: Learners Today.. Leaders Tomorrow :

The Gulf English School

School Admissions Policy

Date: January 2026
Author: Leadership Team

Adoption / Review	Committee	Lead Personnel	Review Date:
January 2026 – proposed	LT / ELT	Heads of School	Annually

This policy applies across all campuses:
GES Gharafa (Infants, Juniors and Secondary) and GES Bin Omran

Responsible, **R**espectful, **R**esilience

Our Vision

We aim to develop a responsible, respectful, resilient school community, supporting the highest level of personal achievement in a changing modern intercultural world.

V1	We aim to develop a responsible, respectful, resilient school community,
V2	supporting the highest level of personal achievement
V3	in a changing modern intercultural world.

Mission Statements

M1	We provide a high-quality education, focusing on skills, knowledge and application, enabling our community to strive and achieve excellence
M2	We aim to develop a culture of life-long learning, independence, ambition, which is continuously demonstrated by our community.
M3	Our community promotes diversity and global citizenship where individual differences are understood and celebrated.
M4	To drive the development of creative skills and critical awareness in our students.
M5	Our school community provides a safe, supportive, and stimulating learning environment that focusses on the well-being of all
M6	We aim to integrate the use of technology on a day-to-day basis to enhance our teaching and learning.

Our Core Values: The 3 R's

- ✓ **Responsible:** Driven, Ambitious, Achiever
- ✓ **Respectful:** Empathy, supportive, caring, diversity
- ✓ **Resilient:** Risk takers, empowered, committed

Purpose, intent and scope

The Gulf English School (GES) provides education based on the English National Curriculum. This policy explains admissions, assessments, placement, offers, transfers and transitions, including applications received during the academic year. GES is an academically selective school; places depend on age eligibility, academic suitability, available places, approved school capacity and applicable Ministry of Education and Higher Education (MOEHE) requirements.

GES welcomes applications from all nationalities and applies published criteria fairly and consistently. Assessment decisions take account of relevant individual circumstances, English-language development, additional learning needs and the school's capacity to provide an appropriate education.
The school safeguards children and handles applicant information confidentially.

All nationalities are welcome to apply. However, our priorities are for:

- Students with current siblings in the school.
- Students with outstanding previous school reports.
- Students who recently studied in an English National Curriculum school.
- Students who demonstrate additional talents or skills that can be developed further, including but not limited to – sporting, musical, artistic, linguistic and leadership.

Intent: To provide a consistent, transparent and supportive admissions journey for families, from their first enquiry to their child's successful induction into school.

Admissions aims and entry criteria

Our aims are to apply published academic entry criteria consistently, communicate clearly with families, identify suitable year-group placement, recognise individual learning needs and comply with the Ministry requirements applicable to private schools.

Subject to meeting entry requirements and seat availability, GES may consider applicants with siblings at the school, strong previous school reports, prior experience of an English National Curriculum school, and particular sporting, musical, artistic, linguistic or leadership talents. These factors do not guarantee a place. Offers are not made solely on a first-come, first-served basis.

Academic suitability is determined using age-appropriate entrance assessments, recent school reports, educational history, interviews where appropriate, behaviour and attitude information, and available learning support evidence. The school will explain the basis of an outcome to parents on request.

Applying to GES online

Parents and guardians may access information about GES through the official school website: www.gulfenglishschool.sch.qa

Applications for admission, including mid-year applications, should be submitted using the school's online admissions application: GES Online Application (SchoolBase)

The school's admissions process, eligibility information and application guidance are also available at: GES Admissions Process

Submission of an online application does not guarantee an offer of a place. Applications are considered subject to the admissions criteria, assessment outcomes, available places and applicable MOEHE requirements.
Once an online application is received, Admissions will review the information and confirm whether a suitable place is currently available. Where no place is available, families may be informed about the waiting list.

Admissions journey: application to enrolment

1. Parent/guardian submits the application and required documents; Admissions checks eligibility and available places.
2. GES reviews educational history, year-group eligibility and any disclosed learning, medical or safeguarding needs.
3. The pupil completes the relevant entrance-level assessment. Children of overseas-recruited GES staff are also expected to complete an entrance-level assessment.
4. The Head of School reviews the results and, where necessary, consults relevant staff or meets the family.
5. Admissions communicates an offer, waiting-list decision or unsuccessful outcome. Any offer remains conditional on verification, MOEHE registration and payment requirements.
6. The school confirms placement only when required documents, permissions and registration processes are complete.

