A pupil may be admitted to the school at any time during the first two months of the beginning of a semester (if places are available), up to Grade 12.

9.2. The school reserves the right to accept pupils from the waiting list in place of current pupils, who have not paid their fees.

10. School Fees:

10.1. Annual fees are to be paid as follows:

- 40% of the total annual fees (minus the seat reservation fee) will be invoiced and dated on the 1st of September, due on the 1st of October, to be paid within 30 days.
- 30% of the total annual fees will be invoiced and dated on the 1st of December, due on the 1st of January, to be paid within 30 days.
- 30% of the total annual fees will be invoiced and dated on the 1st of March, due on the 1st of April, to be paid within 30 days.
- Excess amounts held in the pupil's account at the end of a current academic year are transferable to siblings after deducting the reservation fee for the next academic year.

School fees can be paid via:

- **Cheque** – post-dated cheques will be accepted by the school if the cheques due dates fall within the school's determined payment dates for each semester. Post-dated cheques will be deposited in the bank on their due date.
- **Bank Transfer** - (a copy of the bank transfer confirmation should be submitted to the school)
- **Direct Bank Deposit** (a copy of the deposit slip should be submitted to the school)
- **Cash**
- **Educational Voucher** (only for Qatari pupils). Educational vouchers for eligible pupils should be submitted to the school within one month of the start of the school year.
- The school will only refund the tuition fees as per the terms and conditions outlined in the school's Fees Policy.

11. Confidentiality

The school will aim to work with families in a spirit of close collaboration based on mutual confidence. School staff will work together as a team in the interests of the pupils and therefore share information about pupils so that work can take place most effectively. Information will only be passed on when necessary and only when it is in the interests of the pupils. Sensitive information will only be passed on with the agreement of parents.

12. General Expectations of Pupils

Pupils have the right to education in an environment conducive to learning. Pupils are expected to:

12.1. Attend school regularly and engage positively in their learning.

12.2. Behave in a courteous and considerate manner towards all members of the school community.

12.3. Adhere to the school dress code.

12.4. Learn without disruption.

12.5. Not cause anyone else emotional or physical harm.

12.6. Foster a respect for the right and property of others.

12.7. Abide by the school's policies and procedures.

13. Expectations of pupils within the school environment

The school's pastoral care model is designed to ensure that the welfare of all pupils is of paramount importance and that positive welfare support will encourage pupils in their learning. The school pastoral care model is different for KG and Elementary, and Middle and High school phases:

13.1. KG / Elementary Stage Pastoral Care:

Teachers will be the first point of contact for pupils. Teachers need to know their pupils and should make every effort to get to know parents. Teachers will be supported by Heads of Year who will, in turn be supported by Teaching Leaders. Concerns will be addressed in the order of teacher, then Teaching Leader. If issues or concerns cannot be addressed at these levels, then the Head of KG / Elementary will become involved. At every level, the welfare of the children is the critical issue.

13.2. Middle and High School Pastoral Care:

Homeroom teachers will interact with and register pupils at the start of each day. The homeroom teacher will be the first point of contact where pupil welfare issues are to be addressed. The homeroom teacher will be supported by the Teaching Lead associated with each year group. The Teaching Lead will be supported by the Lead for Pupil Welfare who will report to the Head of the Middle / High School. The Head of the Middle / High School will be the final point of contact, with matters of a serious nature referred to the principal.

14. Withdrawal/Cancelation of Admission

14.1. If a pupil does not attend the school during the first two weeks after the first official day of the school year, and parents have not informed the school that there will be a delay in attendance, the school will have the right to cancel the registration. It is the responsibility of the parent to inform the school of any late attendance after the first day of the semester.

14.2. School reserves the right to deny admission or re-enrolment to any applicant if, in its opinion, there were reasons to believe that admission or

re-enrolment would not be in the best interest of the applicant or the school.

14.3. Northview reserves the right to postpone admission if a class is full. In this case, the applicant is placed on a waiting list. The qualified applicants are then accepted in order of date of application.

15. Shape of the Day

Shape of the day (Pre-Kg /KG 1/KG 2)			
Start	**End**	**Duration**	**Description**
6:30am			Staff
6:45am			Gates open
7:15am	7:30am	15min	Registration
7:30am	8:20am	50 min	1
8:20am	9:10am	50 min	2
9:10am	9:40am	30 min	Break 1
9:40am	10:30am	50 min	3
10:30am	11:20am	50 min	4
11:20am	12:00pm	40 min	Break 2
12:00pm	12:45pm	50min	5
12:45pm			Student end of day
2:30pm			Staff leave

Shape of the day (Grade 1-Grade 6)			
Start	**End**	**Duration**	**Description**
6:30am			Staff
6:45am			Gates open
7:15am	7:30am	15min	Registration
7:30am	8:20am	50 min	1
8:20am	9:10am	50 min	2
9:10am	9:40am	30 min	Break 1
9:40am	10:30am	50 min	3
10:30am	11:20am	50 min	4
11:20am	12:00pm	40 min	Break 2
12:00pm	12:50pm	50min	5
12:50pm	1:40pm	50min	6
1:45pm			Student end of day
2:30pm			Staff leave

16. Attendance and Absences:

16.1. A pupil's absence from school is considered excused for the following reasons: personal illness, scheduled doctor appointment, death of a first- or second-degree family member (up to 3 days),
official school or community duty, and family travel to accompany a first-degree family member for treatment abroad for up to 30 days (the period may be extended by application to the school).

16.2. If a pupil is absent due to illness, hospitalization, or any other valid reason for a full term, it is at the school's discretion to offer discounts for such unexpected, continued absence.

16.3. If a pupil accumulates repeated unexcused absences during one school term amounting to a 95% or below attendance rate, they shall be referred to their Academic Lead for action.

16.4. If a pupil does not attend the school during the first two weeks after the first official day of the school year, and parents have not informed the school that there will be a delay in attendance, the school will have the right to cancel their registration. It is the responsibility of the parents to inform the school of any late attendance after the first day of the term.

17. School Capacity and Class Size

It is expected that the school will be able to accommodate approximately 1,240 pupils at full capacity.