The existing assessment fee is QAR 550, including a reassessment requested by parents, and the existing registration fee is QAR 4,000. These amounts and any non-refundable conditions must be checked against the current MOEHE-approved GES fee schedule before this policy is published. Fees must be communicated clearly before payment. Fees stated in this policy must be checked against the current MOEHE-approved GES fee schedule before publication.

The stages below follow the accompanying admissions flowchart. Where a place is available, Admissions sends assessment arrangements; the assessment fee is paid; the pupil is assessed; and the Head of School reviews the evidence. Eligible families are invited to a meeting. Following a successful decision, Admissions sends the offer and registration pack. Once registration forms, documentation and payment are completed, the pupil is added to the school management information system, relevant staff are informed and induction and parent portal access are arranged.

Entrance assessments by phase

Phase	Assessment approach
Pre-school	Play-based observation of age-appropriate communication, curiosity, interaction and readiness.

Reception	Age-appropriate play and social interaction, early literacy/phonics, pencil control and number activities.
Years 1–2	Age-appropriate reading, writing and mathematics tasks.
Years 3–6	Reading comprehension, mathematics and a short writing task, with consideration of school records. (STAR Assessments – Online)
Years 7–10	Reading comprehension and mathematics assessments, plus prior records and relevant interview. (STAR Assessments – Online)
Year 11	Written English and mathematics assessments, previous examination/course information and subject compatibility.
Sixth Form	Interview and examination record review. Existing GES threshold: at least seven IGCSE grades 9–4/A*–C, including at least grade 4/C in English as a Second Language; confirm current subject-specific requirements before approval.

Assessments may be adapted appropriately for identified needs. Results should be interpreted alongside previous attainment and professional judgement, rather than in isolation.

Inclusion, EAL and educational suitability

Parents should disclose any known special educational needs or disabilities (SEND), EAL requirements, medical conditions and existing support arrangements so the school can plan an appropriate assessment and evaluate its provision. Relevant staff may consider reasonable assessment adjustments, educational reports and individual support requirements. No decision should be based solely on a diagnosis or disability.

Where evidence indicates that GES may not be the most suitable educational setting or that the pupil is unlikely to access the mainstream British curriculum successfully, the Head of School will explain the concerns to parents, consider support and reasonable adjustments, and may advise the family to explore other schools or an alternative curriculum better suited to the child. Such discussions must be individualised, sensitive and consistent with applicable MOEHE inclusion and admissions requirements.

Offers, waiting lists and review of decisions

Where an applicant meets the criteria but no suitable place is available, the Admissions Team may place the pupil on a waiting list. Waiting lists are reviewed using the school's published priorities, academic assessment, sibling considerations and capacity; waiting-list status does not guarantee admission.

The Head of School oversees decisions and communicates unsuccessful outcomes or requests for clarification. Parents may request a review by providing relevant additional information. The Head of School reconsiders the case, records the outcome and communicates it to the family. Where necessary, the General Manager is involved in escalation or final consideration, subject to applicable MOEHE requirements and any statutory complaint or appeal route.

An unsuccessful outcome is communicated to parents, with the opportunity to request a review by the Head of School. Cases requiring further escalation may be considered with the General Manager.

Documents required for registration

The following is a working GES admissions checklist, to be reconciled with the current 2026 MOEHE private-school guide and any nationality/visa-specific requirements. Additional documents may be requested for particular cases.

- Completed application form and parent/guardian contact details; signed declarations and consents.
- Pupil's passport copy, birth certificate and Qatar ID/personal number where required; parent/guardian Qatar IDs/passports and proof of legal guardianship where relevant.
- Valid residence/immigration documentation where applicable; the Ministry's published private-school FAQ states that registration requires a Qatar personal number and excludes certain short-term visit-visa cases.
- Most recent school report and, where relevant, previous two years' reports, transcripts, grade-completion or promotion evidence, attendance and transfer/leaving certificate.
- Officially attested overseas records and school-certificate equivalency where the current MOEHE rules require them.
- Health form, vaccination/immunisation record, relevant medical reports, emergency contacts and emergency treatment authorisation.
- Relevant educational psychology, SEND, EAL or learning-support reports and any existing support plan, where available and applicable.
- For mid-year applications, a recent term/semester statement and any additional transfer authorisation required by MOEHE.
- Any other documentation specified by the current Ministry private-school admission and registration guide.

Age requirements and year-group placement

Year-group placement is determined using the pupil's date of birth, educational history, previous grade completed, curriculum equivalency and the applicable MOEHE admissions guide. GES currently describes pre-school entry from age three and Reception from age four by 1 September; these school thresholds are provisional pending confirmation against the MOEHE private-school guide.

Requests for admission outside the normal chronological year group, acceleration, repetition or exceptional placement are reviewed by the Head of School and must meet applicable MOEHE approval and registration requirements. An observation or school assessment alone does not authorise a placement contrary to Ministry requirements.

Joining GES during the academic year

GES accepts applications during the school year, subject to vacancies, capacity, academic suitability, documentation and Ministry requirements. Mid-year applicants follow the same admissions assessment and decision process as other applicants, with additional consideration of the curriculum already covered, the pupil's previous school attendance and the feasibility of a successful transition.

The Admissions Team requests the most recent school report and, where available, a current-term or first-semester progress/attendance statement.

The Head of School reviews curriculum gaps, assessment evidence, subject choices (particularly examination years), EAL/SEND needs and whether bridging support is required.

Any transfer from another Qatar school must follow applicable MOEHE transfer and student-record procedures; a place must not be finalised until required release/transfer steps are completed.

For pupils arriving from overseas, the school checks authenticated prior school documents and any nationality-specific equivalency or attestation requirements.

A start date, induction, class allocation, safeguarding/medical handover and initial academic review are arranged once registration is authorised.

Transfers from Qatar and international schools

Transfers from other Qatar schools require verification of identity, the previous school and last completed grade, available places, the relevant school records and compliance with MOEHE transfer procedures. The Admissions Team will coordinate with parents and the transferring school as permitted and required by Ministry systems.

Applicants transferring from another country or curriculum will be placed using age, previous schooling, assessment evidence and the current MOEHE international education system equivalency table. GES will explain any proposed year-group placement to parents. Some transfers between different academic calendars may result in partial repetition of a school year, subject to Ministry rules and any required approval.

According to MOEHE published equivalency guidance, routine certificate equivalency is generally not required for transfers between schools within Qatar. For students arriving from overseas, requirements differ according to nationality and destination curriculum; the Admissions Team must check the current Ministry instructions and ensure required attestation/equivalency is completed before registration.

Progression, transition and re-enrolment

GES expects pupils to progress through year groups when they meet the relevant educational requirements. Where progress raises concern, the school will assess needs, consider appropriate intervention and learning support, discuss concerns with parents in good time and review progress before making decisions about continued placement or transition to another key stage.

Where the mainstream British curriculum is no longer considered appropriate for an individual pupil, the Head of School may advise parents to consider alternative educational provision or a different curriculum, following careful individual review and in accordance with applicable MOEHE requirements. Any retention, transfer or withdrawal must follow Ministry procedures.

Safeguarding, health and records

GES will obtain and securely handle information required to protect pupils, including relevant safeguarding concerns, medical conditions, allergies, emergency contacts and authorised collection arrangements. Records will be shared internally only with authorised personnel for educational, welfare

and safeguarding purposes, and transferred or retained in accordance with applicable law and school procedures.

Responsibilities and decision-making

- The Admissions Team receives applications, verifies documentation, schedules assessments, maintains applicant records and communicates outcomes.
- The relevant Head of School reviews assessment evidence, school reports, available provision and places; makes admissions decisions; communicates reasons for unsuccessful applications; and considers requests for review.
- Where a case requires escalation, the General Manager is consulted and involved in the decision-making process. Any exception requiring MOEHE approval is referred to the Ministry before placement is confirmed.
- Learning Support, EAL, medical and safeguarding personnel are consulted where relevant, with information shared only on a need-to-know basis.

Related Policies and Policy Review

This policy should be read alongside the GES Home–School Agreement, relevant School Handbooks, Behaviour, Safeguarding and Child Protection, SEND/Inclusion, Early Years Toileting, First Aid and Medical, Complaints and Fee Policies, together with EAL arrangements and applicable MOEHE private-school admissions guidance.The policy will be reviewed annually or sooner in response to changes in Ministry regulations or school procedures.

Annex A – Compliance with MOEHE Admissions Guidelines

The GES Admissions Officer and Admissions Team are responsible for ensuring that all student admissions, registrations and transfers comply with the latest guidelines and circulars issued by the Ministry of Education and Higher Education (MOEHE).

In accordance with MOEHE Circular No. 4 of 2025, and any subsequent updates, the Admissions Team will follow the stipulated requirements relating to registration periods, age eligibility, year-group placement, international curriculum equivalency, required documentation, school transfers and student registration through the Ministry's National Student Information System (NSIS).

All admissions procedures will be carried out in consultation with the relevant Head of School and in accordance with the school's Admissions Policy and applicable MOEHE regulations.

The table below is an abridged working extract from the MOEHE “Guidelines for the admission of students into private schools in the State of Qatar” equivalency appendix, for cross-curriculum orientation only. Admissions must consult that edition before confirming placement.

School website: https://www.gulfenglishschool.sch.qa/
Online application: https://gesenquiries.schoolbase.online/
Parent information and handbooks: https://www.gulfenglishschool.sch.qa/parents/ (handbook location to verify)

Private schools that follow the standards

أولاً: المدارس الخاصة التي تتبع المعايير الوطنية

Grades System			نظام الصفوف		
السن الأعلى الحد			الأدنى الحد	Class	الصف
Year/سنة	Month/شهر	Day/يوم			
4	11	29	3	PRE- SCHOOL	ما قبل الروضة
5	11	29	4	KG 1	الروضة
6	11	29	5	KG 2	التمهيدي
7	11	29	6	Grade 1	الصف الأول
8	11	29	7	Grade 2	الصف الثاني
9	11	29	8	Grade 3	الصف الثالث
10	11	29	9	Grade 4	الصف الرابع
11	11	29	10	Grade 5	الصف الخامس
12	11	29	11	Grade 6	الصف السادس
14	11	29	12	Grade 7	الصف السابع
15	11	29	13	Grade 8	الصف الثامن
16	11	29	14	Grade 9	الصف التاسع
17	11	29	15	Grade 10	الصف العاشر
18	11	29	16	Grade 11	الصف الحادي عشر
19	11	29	17	Grade 12	الصف الثاني عشر

Second: Private, International, and Community Schools
Kindergarten and Primary Schools.

ثانياً: المدارس الخاصة والدولية ومدارس الجاليات

أ. رياض الأطفال والمرحلة الابتدائية

Years System			المنهج البريطاني وما يعادله		نظام الصفوف	Grades System			المنهج الأمريكي وما يعادله		نظام الصفوف
السن				Class	الصف	السن				Class	الصف
الحد الأعلى			الحد الأدنى			الحد الأعلى			الحد الأدنى		
Year/سنة	Month/شهر	Day/يوم				Year/سنة	Month/شهر	Day/يوم			
4	11	29	3	KG 1	الروضة	4	11	29	3	pre-school	ما قبل الروضة
5	11	29	4	KG 2	التمهيدي	5	11	29	4	KG 1	الروضة
7	11	29	5	Year 1	الصف الأول	7	11	29	5	KG 2	التمهيدي
8	11	29	6	Year 2	الصف الثاني	8	11	29	6	Grade 1	الصف الأول
9	11	29	7	Year 3	الصف الثالث	9	11	29	7	Grade 2	الصف الثاني
10	11	29	8	Year 4	الصف الرابع	10	11	29	8	Grade 3	الصف الثالث
11	11	29	9	Year 5	الصف الخامس	11	11	29	9	Grade 4	الصف الرابع
12	11	29	10	Year 6	الصف السادس	12	11	29	10	Grade 5	الصف الخامس
						14	11	29	11	Grade 6	الصف السادس

COUNCIL OF INTERNATIONAL SCHOOLS

Years System			المنهج البريطاني وما يعادله	نظام الصفوف	Grades System			المنهج الأمريكي وما يعادله	نظام الصفوف
السن			Class	الصف	السن			Class	الصف
الحد الأعلى					الحد الأعلى				
Year/سنة	Month/شهر	Day/يوم			Year/سنة	Month/شهر	Day/يوم		
14	11	29	Year 7	الصف السابع	-	-	-	-	-
15	11	29	Year 8	الصف الثامن	15	11	29	Grade 7	الصف السابع
16	11	29	Year 9	الصف التاسع	16	11	29	Grade 8	الصف الثامن
17	11	29	Year 10	الصف العاشر	17	11	29	Grade 9	الصف التاسع
18	11	29	Year 11	الصف الحادي عشر	18	11	29	Grade 10	الصف العاشر
19	11	29	Year 12	الصف الثاني عشر	19	11	29	Grade 11	الصف الحادي عشر
19	11	29	Year 13	الصف الثالث عشر	19	11	29	Grade 12	الصف الثاني عشر

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 Abilur	Grade 12 Certificate / not possible to take outside Egypt	Certificate	Grade 12	Vocational qualification or Academic qualification	Baccalaureate or vocational options		

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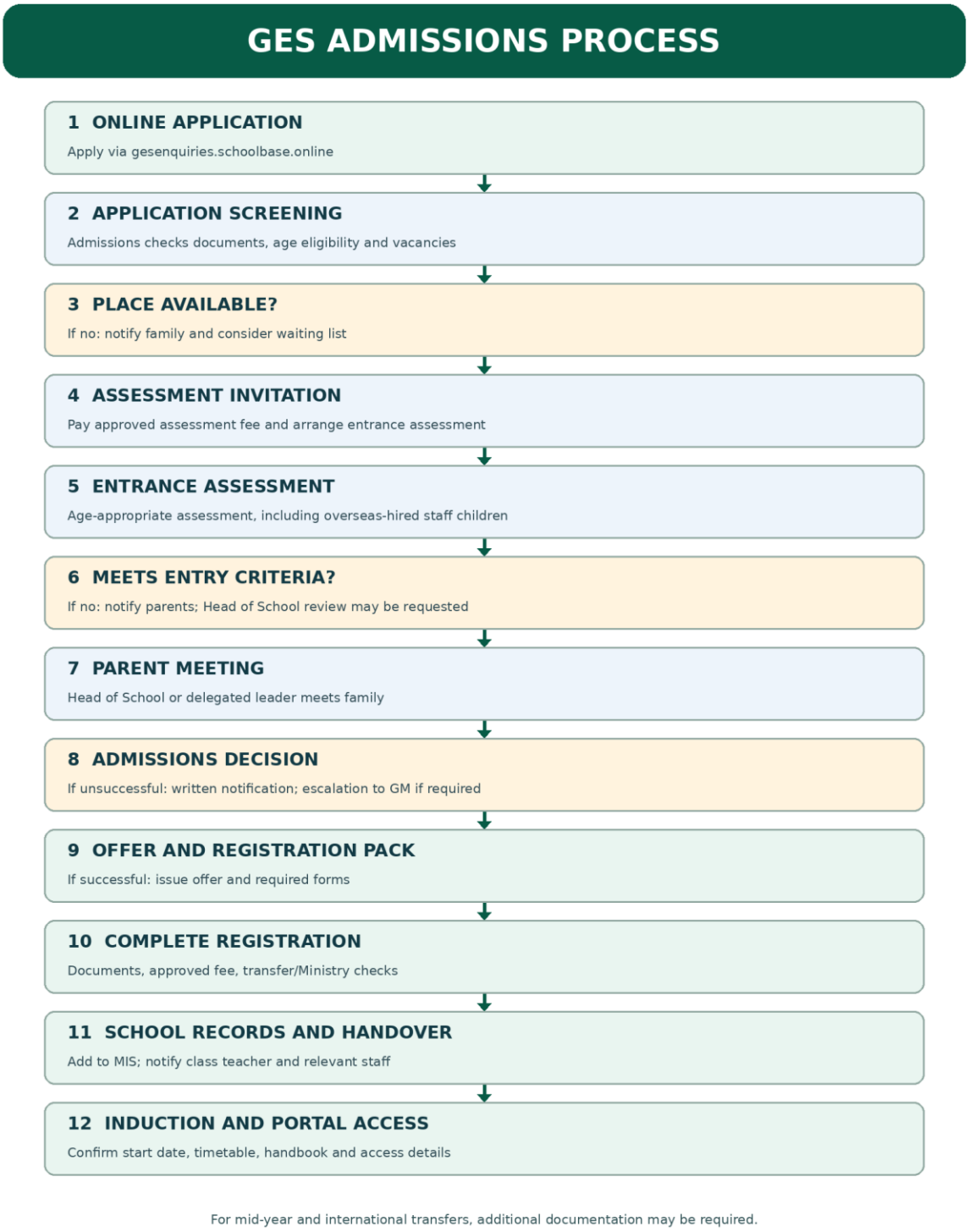
ص.ب: ٣٥١١١ - الدوحة - قطر
هاتف: ٤٤٠٤ ٤٤٤٤ ٩٧٤+

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

Appendix 1 – GES Admissions Process

This flowchart summarises the admissions process. The policy text and applicable MOEHE requirements take precedence.



Learners Today, Leaders Tomorrow

GES Admissions Process

A step-by-step guide from application to enrolment

1 Online Application
Complete the online application form via our Admissions Portal.
Apply Online
https://gesenquiries.schoolbase.online/

2 Application Reviewed
Our Admissions Team will review your application and check availability of places.

Place Available
You will be invited to the next stage of the admissions process.

No Place Available
Your application will be placed on the waiting list and you will be notified by email.

3 Assessment
You will receive an email with further information about the assessment and the next steps.

4 Payment for Assessment
Pay the non-refundable assessment fee within the given timeframe.

5 Scheduled Assessment
Your child will complete the entrance assessment in English and Mathematics (at an age-appropriate level).

Meets Entry Criteria
You will be invited to a parent interview.

Does Not Meet Entry Criteria
You will be notified by email. You may request a review (see policy for details).

6 Parent Interview
A meeting will be arranged with the Head of School or a senior member of the team.

Offer of a Place
You will receive an offer of a place by email.

Unsuccessful Application
You will be notified by email. You may request a review (see policy for details).

7 Offer and Application Pack
You will receive an email with the application pack and further instructions to complete registration.

8 Complete Registration
Submit all required registration forms and supporting documents.

9 Payment of Registration Fee
Pay the registration fee to secure your child's place.

10 Add to MIS
Your child's details will be added to our school management system (MIS).

11 Inform Class Teacher / LCO
Your child's class teacher and Learning Coordinator will be informed.

12 Welcome and Induction
Information will be sent regarding homework, diary, timetable and start date.

13 Portal Email
You will receive a portal email with login details and further information.

Useful Links

School Website
Find out more about our school.
https://www.gulfenglishschool.sch.qa/

Online Admissions Application
Apply for a place at GES.
https://gesenquiries.schoolbase.online/

School Handbooks
Read our School Handbooks for important information for parents and students.
https://www.gulfenglishschool.sch.qa/parents/

Key Information

- Applications are welcome throughout the academic year, subject to availability of places.
- All applicants are required to complete an entrance assessment (including children of overseas-recruited staff).
- The assessment fee is non-refundable.
- Admission is subject to meeting our academic entry requirements and availability of places.
- Placement will be confirmed after a successful assessment and a parent interview.
- Submitting an online application does not guarantee a place.
- Please ensure you provide accurate and complete information.

Related Policies and Documents

This Admissions Policy should be read in conjunction with:

- Home–School Agreement
- Behaviour Policy
- School Handbooks
- Teaching and Learning Policy
- Appraisal Policy
- Safeguarding and Child Protection Policy
- Special Educational Needs and Inclusion (SEND) Policy
- Early Years Toileting Policy (for Pre-school applicants)